



Mountain Empire Community College

ADVISORY BOARD MEETING

TUESDAY, July 10, 2018

4:30 p.m.

DALTON CANTRELL HALL 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. Freda Starnes (Scott County)
 - ✚ Committee Preference Forms
- Save the Date
 - ✚ College Family Picnic – August 17th at noon in the Goodloe Center
 - ✚ Inauguration Ceremony in honor of Dr. Westover **Friday, October 19th at 10:30 a.m.**
- B. President's Report..... Dr. Kristen Westover
- C. President's Staff Reports
 - ✚ 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 (Did not meet)
 - c. Curriculum and Student Affairs Committee (Did not meet)
5. Old/New Business..... Mr. Baker
6. Public Comments/Other
7. Next Meeting Date - September 18, 2018
8. Adjournment

Meeting Minutes

MECC Local Advisory Board

Tuesday, July 10, 2018, 4:30 p.m., Kline Foundation Boardroom

MEMBERS PRESENT

SCOTT COUNTY

Rodney Baker
Freda Starnes
David Kindle
Keith Wilson

WISE COUNTY

Teresa Adkins
Bonnie Elosser
Mike Abbott
Betty Cornett
Alane Lovern

LEE COUNTY

Gail Elliott

CITY OF NORTON

DICKENSON COUNTY

MEMBERS ABSENT

Vickie Brown (Lee)
Tim Cassell (Norton)
Stacy Munsey (Lee)
Burl Mooney (Dickenson)

Others Attending:

Lana Kennedy – Chair, Association of Classified Employees (ACE)
Dr. Kristen Westover - President
Mr. Ron Vicars – Vice President of Financial and Administrative Services
Dr. Vickie Ratliff – Vice President of Academic and Student Services
Peggy Gibson – Executive Assistant to the President

CALL TO ORDER

The Mountain Empire Community College Advisory Board met on Tuesday, July 10, 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 Mr. Keith Wilson to accept the May 11, 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 Scott County:
✚ Ms. Freda Starnes

Save the Date

- ✚ **College Family Picnic** – Board members are invited to attend the College Family Picnic scheduled for August 17, 2018 at noon in the Goodloe Center.
- ✚ **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 May 11, 2018 through July 10, 2018 (**Exhibit 2**).

Updates

- Dr. Westover reported that the need to maintain uniform quality standards had led to a cost analysis for a uniform tuition fee for dual enrollment. The findings indicated that the fee should be \$50 per credit hour; phased in over a three-year period. The plan will go before the State Board at its July meeting, with hopes of getting final approval in September.
- In Fiscal Years 2019 and 2020, VCCS Workforce Development Services (WDS) will distribute \$5 million each year in Higher Education Equipment Trust Fund (HEETF) monies to college workforce divisions for equipment purchases to support noncredit workforce instruction. Each year, approximately \$2 million will be combined with other resources and distributed through competitive grants or other targeted initiatives. The advisory council recommended and approved that the other \$3 million be divided evenly among the 22 community college workforce divisions each year, which equates to \$136,365.00 per workforce division per fiscal year.
- VCCS has created a new hybrid workforce instruction position for the colleges which comes with some stipulations.
- Dr. Westover reported that there was discussion during the Advisory Council of President's meeting in June regarding a pilot for directly placing students into college-level classes, with appropriate academic supports. She shared with the Board the impact this could have on every college in the VCCS, whether in the pilot program or not, especially those colleges with shared programs and certain SACSCOC requirements. States where the initiative has been successful have been states where the requirements were much higher and meet certain criteria's; or agreed to do certain course work in lieu of testing. Virginia is in the early stages (last year) of changing their graduation requirements to be college ready. Dr. Westover shared that she has been invited by the VCCS to serve on a panel regarding this initiative. More information will be forthcoming.

