



Mountain Empire Community College

ADVISORY BOARD MEETING

TUESDAY, September 18, 2018

4:30 p.m.

Kline Foundation Boardroom

AGENDA

1. Welcome and Call to Order..... Mr. Rodney Baker, Chair
2. Minutes for approval (**Exhibit A**) Mr. Baker
3. Administrative Reports
 - A. Chair
 - ✚ Recognition of Guest
 - ✚ Recognition of New Board Member
 - Ms. Helen Chadwell (Lee County)
 - ✚ 2018-2019 Committee Assignments
 - ✚ Other Updates
 - B. President's Report..... Dr. Kristen Westover
 - C. President's Staff Reports (Dr. Westover will give Staff Updates)
 - ✚ Academic and Student Services Dr. Vickie Ratliff
 - ✚ Financial and Administrative Services..... Mr. Ron Vicars
 - ✚ Foundation and Institutional Advancement..... Ms. Amy Greear
4. Committee Reports
 - a. Executive Committee (**Did not meet**)
 - b. Finance and Facilities Committee
 - i. Emergency Operations Plan
 - c. Curriculum and Student Affairs Committee (**Did not meet**)
5. Old/New Business..... Mr. Baker
 - a. Resignation letter from Dr. Stacy Munsey
6. Public Comments/Other
7. Next Meeting Date – November 6, 2018 (request to change meeting date from November 13 to November 6)
8. Adjournment

Meeting Minutes

MECC Local Advisory Board

Tuesday, September 18, 2018, 4:30 p.m., Kline Foundation Boardroom

MEMBERS PRESENT

SCOTT COUNTY

Rodney Baker
Freda Starnes
David Kindle

WISE COUNTY

Bonnie Elosser
Mike Abbott
Alane Lovern

LEE COUNTY

Gail Elliott
Helen Chadwell

CITY OF NORTON

DICKENSON COUNTY

MEMBERS ABSENT

Vickie Brown (Lee)
Tim Cassell (Norton)
Stacy Munsey (Lee)
Burl Mooney (Dickenson)
Keith Wilson (Scott)
Betty Cornett (Wise)

Ms. Amy Greear and Dr. Vickie Ratliff were not in attendance due to attending the Tobacco Commission Meeting in Floyd, VA. Mr. Ron Vicars was not in attendance due to attending the Campus Threat Assessment Meeting in Lynchburg, VA. Dr. Westover will be reporting for their areas.

Others Attending:

Lana Kennedy – Chair, Association of Classified Employees (ACE)
Sarah Gilliam-Burrell – President, Faculty Senate
Dr. Kristen Westover - President
Peggy Gibson – Executive Assistant to the President

CALL TO ORDER

The Mountain Empire Community College Advisory Board met on Tuesday, September 18, 2018 at 4:30 p.m. in the Kline Foundation Boardroom at Mountain Empire Community College. The meeting was called to order by Mr. Rodney Baker, Chair.

APPROVAL OF MINUTES

A motion was made by Ms. Alane Lovern to accept the July 10, 2018 minutes as presented. The motion was seconded by Ms. Bonnie Elosser and passed unanimously. **(Exhibit 1)**

ADMINISTRATIVE REPORTS

Mr. Baker reported on the following information items:

- Introduction and welcome of new Local Advisory Board Member representing Lee County:
 - ✚ Ms. Helen Chadwell

Save the Date

- ✚ Inauguration Ceremony in honor of Dr. Kristen Westover, **Friday, October 19th at 10:30 a.m.**
Goodloe Center

President's Report – Dr. Kristen Westover

Dr. Westover reported on the following items:

Activities Report

- Dr. Westover reviewed with Board members her current community involvement including community and college activities from July 11, 2018 through September 18, 2018 (**Exhibit 2**).

Updates

- Dr. Westover shared that the first session of the President's Institute was held a couple weeks ago with 13 participants and had gone very well. The focus of the class is built around leadership capacity within the college and giving participants more knowledge of how we function within the VCCS. Participants will be invited to attend a VCCS State Board meeting later in the fall to observe the governance process.
- As part of the Aspen Presidential Fellows, Dr. Westover was invited to participate in the 2019 Aspen Site Visit as a team member for one of the 10 single Aspen finalist colleges. Participants were requested to choose their top one-to-five sites of which she chose Mitchell Technical Institute in South Dakota as they were the closest to us in terms of rural and small colleges. Dr. Westover shared that one of the things she learned from the visit at Mitchell was that members of the Advisory Board was invited to participate in an Advisory Committee meeting of the college in order to learn more about the college's program. A list of the college's Advisory Committees, meeting times/dates will be available at the next scheduled meeting in the event Board members are interested in serving in an ex-officio capacity.
- Dr. Westover shared with Board members that the college had been working for some time with the Wise County Board of Supervisors regarding converting the former Appalachia Elementary School facility into a "Center for Workforce & Innovation of Appalachia" in order to grow some of the college's programs. Grant proposals for this initiative were submitted to ARC POWER, Slemp Foundation, Rural Virginia Horseshoe Initiative and to the Virginia Tobacco Region Revitalization Commission (TRRC) in order to piece together funding for this project. She reported that the college received news this afternoon that it has been awarded \$425,905 from the Tobacco Commission toward this initiative. Dr. Westover also shared that the college recently secured a \$50,000 grant from the Slemp Foundation to support the development of a library at this facility.
Below are the proposed Phases of the project:

(Phase I) FY19

- Power Lineman Program – relocate and add fiber optic and communication infrastructure installation
- Commercial Driver's License Program – relocate and add Commercial Driver Improvement and Highway Safety

- Early Childhood Development Program – add new child care center to offer services to students/community and offer internships and apprenticeships to students in program
- Culinary Arts Program – Utilize kitchen and cafeteria spaces. New credentials will include ServSafe Food Handler and ServSafe Food Manager certifications.
- Community Wellness – New courses provided to community members in areas such as physical activity, nutrition, and mental health
- Aggregate Producer Apprentice Program – Establish training program/credentialing for aggregate production with an apprentice program to ensure students are employed upon completion.