Enrollment Report

- Dr. Westover presented and reviewed with Board members the preliminary 2018 Summer Semester enrollment report. Headcount is 829 compared to 773 last years at this time; an increase of (7) percent. The college's FTE is 351 compared to 328 last years at this time; an increase of approximately (7) percent. (Exhibit 3)

Interim Director of Institutional Advancement – Ms. Amy Greear

Ms. Greear reported on the following:

- (No report) – Ms. Greear was on annual leave during this time.

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

Dr. Vickie Ratliff gave the following report:

Information Item(s):

- There were 125 students that completed MECC's Governor School program this summer (10 strands). The college offered several new strands one of which was an EMT strand in which students received three industry credentials plus 6 credit in EMT.
- *Workforce Innovation and Opportunity Act* (WIOA) – Dr. Ratliff mentioned that MECC also led a WIOA camp this summer with 25 participants (mostly from the Job Corps). WIOA is designed to strengthen and improve the workforce system and to help get Americans, including youth and those with significant barriers to employment, into high-quality jobs and careers.
- Sixteen (16) Wise county teachers participated in the Literacy Information for Teachers (LIFT) recertification course which was taught by Dr. Harriette Arrington, Dean, Arts & Sciences at MECC. The sixteen (16) participants received three certification credits.
- The Summer Technology Institute for Wise county teachers is scheduled for July 25-29, 2018. The thirty participants will be going through our CTE program classes such as simulated welding, EMT, etc.
- Mountain Music School is scheduled to begin July 25-29; 180 students are registered to attend. Each student paid a minimum fee of \$30 per week.
- The next Power Lineman class is scheduled to begin on July 30th. A maximum of 30 students is scheduled to begin with approximately 60 students on the waiting list.

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

Local Funds Expenditure Report – Mr. Vicars reviewed with Board members the Local Funds Expenditure Report ending June 30, 2018. (See Exhibit 4 with details)

Personnel Report – Mr. Vicars reviewed the personnel report ending July 10, 2018. (See Exhibit 5 with details)

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

Mr. Vicars updated Board members regarding the encroachment issue on the college's property reported earlier in the year as a result of the Boundary Survey. He shared that there had been a meeting with the property owner in whom was willing to work with the college to resolve the issue and is working with the VCCS and Thompson & Litton to work out a right of way. An easement has been resolved for the entry onto College Park Road, however, the road has been identified as a private road instead of a public one and will now involve other owners as well. Mr. Vicars shared that if the additional exit does not happen, the property issue will be resolved.

COMMITTEE REPORTS

Executive Committee (Did not meet)

Finance and Facilities Committee (Did not Meet)

Curriculum and Student Affairs Committee (Did not Meet)

OLD/NEW BUSINESS

Mr. Baker requested that Board members return their *Committee Preference Form* to Peggy Gibson at the end of today's meeting (Exhibit 6)

PUBLIC COMMENTS

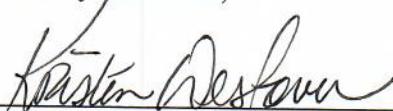
Mr. David Kindle commended Dr. Westover on the great job she has done during her first year as President of MECC.

ADJOURNMENT

With no further business to discuss, the meeting adjourned at 5:20 p.m. The next meeting date will be Tuesday, September 18, 2018.

Peggy Gibson, Recorder

Respectfully Submitted,



Kristen Westover, President & Secretary to the Board

APPROVED:



Chair/Vice Chair of the Board

18 SEPT 2018

Date

Internal and External Activities - May 11 - July 10, 2018

Date	Internal/External
14-May	Scott County Awards Program (Keynote Speaker)
15-May	Ballad Health Education Committee Meeting - Johnson City, TN
16-May	Southwest Virginia Public Education Consortium Meeting - Abingdon
17-May	2018 Southwest Virginia Economic Forum Meeting - UVa Wise
17-May	United Way Board Meeting - Abingdon, VA
21-May	Tobacco Revitalization Meeting - Farmville, VA
23-May	Manufacturing Technology Center of SWVA Board Meeting - New River Community College
24-May	Thomas Walker High School Graduation (Speaker) - Rose Hill, VA
30-May	Travel to Richmond, VA for Evaluation with Chancellor
31-May	Meeting with Chancellor
2-Jun	Keynote Panel at William & Mary - "Day of Dialog"
4-Jun	Cove Ridge Foundation Meeting - Duffield
5-Jun	FOX Orientation
7-Jun	Governor School Kickoff Parent Orientation
10-12 June	Community College's of Appalachia Meeting - Asheville, NC
13-Jun	Southwest Virginia's Workforce Development Ecosystem - Southwest Virginia Higher Education Center
18-20 - Jun	Richmond, VA for GPAC/COP and ACOP Meetings
21-Jun	Meeting with Rebecca Scott regarding Adult Ed
21-Jun	SWVA Technology Council Awards Banquet - Abingdon
23-24 - Jun	Buccaneer Reunion - Big Stone Gap
4-Jul	Attended Fourth of July celebration events in Big Stone Gap
9-10 - Jul	Local Meetings in surrounding area

**SUMMER SEMESTER 2018
PRELIMINARY ENROLLMENT REPORT**

HEADCOUNT	7/17/17	7/10/18	% CHANGE
Full-Time	89	92	3
Part-Time	684	737	8
Male	282	314	11
Female	491	515	5
Total	773	829	7

FTES	7/17/17	7/10/18	% CHANGE
	322	351	9

Summer 2018 Point-in-Time FTE Enrollments Compared with Summer 2017
Compare Dates: July 9, 2018 with July 10, 2017

College	Summer 2018 Total FTE	Summer 2017 Total FTE	Total FTE Change, N	Total FTE Change, %	Summer 2018 Regular FTE	Summer 2017 Regular FTE	Regular FTE Change, N	Regular FTE Change, %	Summer 2018 Dual FTE	Summer 2017 Dual FTE	Dual FTE Change, N	Dual FTE Change, %	Summer 2017 Final FTE	Summer 2017 Final FTE Change, %
Blue Ridge	545	514	31	6.01	515	500	15	3.09	30	14	15	107.41	517	5.48
Central Virginia	496	491	5	1.02	479	475	4	0.86	17	16	1	5.81	490	1.16
Dabney S. Lancaster	92	115	-23	-20.07	80	101	-21	-20.81	12	14	-2	-14.88	114	-19.13
Danville	378	357	21	5.83	356	348	8	2.18	22	9	13	152.31	356	6.05
Eastern Shore	54	47	7	15.13	51	43	8	17.62	4	4	0	-11.67	47	15.13
Germanna	1,117	1,021	96	9.39	1,094	1,007	87	8.65	22	13	9	65.17	1,019	9.56
J. Sargeant Reynolds	1,661	1,766	-105	-5.96	1,582	1,711	-130	-7.57	79	55	24	44.50	1,753	-5.27
John Tyler	1,316	1,227	89	7.27	1,291	1,209	82	6.77	25	18	7	40.67	1,218	7.99
Lord Fairfax	760	773	-13	-1.70	672	694	-23	-3.27	89	79	10	12.12	772	-1.48
Mountain Empire	351	328	23	7.08	293	274	18	6.71	58	53	5	8.98	330	6.23
New River	466	426	40	9.41	459	423	37	8.68	7	3	3	108.51	427	8.95
Northern Virginia	8,586	8,386	199	2.38	8,318	8,292	26	0.31	267	94	173	184.20	8,415	2.03
Patrick Henry	305	247	58	23.32	268	234	34	14.51	36	13	24	187.30	247	58
Paul D. Camp	210	189	20	10.63	180	155	25	16.19	29	34	-5	-14.62	190	20
Piedmont Virginia	616	642	-26	-4.02	584	593	-8	-1.39	32	49	-18	-35.69	641	-3.91
Rappahannock	386	386	0	0.07	321	320	1	0.29	65	66	-1	-1.02	386	-0.10
Southside Virginia	309	308	1	0.17	268	276	-8	-2.86	41	33	8	25.71	310	-2
Southwest Virginia	376	463	-87	-18.78	365	450	-85	-18.86	11	13	-2	-15.79	451	-76
Thomas Nelson	1,325	1,253	73	5.81	1,298	1,222	76	6.19	28	31	-3	-9.33	1,247	79
Tidewater	4,511	4,400	111	2.53	4,458	4,375	83	1.90	53	25	28	111.70	4,372	139
Virginia Highlands	267	255	12	4.72	253	244	9	3.86	15	12	3	22.47	244	23
Virginia Western	787	810	-23	-2.86	772	793	-21	-2.60	15	17	-3	-14.84	807	-2.49
Wytheville	308	327	-19	-5.79	265	286	-21	-7.27	43	41	2	4.56	327	-19
VCCS	25,221	24,731	490	1.98	24,223	24,025	198	0.82	998	706	292	41.42	24,683	538
														2.18