(Phase II) FY20

- Power Lineman Program – Add training programs in underground power distribution
- Driver Safety Program – Add behind-the-wheel driver training courses.
- Appalachian Heritage Repository – Relocate historical holdings and feature cultural programs open to the service region
- Unmanned Systems Program – Add agritechnology programming.
- Construction Tradesman Program – Add certificate programs in NCCER Welding, HVAC, Electrical Trades, and Plumbing.
- Agriculture Programming – Create certificate programs in organic production via integrated pest management, Agritourism and farm-to-table production.
- Entrepreneurial Mentor Network – Create mentorship program to assist aspiring entrepreneurs with intellectual property rights, patents, employment law, etc.

(Phase III) FY21

- Agriculture Programming – Add credentialing in agritourism, aquaculture, and fisheries.
- Continuing Education – Add community requested skills courses such as spinning, pottery, quilting, woodworking, etc.
- Transportation and Warehousing Programs – Create training program to assist with transporting and storing food for farm-to-farm opportunities and other emerging industries.
- Culinary and Agricultural Programming – Develop a cooperative program to build upon regional farm-to table opportunities.

Enrollment Report

- Dr. Westover presented and reviewed with Board members the following information regarding enrollment at this time:
 - ❖ FTE Enrollment – approximately 15% **decrease**
 - ❖ Out of state – 29.9% **increase**
 - ❖ Evening – 15.7% **increase**
 - ❖ Virtual (online) – 27.7% **increase**

Dr. Westover shared that the college is beginning to conduct program reviews and will be taking a hard look at program enrollment; building strategies to ensure we have full numbers in all of our programs, and looking at each program's viability.

Vice President of Institutional Advancement – Ms. Amy Greear

Dr. Westover reported on behalf of Ms. Amy Greear who was absent due to attending the Tobacco Commission Meeting in Floyd, Virginia:

Information Item(s):

- The MECC Foundation has been successful in raising approximately \$400,000 this year. There have been two recently established scholarships for students – the Burdette family scholarship and the Lorraine C. Turner/Kara Kennedy Scholarship – an addition of more than \$60,000 in scholarship funds to support our students.
- The Scott County Endowed Scholarship event was held on August 25 at Crooked River Farms. The event was sold out, raising more than \$50,000; doubling the amount of funds for that scholarship.
- The Foundation will hold its annual Home Craft Days Breakfast on Saturday, October 20 in the Goodloe Center at 9:00 a.m. Invitations to this event will be sent to all Board members.
- The Foundation is working to schedule a strategic planning retreat sometime this fall.

Upcoming Events

- ✚ Lee County Endowed Scholarship Event September 27, 2018 7:00 p.m. Lee High Auditorium featuring Dave Eggar (all Board members are invited to attend) All funds raised at this concert have a matching anonymous donor up to \$30,000.
- ✚ Dickenson County Endowed Scholarship Event Saturday, Nov. 3, 2018 6:00 p.m. Jerrie Baker Center featuring Larry Sparks and Lonesome Ramblers

Vice President of Academic and Student Services – Dr. Vickie Ratliff

Dr. Westover reported on behalf of Dr. Vickie Ratliff who was absent due to attending the Tobacco Commission Meeting in Floyd, Virginia:

Information Item(s):

- Summer ended on a positive note with a gain in enrollment as compared to 2017:
 - Summer 2018 – 348 FTEs
 - Summer 2017 – 331 FTEs
- 270 students attended the college’s FOX orientation sessions
- Although not counted as part of our credit enrollment, we also had 182 participants in this year’s Mountain Music School.
- Fall activities began during the first week of August when we hosted all dual enrollment instructors for an afternoon of professional development and planning for the upcoming year. The new NACEP standards and SACSCOC Policies for Dual Enrollment were reviewed with those in attendance.
- In-Service activities began with professional developments sessions for Adjuncts on 8/9/218. Full-time faculty returned on 8/16/2019 with a variety of professional development activities scheduled. Josh Davies from the Center for Work Ethic Development was the featured speaker.

- MECC welcomed 262 new students to SDV 100 during Welcome Week, and another 35 in the online section. SDV 100 is a two-day format held just prior to the beginning of classes and is required of all curricular students and should be taken within the first 15 credits of enrollment.
- Faculty reports for the first few weeks of class indicate that we had fewer “no-shows” or never attends this fall and those who were enrolled appear to have been better prepared than those in the past several years. We are hopeful that this is the combined result of our FOX Orientation sessions and 2-day SDV classes.
- In an effort to discourage new students from enrolling late and showing up for class without the benefit of their financial aid/books/supplies, the Academic team chose to add a new opportunity for those students. The Quick Start model that we have used for the past three years was reviewed and restructured in a way that student who came in on or after the first day of classes would be enrolled in a Quick Start course that would begin the first week of September.
- The Academic team has also been actively involved in a variety of VCCS projects, including the EAB Navigate initiative (a new onboarding tool), CAEL’s Prior Learning Assessment activities, NUDGE (text/email programming), SACSCOC Lumina Project on Prior Learning, and the LMS transition from Blackboard to Canvas. We have also completed the college’s 2018-20 Student Success Plan, major revisions to the Student Handbook, College Catalog and website updates, as well as our continued work on the SACSCOC reaffirmation compliance documents.
- Our Workforce team has been actively involved in a variety of economic development activities, including meeting with new prospects and working with companies as they become established in the service region. Our enrollment in non-credit classes continues to grow with an increase from 803 students in FY 17 to 2,377, in FY 18.
- Grant work has also been a major focus of our efforts in the past two months, involving the development of applications for Tobacco Commission, ARC POWER, Slemple Foundation, Rural Virginia Horseshoe Initiative, Institutes of Excellence and Dominion funding. The majority of these are focused on our work with the proposed Center for Workforce & Innovation of Appalachia.