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.

*Supernova
mg: 02
CS mp*

Summer 2018 Point-in-Time Headcount Enrollments Compared with Summer 2017

Compare Dates: July 9, 2018 with July 10, 2017

College	Summer 2018 Total HC	Summer 2017 Total HC	Total HC Change, N	Total HC Change, %	Summer 2018 Regular HC	Summer 2017 Regular HC	Regular HC Change, N	Regular HC Change, %	Summer 2018 Dual HC	Summer 2017 Dual HC	Dual HC Change, N	Dual HC Change, %	Summer 2017 Final HC	Summer 2017 Final HC Change, %
Blue Ridge	1,683	1,475	208	14.10	1,526	1,408	118	8.38	157	67	90	134.33	1,504	179
Central Virginia	1,483	1,521	-38	-2.50	1,412	1,465	-53	-3.62	71	56	15	26.79	1,518	-35
Dabney S. Lancaster	356	391	-35	-8.95	316	342	-26	-7.60	40	49	-9	-18.37	385	-29
Danville	970	905	65	7.18	843	840	3	0.36	127	65	62	95.38	907	63
Eastern Shore	163	155	8	5.16	147	138	9	6.52	16	17	-1	-5.88	155	8
Germanna	2,955	2,814	141	5.01	2,878	2,773	105	3.79	77	41	36	87.80	2,809	146
J. Sargeant Reynolds	4,776	5,115	-339	-6.63	4,422	4,855	-433	-8.92	354	260	94	36.15	5,091	-315
John Tyler	4,074	3,832	242	6.32	3,878	3,752	126	3.36	196	80	116	145.00	3,792	282
Lord Fairfax	2,286	2,313	-27	-1.17	1,941	2,027	-86	-4.24	345	286	59	20.63	2,308	-22
Mountain Empire	829	791	38	4.80	691	660	31	4.70	138	131	7	5.34	822	7
New River	1,367	1,265	102	8.06	1,347	1,252	95	7.59	20	13	7	53.85	1,286	81
Northern Virginia	23,477	24,116	-639	-2.65	22,603	23,706	-1,103	-4.65	874	410	464	113.17	24,250	-773
Patrick Henry	1,039	719	320	44.51	714	648	66	10.19	325	71	254	357.75	717	322
Paul D. Camp	535	487	48	9.86	434	382	52	13.61	101	105	-4	-3.81	488	47
Piedmont Virginia	1,955	2,007	-52	-2.59	1,804	1,795	9	0.50	151	212	-61	-28.77	2,005	-50
Rappahannock	1,091	1,152	-61	-5.30	875	920	-45	-4.89	216	232	-16	-6.90	1,155	-64
Southside Virginia	876	888	-12	-1.35	746	785	-39	-4.97	130	103	27	26.21	900	-24
Southwest Virginia	904	1,031	-127	-12.32	873	995	-122	-12.26	31	36	-5	-13.89	1,001	-97
Thomas Nelson	3,985	3,910	75	1.92	3,821	3,748	73	1.95	164	162	2	1.23	3,890	95
Tidewater	11,155	11,334	-179	-1.58	10,906	11,202	-296	-2.64	249	132	117	88.64	11,323	-168
Virginia Highlands	749	717	32	4.46	688	672	16	2.38	61	45	16	35.56	679	70
Virginia Western	2,539	2,703	-164	-6.07	2,488	2,640	-152	-5.76	51	63	-12	-19.05	2,692	-153
Wytheville	830	866	-36	-4.16	671	724	-53	-7.32	159	142	17	11.97	867	-37
VCCS	70,077	70,507	-430	-0.61	66,024	67,729	-1,705	-2.52	4,053	2,778	1,275	45.90	70,544	-467
														-0.66

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 and Reporting, at cfinnegan@vccs.edu.

Summer 2018 Point-in-Time Credit Hours per Student Compared with Summer 2017

Compare Dates: July 9, 2018 with July 10, 2017

College	Summer 2018 Total Credits per Student	Summer 2017 Total Credits per Student	Total Credits per Student Change, N	Total Credits per Student Change, %	Summer 2018 Regular Credits per Student	Summer 2017 Regular Credits per Student	Regular Credits per Student Change, N	Regular Credits per Student Change, %	Summer 2018 Dual Credits per Student	Summer 2017 Dual Credits per Student	Dual Credits per Student Change, N	Dual Credits per Student Change, %
Blue Ridge	4.86	5.23	-0.37	-7.09	5.07	5.33	-0.26	-4.88	2.85	3.22	-0.37	-11.49
Central Virginia	5.01	4.84	0.17	3.61	5.09	4.86	0.23	4.64	3.59	4.30	-0.71	-16.54
Dabney S. Lancaster	3.88	4.42	-0.54	-12.21	3.79	4.43	-0.63	-14.29	4.58	4.39	0.19	4.27
Danville	5.84	5.92	-0.07	-1.26	6.33	6.22	0.11	1.82	2.58	2.00	0.58	29.13
Eastern Shore	4.99	4.56	0.43	9.48	5.18	4.69	0.49	10.42	3.31	3.53	-0.22	-6.15
Germanna	5.67	5.44	0.23	4.17	5.70	5.45	0.26	4.69	4.31	4.90	-0.59	-12.05
J. Sargeant Reynolds	5.22	5.18	0.04	0.71	5.37	5.29	0.08	1.48	3.34	3.15	0.19	6.13
John Tyler	4.84	4.80	0.04	0.89	4.99	4.83	0.16	3.30	1.92	3.35	-1.43	-42.58
Lord Fairfax	4.99	5.02	-0.03	-0.54	5.19	5.14	0.05	1.01	3.86	4.15	-0.29	-7.05
Mountain Empire	6.35	6.22	0.13	2.17	6.35	6.23	0.12	1.92	6.33	6.12	0.21	3.45
New River	5.11	5.05	0.06	1.25	5.11	5.06	0.05	1.01	4.90	3.62	1.28	35.53
Northern Virginia	5.49	5.22	0.27	5.16	5.52	5.25	0.27	5.21	4.59	3.44	1.15	33.32
Patrick Henry	4.40	5.15	-0.76	-14.66	5.64	5.43	0.21	3.92	1.67	2.66	-0.99	-37.24
Paul D. Camp	5.88	5.84	0.04	0.70	6.24	6.10	0.14	2.27	4.34	4.89	-0.55	-11.24
Piedmont Virginia	4.73	4.80	-0.07	-1.47	4.86	4.95	-0.09	-1.89	3.14	3.48	-0.34	-9.70
Rappahannock	5.31	5.02	0.28	5.66	5.51	5.22	0.28	5.45	4.50	4.24	0.27	6.31
Southside Virginia	5.29	5.21	0.08	1.55	5.38	5.26	0.12	2.22	4.74	4.76	-0.02	-0.40
Southwest Virginia	6.23	6.73	-0.50	-7.37	6.27	6.78	-0.51	-7.53	5.16	5.28	-0.12	-2.21
Thomas Nelson	4.99	4.81	0.18	3.82	5.09	4.89	0.20	4.16	2.55	2.85	-0.30	-10.43
Tidewater	6.07	5.82	0.24	4.18	6.13	5.86	0.27	4.67	3.20	2.85	0.35	12.23
Virginia Highlands	5.36	5.34	0.01	0.25	5.51	5.44	0.08	1.44	3.57	3.96	-0.38	-9.65
Virginia Western	4.65	4.50	0.15	3.42	4.66	4.51	0.15	3.35	4.27	4.06	0.21	5.19
Wytheville	5.57	5.67	-0.10	-1.70	5.93	5.93	0.00	0.06	4.04	4.32	-0.29	-6.62
VCCS	5.40	5.26	0.14	2.61	5.50	5.32	0.18	3.43	3.69	3.81	-0.12	-3.07