Upcoming Events:

- 📅 Transfer Fair – Wednesday, October 10
- 📅 Late Starting Classes: 2nd 8-week session – October 18
- 📅 Home Craft Days – October 19-21

- The Academic Team is very concerned with current enrollment and is working to improve this negative trend. Plans for a “return to the Mountain” marketing campaign are underway to try to attract those who have dropped out in the past to return and complete. Known enrollment that is outstanding as of today:
 - 📅 Gate City Dual Enrollment
 - 📅 2 PlugGED in Cohorts
 - 📅 Working to determine classes for continuous enrollment, special interest, etc.

Vice President of Financial and Administrative Services – Mr. Ron Vicars

Dr. Westover reported on behalf of Mr. Ron Vicars who was absent due to attending the Campus Threat Assessment Meeting in Lynchburg, VA.

Local Funds Expenditure Report – Dr. Westover reviewed with Board members the Local Funds Expenditure Report ending August 31, 2018. (See Exhibit 4 with details)

Personnel Report – Dr. Westover reviewed the personnel report ending September 17, 2018. (See Exhibit 5 with details)

There were no questions or comments regarding these reports from Board members.

COMMITTEE REPORTS

Executive Committee (Did not meet)

Finance and Facilities Committee –

2018/2019 Emergency Operations Plan

Board member Mr. David Kindle presented for full Board approval the 2018/2019 Emergency Operations Plan. Mr. Kindle shared that the Finance and Facilities Committee had met via conference call on September 12 to review the 2018 Emergency Operations Plan. The only changes this year is to update titles and names of individuals. This is due to changes in positions on campus. The motion was made by David Kindle to accept the 2018 Emergency Operations Plan as presented, seconded by Mr. Mike Abbott and passed unanimously.

Curriculum and Student Affairs Committee (Did not Meet)

OLD/NEW BUSINESS

Mr. Baker presented for approval the 2018-2019 Board Committee Assignments (Exhibit 6). A motion was made by Mr. David Kindle to accept the Committee Assignments as presented; seconded by Ms. Gail Elliott, and passed unanimously.

Dr. Westover will be attending the American Association of Community College's meeting in Arlington, VA during which is schedule during the same time as our next meeting date of November 13th. The Board voted unanimously to change the next meeting date to November 8, 2018.

PUBLIC COMMENTS

ADJOURNMENT

With no further business to discuss, the meeting adjourned at 5:40 p.m. The Board voted unanimously to change the next meeting date to November 8, 2018.

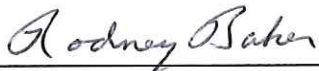
Peggy Gibson, Recorder

Respectfully Submitted,



Kristen Westover, President & Secretary to the Board

APPROVED:



Chair/Vice Chair of the Board

8 Nov 2018

Date

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August 31, 2018

Dr. Kristen Westover
3441 Mountain Empire Road
Big Stone Gap, VA 24219

Re: Advisory Board Resignation

Dear Dr. Westover:

I am writing to you to formally resign my position as a member of the Mountain Empire Community College Advisory Board. Unfortunately, the meetings for the Board coincide with the Lee County Board of Supervisors Meetings for which I serve as County Attorney. I was unaware of the scheduling conflict at the time that I accepted the appointment and once I became aware, I thought that I could somehow manage attendance at both. Regretfully, that has not been the case.

I am also notifying the Lee County Board of Supervisors of my decision in hopes that my replacement can be made in a timely manner. I have thoroughly enjoyed my time on the Board and wish it and Mountain Empire Community College nothing but the best. If I can ever be of assistance in the future I would be more than happy to do so.

Sincerely yours,



Stacy Estep Munsey

RECEIVED

SEP - 6 2018

Mountain Empire Community College
Presidents Office

Cc: Lee County Board of Supervisors

Internal and External Activities - July 11 - September 18, 2018

Date	Internal/External
11-Jul	Unmanned Aircraft Systems discussion MECC & Hazard Comm. Technical College - Hazard, Ky
12-Jul	Lee County Endowed Scholarship - Lee County, VA
13-Jul	Meeting of Southwest Virginia Community College Presidents - Dickenson County
17-19 Jul	JFF Summer State Policy Meeting (VCCS Team) Ft. Lauderdale, FL
20-Jul	Adult Education and Literacy Conference - Ft. McRuder, Williamsburg, VA
3-Aug	United Way of SWVA planning Meeting - Abingdon
6-Aug	Cove Ridge Foundation Meeting - Duffield
10-Aug	Cedar Hill Golf Tournament
21-Aug	Wise County & City of Norton Business Roundtable - Norton, VA
22-23 - Aug	MECC "Breakfast with the President" event - MECC
25-Aug	Scott County Endowment Fundraiser - Medota, VA
27-28-Aug	Richmond, VA for GPAC/COP Meetings
29-Aug	Employee Birthday Celebration
31-Aug	President's Institute (Session 1)
10-13 September	ASPEN Site Visit - Sioux Falls South Dakota (Mitchell Technical Institute)

Fall 2018 Point-in-Time FTE Enrollments Compared with Fall 2017
 Compare Dates: September 17, 2018 with September 18, 2017

College	Fall 2018 Total FTE	Fall 2017 Total FTE	Total FTE Change, N	Total FTE Change, %	Fall 2018 Regular FTE	Fall 2017 Regular FTE	Regular FTE Change, N	Regular FTE Change, %	Fall 2018 Dual FTE	Fall 2017 Dual FTE	Dual FTE Change, N	Dual FTE Change, %
Blue Ridge	2,312	2,291	21	0.90	1,978	2,040	-62	-3.03	334	251	83	32.88
Central Virginia	2,267	2,294	-27	-1.19	1,550	1,603	-53	-3.31	717	691	26	3.74
Dabney S. Lancaster	597	618	-21	-3.39	438	502	-65	-12.91	160	116	44	37.90
Danville	1,625	1,760	-134	-7.63	1,133	1,190	-57	-4.77	492	570	-78	-13.62
Eastern Shore	344	343	1	0.17	247	250	-4	-1.52	97	93	4	4.73
Germanna	3,967	3,748	219	5.85	3,466	3,401	65	1.90	501	347	155	44.63
J. Sargeant Reynolds	4,835	5,134	-299	-5.82	4,275	4,535	-260	-5.74	560	599	-39	-6.43
John Tyler	5,130	5,303	-173	-3.26	4,222	4,346	-124	-2.85	908	957	-49	-5.13
Lord Fairfax	3,757	3,832	-75	-1.96	2,575	2,684	-109	-4.07	1,182	1,148	34	2.98
Mountain Empire	1,362	1,603	-241	-15.04	1,004	1,166	-161	-13.84	357	437	-80	-18.26
New River	2,670	2,717	-47	-1.72	1,888	1,945	-57	-2.93	782	772	10	1.32
Northern Virginia	27,828	28,350	-522	-1.84	26,374	27,137	-764	-2.81	1,455	1,213	242	19.93
Patrick Henry	1,671	1,544	127	8.25	1,142	1,058	84	7.93	529	485	43	8.93
Paul D. Camp	711	713	-3	-0.41	489	458	31	6.77	222	256	-34	-13.27
Piedmont Virginia	2,624	2,684	-60	-2.23	1,994	2,098	-104	-4.96	631	587	44	7.52
Rappahannock	1,090	1,286	-197	-15.28	886	865	21	2.38	204	421	-217	-51.56
Southside Virginia	2,001	2,127	-126	-5.92	960	1,005	-46	-4.57	1,041	1,121	-80	-7.14
Southwest Virginia	1,528	1,458	70	4.79	1,218	1,206	13	1.04	310	253	57	22.67
Thomas Nelson	3,978	4,279	-301	-7.04	3,930	4,230	-300	-7.10	48	49	-1	-2.46
Tidewater	11,931	13,125	-1,194	-9.10	11,508	12,827	-1,319	-10.28	423	298	125	41.87
Virginia Highlands	1,399	1,425	-26	-1.82	1,050	1,065	-15	-1.42	349	360	-11	-3.02
Virginia Western	3,420	3,047	372	12.21	2,743	2,936	-194	-6.59	677	111	566	508.45
Wytheville	1,472	1,561	-89	-5.69	995	1,081	-87	-8.02	478	480	-2	-0.46
VCCS	88,520	91,245	-2,725	-2.99	76,063	79,630	-3,567	-4.48	12,457	11,614	842	7.25

The purpose of this report is to compare enrollments on the day the report is run with enrollments from the previous year at the same point in the semester. Changes from year to year may be due to a number of factors other than actual increase/decrease in enrollment, such as changes in college registration dates, or when colleges enter dual enrolled students into SIS, etc. Daily/weekly fluctuations in enrollment are typical throughout a semester. These are preliminary numbers. We urge caution in their interpretation. Current term data shown in this report come from SIS Query as of the morning the report was run. Prior year data come from SAS data files built the previous year, also from SIS. Only credit enrollments are included. Audit enrollments are excluded. Questions about this report should be directed to Dr. Catherine Finnegan, Assistant Vice Chancellor for Research & Reporting, at cfinnegan@vccs.edu.

Fall 2018 Point-in-Time Headcount Enrollments Compared with Fall 2017
 Compare Dates: September 17, 2018 with September 18, 2017

College	Fall 2018 Total HC	Fall 2017 Total HC	Total HC Change, N	Total HC Change, %	Fall 2018 Regular HC	Fall 2017 Regular HC	Regular HC Change, N	Regular HC Change, %	Fall 2018 Dual HC	Fall 2017 Dual HC	Dual HC Change, N	Dual HC Change, %
Blue Ridge	4,100	4,029	71	1.76	3,107	3,265	-158	-4.84	993	764	229	29.97
Central Virginia	3,977	4,074	-97	-2.38	2,676	2,731	-55	-2.01	1,301	1,343	-42	-3.13
Dabney S. Lancaster	972	1,009	-37	-3.67	571	682	-111	-16.28	401	327	74	22.63
Danville	2,771	3,048	-277	-9.09	1,645	1,720	-75	-4.36	1,126	1,328	-202	-15.21
Eastern Shore	647	637	10	1.57	411	416	-5	-1.20	236	221	15	6.79
Germanna	7,080	6,406	674	10.52	5,536	5,467	69	1.26	1,544	939	605	64.43
J. Sargeant Reynolds	8,458	9,154	-696	-7.60	7,541	8,088	-547	-6.76	917	1,066	-149	-13.98
John Tyler	10,026	10,378	-352	-3.39	7,089	7,266	-177	-2.44	2,937	3,112	-175	-5.62
Lord Fairfax	6,500	6,700	-200	-2.99	4,223	4,461	-238	-5.34	2,277	2,239	38	1.70
Mountain Empire	2,232	2,656	-424	-15.96	1,490	1,741	-251	-14.42	742	915	-173	-18.91
New River	4,345	4,468	-123	-2.75	2,857	2,966	-109	-3.67	1,488	1,502	-14	-0.93
Northern Virginia	47,048	47,537	-489	-1.03	41,653	43,222	-1,569	-3.63	5,395	4,315	1,080	25.03
Patrick Henry	2,271	2,255	16	0.71	1,590	1,551	39	2.51	681	704	-23	-3.27
Paul D. Camp	1,248	1,333	-85	-6.38	722	727	-5	-0.69	526	606	-80	-13.20
Piedmont Virginia	5,204	5,319	-115	-2.16	3,598	3,790	-192	-5.07	1,606	1,529	77	5.04
Rappahannock	1,984	2,184	-200	-9.16	1,502	1,477	25	1.69	482	707	-225	-31.82
Southside Virginia	3,316	3,568	-252	-7.06	1,639	1,693	-54	-3.19	1,677	1,875	-198	-10.56
Southwest Virginia	2,402	2,298	104	4.53	1,724	1,724	0	0.00	678	574	104	18.12
Thomas Nelson	6,393	7,127	-734	-10.30	6,286	7,017	-731	-10.42	107	110	-3	-2.73
Tidewater	19,639	21,790	-2,151	-9.87	18,499	20,674	-2,175	-10.52	1,140	1,116	24	2.15
Virginia Highlands	2,304	2,342	-38	-1.62	1,551	1,570	-19	-1.21	753	772	-19	-2.46
Virginia Western	6,171	4,964	1,207	24.32	4,499	4,764	-265	-5.56	1,672	200	1,472	736.00
Wytheville	2,400	2,663	-263	-9.88	1,449	1,648	-199	-12.08	951	1,015	-64	-6.31
VCCS	151,488	155,939	-4,451	-2.85	121,858	128,660	-6,802	-5.29	29,630	27,279	2,351	8.62

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Questions about this report should be directed to Dr. Catherine Finnegan, Assistant Vice Chancellor for Research and Reporting, at cfinnegan@vccs.edu.

Fall 2018 Point-in-Time Credit Hours per Student Compared with Fall 2017
 Compare Dates: September 17, 2018 with September 18, 2017

College	Fall 2018 Total Credits per Student	Fall 2017 Total Credits per Student	Total Credits per Student Change, N	Total Credits per Student Change, %	Fall 2018 Regular Credits per Student	Fall 2017 Regular Credits per Student	Regular Credits per Student Change, N	Regular Credits per Student Change, %	Fall 2018 Dual Credits per Student	Fall 2017 Dual Credits per Student	Dual Credits per Student Change, N	Dual Credits per Student Change, %
Blue Ridge	8.46	8.53	-0.07	-0.84	9.55	9.37	0.18	1.90	5.04	4.93	0.11	2.24
Central Virginia	8.55	8.45	0.10	1.22	8.69	8.80	-0.12	-1.32	8.27	7.72	0.55	7.09
Dabney S. Lancaster	9.22	9.19	0.03	0.29	11.49	11.05	0.44	4.02	5.98	5.32	0.66	12.45
Danville	8.80	8.66	0.14	1.60	10.33	10.38	-0.04	-0.43	6.55	6.43	0.12	1.87
Eastern Shore	7.97	8.08	-0.11	-1.37	9.00	9.03	-0.03	-0.32	6.19	6.31	-0.12	-1.92
Germanna	8.41	8.78	-0.37	-4.22	9.39	9.33	0.06	0.63	4.87	5.54	-0.67	-12.04
J. Sargeant Reynolds	8.58	8.41	0.16	1.93	8.50	8.41	0.09	1.10	9.17	8.43	0.74	8.77
John Tyler	7.68	7.66	0.01	0.14	8.93	8.97	-0.04	-0.42	4.64	4.61	0.02	0.52
Lord Fairfax	8.67	8.58	0.09	1.06	9.15	9.03	0.12	1.33	7.79	7.69	0.10	1.26
Mountain Empire	9.15	9.05	0.10	1.09	10.11	10.04	0.07	0.57	7.22	7.17	0.06	0.80
New River	9.22	9.12	0.10	1.06	9.91	9.84	0.08	0.77	7.88	7.71	0.18	2.27
Northern Virginia	8.87	8.95	-0.07	-0.82	9.50	9.42	0.08	0.85	4.04	4.22	-0.17	-4.08
Patrick Henry	11.04	10.27	0.77	7.48	10.77	10.23	0.54	5.28	11.64	10.34	1.30	12.61
Paul D. Camp	8.54	8.03	0.51	6.37	10.16	9.45	0.71	7.51	6.32	6.33	-0.01	-0.08
Piedmont Virginia	7.56	7.57	-0.01	-0.07	8.31	8.30	0.01	0.12	5.89	5.75	0.14	2.37
Rappahannock	8.24	8.84	-0.60	-6.74	8.85	8.79	0.06	0.68	6.35	8.93	-2.59	-28.95
Southside Virginia	9.05	8.94	0.11	1.23	8.78	8.91	-0.13	-1.42	9.31	8.97	0.34	3.83
Southwest Virginia	9.54	9.52	0.02	0.25	10.60	10.49	0.11	1.04	6.86	6.60	0.25	3.85
Thomas Nelson	9.33	9.01	0.33	3.63	9.38	9.04	0.34	3.71	6.68	6.66	0.02	0.28
Tidewater	9.11	9.04	0.08	0.86	9.33	9.31	0.02	0.27	5.56	4.00	1.56	38.88
Virginia Highlands	9.11	9.13	-0.02	-0.20	10.15	10.17	-0.02	-0.21	6.96	7.00	-0.04	-0.57
Virginia Western	8.31	9.21	-0.90	-9.73	9.14	9.24	-0.10	-1.09	6.07	8.35	-2.27	-27.22
Wytheville	9.20	8.79	0.41	4.64	10.30	9.84	0.45	4.62	7.54	7.09	0.44	6.24
VCCS	8.77	8.78	-0.01	-0.14	9.36	9.28	0.08	0.85	6.31	6.39	-0.08	-1.26

The purpose of this report is to compare credits hours per student on the day the report is run with the numbers from the previous year at the same point in the semester. Changes from year to year may be due to a number of factors other than actual increase/decrease in enrollment, such as changes in college registration dates, or when colleges enter dual enrolled students into SIS, etc. Daily/weekly fluctuations are typical throughout a semester. These are preliminary numbers. We urge caution in their interpretation. Current term data shown in this report come from SIS Query as of the morning the report was run. Prior year data come from SAS data files built the previous year, also from SIS. Only credit enrollments are included. Audit enrollments are excluded. Questions about this report should be directed to Dr. Catherine Finnegan, Assistant Vice Chancellor for Research and Reporting, at cfinnegan@vccs.edu.

Kristen Westover

From: Kristen Westover
Sent: Friday, September 14, 2018 12:31 PM
To: Ron Vicars; Vickie Ratliff; Amy Greear
Subject: Worrisome numbers
Attachments: Fall 2018.PDF; Fall 2017.PDF

Team,

I compared where we are today with our last fall final numbers.
Here's my summary.

Summary:

Headcount overall: **17% decrease**

Total FTE: **14.3% down**

DE Headcount: .01% increase

Non-DE Headcount: **23.2% decrease**

DE FTE: 16.5% increase

Non-DE FTE: 26.5% decrease

In State headcount: **19.3% decrease**

Out of state: 29.9% increase (there may actually be a slight bit of saving grace in this number)

Out of state exempt: **59.4% decrease**

Full time: **11.1% decrease**

Part time: **20.7% decrease**

Male: **19.5% decrease**

Female: **15.6% decrease**

Unknown: 400% increase (note n is small)

Day: **17.8% decrease**

Evening: 15.7% increase

On campus: **23.8% decrease**

Virtual: 27.7% increase

New Student – credit: **32% decrease**

Return student: **9.9% decrease**

Not everything in this report is negative and I think we can look at these data and try to accommodate the changing dynamic structurally with some thought, but all that red is pretty negative. Here's my assumption about narrative to support these data. We have more students taking night classes and going fully online, regardless of reasons (probably related to unemployment rate). We have more out of state full-paying students and less exempt, but I am not sure if

this is related to our border state issue or not. It also appears we have done better at retaining students than we have at recruiting new ones.

Here is my biggest concern: **Our traditional enrollment FTE is almost 27% down from where it was at the end of the last semester.** This hurts our revenue and is way below what our revenue projections were for this year.

Vickie, can we look at program numbers and whether or not we are meeting program number goals in each of our academic programs? I'd like to unpack these data a bit more and see what programs are low enrolled, and where we are falling short.

Thank you all for all you do each day – this is not good news and I hate to bring it up, but we have to be thinking about how to close this gap immediately.

DrW

Kristen Westover, Ed.D.

President

Mountain Empire Community College

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**Mountain Empire
Community College**

The meaning of life is to find your gift. The purpose of life is to give it away. - Pablo Picasso



Mountain Empire Community College

Local Fund Expenditures Ending August 31, 2018

Category	Budget 2017 - 2018	Expenditures To Date	Budget Balance
I. Contributions of Localities:			
A. Maintenance & Operation:			
College Board	\$ 5,000	\$ 358	\$ 4,642
President's Office	\$ 23,000	\$ 1,840	\$ 21,160
Fiscal Operations	\$ 3,000	\$ 2,168	\$ 832
Student Aid	\$ 30,000	\$ -	\$ 30,000
Home Craft Days	\$ 35,000	\$ 850	\$ 34,150
Mountain Music School	\$ 26,000	\$ 750	\$ 25,250
Site Development	\$ 3,000	\$ 914	\$ 2,086
Total Maintenance & Operation	\$ 125,000	\$ 6,880	\$ 118,120
B. Small Business Center	\$ 30,250	\$ -	\$ 30,250
Total Contributions of Localities	\$ 155,250		\$ 148,370
II. Student Activity Fee & Vending Commissions:			
A. Student Activities	\$ 80,000	\$ -	\$ 80,000
B. Vending Operation Expenses	\$ 10,000	\$ 194	\$ 9,806
Total Student Activity Fee & Vending Commissions	\$ 90,000		\$ 89,806
III. General Auxilliary Fee:	\$ 180,000		\$ 180,000
IV. Bookstore			
A. Salaries	\$ 270,000	\$ 60,000	\$ 210,000
B. Textbooks and Supplies	\$ 1,005,000	\$ 168,562	\$ 836,438
C. Operating	\$ 46,000	\$ 9,072	\$ 36,928
Total Bookstore	\$ 1,321,000	\$ 237,634	\$ 1,083,366
V. Contingency and Interest Income			
A. Transfer to capital projects - ADA Compliance	\$ 50,000	\$ -	\$ 50,000
Total Contingency and Interest Income	\$ 50,000	\$ -	\$ 50,000
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. Parking Lot Pole and LED Replacement Project	\$ 66,000	\$ -	\$ 66,000
E. Property Line Resolution	\$ 10,000	\$ 351	\$ 9,649
F. One-Stop Center	\$ 100,000	\$ 11,069	\$ 88,931
G. Revised Campus Master Plan	\$ 100,000	\$ -	\$ 100,000
Total Construction Projects	\$ 303,031	\$ -	\$ 291,611
TOTAL ALL	\$ 2,099,281	\$ 237,634	\$ 1,843,153

Peggy Gibson

From: Ron Vicars
Sent: Monday, September 17, 2018 3:03 PM
To: Kristen Westover
Cc: Peggy Gibson
Subject: Advisory Board Meeting Notes
Attachments: Advisory Board Meeting Notes.docx

Dr. W,

Attached are the notes for the Local Fund Expenditure Report and the Emergency Operations Plan. If you should need me to comment or answer any questions, feel free to call or text me and I will be able to step out of class and get back to you.

Thanks,

Ron Vicars

Vice-President

Financial and Administrative Services

Mountain Empire Community College

3441 Mountain Empire Road

Big Stone Gap, VA 24219

(276) 523-2400

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Advisory Board Meeting Notes
(Ron Vicars)

Monthly Financial Report

- Maintenance & Operations amounts are normal for the beginning of the semester
 - Amount is Fiscal Services is higher at this time due to purchase of classroom seating that will be reimbursed (This amount will go down to about \$500 by next meeting)
 - Bookstore
 - All expenditures are normal for the beginning of the semester.
 - Amounts under Construction Projects are for the surveying of the property encroachment and equipment for the One Stop Center. We hope the furniture orders and additional equipment will be here soon and the One Stop will be up and running before the end of the semester.

Emergency Operations Plan

- The approval of the Emergency Operations Plan is given delegated to the Advisory Board
- Annually we ask that the Advisory Board approve any changes made to the plan and then submit the approved Emergency Operations Plan to the VCCS.
- The only changes this year is to update titles and names of individuals. This is due to changes in positions on campus.
- The Campus Safety Committee has voted to present the Emergency Operations Plan to the entire Advisory Board for their approval.

Personnel Update

September, 2018

New Hires

Robin Benoit accepted the wage Administrative and Office Specialist II in the Bookstore replacing Rachel Hubbard. Robin was hired on 6/25/18 and lives in Big Stone Gap.

Matt Newman accepted the full time grant funded Education Support Specialist III with the Fast Forward grant replacing John Schoolcraft effective 6/9/18. Matt lives in Kingsport.

Brenda Ellis accepted the wage Food Server position in the Red Fox Grill replacing Heather McGuire and was hired on 7/2/18. Brenda lives in Norton.

Valerie Coates and **Kevin Dotson** accepted the wage Career Navigator positions. They were both hired on 8/6/18. Valerie lives in Appalachia and Kevin lives in Wise. These are two of the five wage Career Navigator positions.

Kim Rasnick accepted the full time Nursing (Sim Lab) position and was hired effective 8/16/18. Kim lives in Dryden. This position went from part time to full time.

Stacy Adam accepted the temporary full time (one year) Biology Faculty position and was hired effective 8/16/18. Stacy lives in Big Stone Gap.

William Bott accepted the temporary full time (one year) Chemistry/Math Faculty position and was hired effective 8/16/18. William lives in Wise.

Jason Kilgore accepted the Media Specialist III position effective 8/28/18. Jason lives in Big Stone Gap.

Sass Sloce accepted the College Success Coach position replacing Rachel Buckner effective 9/10/18. Sass lives in Wise.

Cliff Ely accepted the IT Specialist II/Network Engineer position replacing Ritchie Deel effective 9/10/18. Cliff lives in Jonesville.

Joe Yates accepted the full time grant funded Faculty/Truck Driving position effective 9/17/18. Joe lives in Lebanon.

Changes

John Bledsoe accepted the Management and Accounting Faculty position replacing Fran Doyle effective 8/16/18.

Ritchie Deel accepted the IT/Cybersecurity Faculty position replacing Nasser Maksoud effective 8/16/18.

Melissa McKinney accepted the position of Dual Enrollment Governors School Coordinator effective 8/28/18.

Amy Greear accepted the position of VP of Institutional Advancement effective 8/6/18.

Open Positions

Grant Writer – replaces Heather Mayes – position on hold.

Education Support Specialist II – grant funded wage position replacing Ashvin Raj – position on hold.

Career Navigator – interviews scheduled for 9/24/18. (this is final Career Navigator position to be filled out of the 5 Career Navigator positions)

Education Support Specialist III/Assistant Registrar replacing Melissa McKinney – interviews scheduled for 9/20/18.

Trades Tech I replacing David Mabe – re-posted until filled.

Help Desk Analyst – position replaces Jason Kilgore – position closes 9/20/18.

Lead Career Navigator – position closes 10/2/18.

Retirements

Jeannie Stidham is retiring 10/1/18. Jeannie is the Procurement officer in the business office.

Pauline Stidham is retiring 10/1/18. Pauline is the Housekeeping supervisor.

Academic Affairs & Workforce Solutions

Local Advisory Board Activities Report

September 18, 2018

Summer ended on a positive note with a gain in enrollment as compared to 2017:

Summer 2018 - 348 FTEs

Summer 2017 – 331 FTEs

The college's revamped FOX orientation sessions were attended by 270 students.

Although not counted as part of our credit enrollment, we also had 182 participants in this year's Mountain Music School.

Fall activities began during the first week of August when we hosted all dual enrollment instructors on-campus for an afternoon of professional development and planning for the upcoming year. The new NACEP standards and SACSCOC Policies for Dual Enrollment were reviewed with those in attendance.

In-Service activities began with professional developments sessions for our Adjuncts on 8/9/2018. Full-time faculty returned to campus on 8/16/18 with a variety of professional development activities scheduled. The College sponsored Josh Davies from the Center for Work Ethic Development on August 17th. Mr. Davies challenged the entire staff to "Bring Our 'A' Game" to our work and to model the behavior we hope to see from our students.

MECC welcomed 262 new students to SDV 100 during Welcome Week, and another 35 in the online section. SDV 100 in its two-day format is held just prior to the beginning of classes to help prepare students for their experiences as a first-time student at MECC. SDV 100 is required of all curricular students and should be taken within the first 15 credits of enrollment.

In an effort to discourage new students from enrolling late and showing up for class without the benefit of their financial aid/books/supplies, the Academic team chose to add a new opportunity for those students. The Quick Start model that we have used for the past three years was reviewed and restructured in a way that students who came in on or after the first day of classes would be enrolled in a Quick Start course that would begin the first week of September. This would enable these students an opportunity to complete all required paperwork/applications, etc. and have what they need when they begin classes later in the fall. Upon enrollment in Quick Start, a regular schedule would then be established for each student beginning for the 2nd 8-week session. This pilot project enabled 12 new students a way to begin more adequately prepared, allow them to complete the SDV requirement, and avoid starting classes at a disadvantage.

Faculty reports for the first few weeks of class indicate that we had many fewer "no-shows" or never attends this fall and those who were enrolled appear to have been better prepared than those in the past several years. We are hopeful that this is the combined result of our FOX Orientation sessions and 2-day SDV classes.

The Academic team also has been actively involved in a variety of VCCS projects, including the EAB Navigate initiative (a new onboarding tool), CAEL's Prior Learning Assessment activities, NUDGE (text/email programming), SACSCOC Lumina Project on Prior Learning, and the LMS transition from Blackboard to Canvas. We have also completed the college's 2018-20 Student Success Plan, major revisions to the Student Handbook, College Catalog and website updates, as well as our continued work on the SACSCOC reaffirmation compliance documents.

Our Workforce team has been actively involved in a variety of economic development activities, including meeting with new prospects, and working with companies such as England Furniture, SAIC and others as they become established in the service region. Our enrollment in non-credit classes continues to grow with an increase from **803 students in FY 17 to 2,377 in FY 18** (which ended June 30).

Grant work has also been a major focus of our efforts in the past two months, involving the development of applications for Tobacco Commission, ARC POWER, Slemp Foundation, Rural Virginia Horseshoe Initiative, Institutes of Excellence and Dominion funding. The majority of these are focused on our work with the proposed Center for Workforce & Innovation of Appalachia.

Upcoming Events:

- ✚ Transfer Fair – Wednesday, October 10
- ✚ Late Starting Classes: 2nd 8-week session – October 18
- ✚ Home Craft Days – October 19-21

The Academic Team is very concerned with current enrollment and is working to improve this negative trend. Plans for a "return to the Mountain" marketing campaign are underway to try to attract those who have dropped out in the past to return and complete. This will be complemented by our Prior Learning Assessment work that will allow credit for work experience, industry credentials, etc. Known enrollment that is outstanding as of today:

- ✚ Gate City Dual Enrollment
- ✚ 2 PlugGED In Cohorts
- ✚ Working to determine classes for continuous enrollment, special interest and dynamic sessions, etc.

And the work continues...

Victoria Ratliff, Ed.D.
Vice President, Academic Affairs & Workforce Solutions

Peggy Gibson

From: Amy Greear
Sent: Tuesday, September 18, 2018 9:55 AM
To: Peggy Gibson
Subject: information for this evening

Peggy,
My email on my phone isn't working. I'm hoping this does!

For my update, please report:

The MECC Foundation has been successful in raising close to \$400,000 this year. We recently established two new scholarships for students -- the Burdette family scholarship and the Lorraine C. Turner/Kara Kennedy Scholarship -- an addition of more than \$60,000 in scholarship funds to support our students.

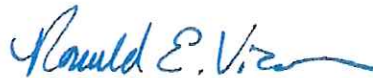
The foundation recently secured a \$50,000 grant from the Slemple Foundation to support the development of a library at the Appalachia Elementary School facility. The Foundation submitted an ARC grant for this project and we are working with the Tobacco Commission to support a second grant for the Center for Workforce and Innovation at Appalachia. The Scott County Endowed Scholarship event was held August 25 at Crooked River Farms. The event was sold out, raising more than \$50,000 and doubling the amount of funds for that scholarship. The board is invited to join us September 27 for the Lee County Endowed Scholarship event featuring Dave Eggar at 7 p.m. at the Lee High Auditorium. All funds raised at this concert have a matching anonymous donor up to \$30,000.

The Foundation will also hold its annual Home Craft Days breakfast on Saturday, Oct. 20 in the Goodloe Center at 9 a.m. Invitations are going out this week for that event and all advisory board members are invited. The Dickenson County Endowed Scholarship event will be held Nov. 3 at the Jettie Baker Center featuring Larry Sparks and the Lonesome Ramblers. The Foundation Board is working to schedule a strategic planning retreat this fall.

**FINANCE AND FACILITIES COMMITTEE
MOUNTAIN EMPIRE COMMUNITY COLLEGE ADVISORY BOARD**

**September 12, 2018
Conference Call**

Members Present	Mr. David Kindle Mr. Burl Mooney Mr. Keith Wilson Mr. Ron Vicars, Administrative Liaison
Members Not Present	Ms. Helen Chadwell Ms. Stacy Muncy
Call to Order	Mr. Vicars called the meeting to order at 10:30 a.m.
Updates	Mr. Vicars provided an update on precautionary measures taken to lessen the impact of Hurricane Florence's heavy rain and strong winds forecast for Southwest Virginia.
Elections	Mr. Vicars opened the floor for nominations for Committee Chair and Vice Chair. On a motion made by Mr. Kindle, the committee unanimously elected Mr. Wilson as Chair. On a motion made by Mr. Keith the committee unanimously elected Mr. Kindle as Vice Chair.
Emergency Operations Plan	Committee Members received an electronic copy of the <i>Emergency Operations Plan</i> for review. Mr. Vicars explain the process of developing the plan. On a motion made by Mr. Wilson and seconded by Mr. Kindle, the committee approved the adoption of the plan. Mr. Kindle will present the <i>Emergency Operations Plan</i> to the full board for adoption.
Adjournment	On Mr. Kindle's recommendation, the committee unanimously agreed to adjourn at 10:35 a.m.



Respectfully submitted by
Ronald Vicars, Recorder

9/26/18

Date