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.

PRESIDENT'S UPDATE – Dr. Kristen Westover

Information Items (s):

Dr. Westover reported the following updates from the June Advisory Council of President's (ACOP) meeting:

- In Fiscal Years 2019 and 2020, VCCS Workforce Development Services (WDS) will distribute \$5 million each year in Higher Education Equipment Trust Fund (HEETF) monies to college workforce divisions for equipment purchases to support noncredit workforce instruction. Each year, approximately \$2 million will be combined with other resources and distributed through competitive grants or other targeted initiatives. The advisory council recommended and approved that the other \$3 million be divided evenly among the 22 community college workforce divisions each year, which equates to \$136,365.00 per workforce division per fiscal year.
- VCCS has created a new hybrid workforce instruction position for the colleges which comes with some stipulations.
- The Chancellor discussed during ACOP that the need to maintain uniform quality standards had led to a cost analysis for a uniform fee for dual enrollment. The findings indicated that the fee should be \$50 per credit hour, phased in over a three-year period. The plan will go before the State Board at its July meeting, with hopes of getting final approval in September. There was some discussion regarding mixing college and dual enrollment courses.
- Dr. Westover reported that there was discussion regarding a pilot for directly placing students into college-level classes, with appropriate academic supports. She shared with this group the impact this would have on every college in the VCCS, whether in the pilot program or not, especially those colleges with shared programs and certain SACSCOC requirements. States where the pilot has worked has been states where the requirements were much higher; had to meet certain criteria's; or, agreed to do certain course work in lieu of testing. Virginia is in the early stages (last year) of changing their graduation requirements to be college ready. More information regarding this item will be forthcoming.
- Mr. Mike Russell shared during ACOP the Enterprise Service Cost Recoveries report which was created to provide distribution of costs for technology related licenses, maintenance, and services utilized by colleges, SSC and the System Office. Costs are initially paid by the System Office and later expensed at the colleges. There will be four invoices for these services distributed in late October 2018. Colleges and SSC will receive invoices for the following services:
 - ❖ Blackboard Financial Support
 - ❖ Instructional Services and Other Services
 - ❖ Enterprise Services
 - ❖ Cyber Security

Tony Robinson reported that these cost have already been added to the Spin Plan for next year.

Personnel Update

July - 2018

New Hires

Matt Newman accepted the full time grant funded Education Support Specialist III - Fast Forward Grant Coach effective 6/29/18. Mr. Newman lives in Kingsport.

Robin Benoit accepted the Administrative and Office Specialist II in the bookstore effective 6/25/18. Ms. Benoit lives in Big Stone Gap.

Vicki Pearcy accepted the grant funded wage Education Support Specialist II position in Admissions effective 7/3/18. Ms. Pearcy lives in Duffield.

Brenda Ellis accepted the Food Server position in the Red Fox Grill effective 7/9/18. Ms. Ellis lives in Norton.

Tamara Davidson accepted the wage Administrative and Office Specialist II position in Workforce effective 7/10/18. Ms. Davidson lives in Appalachia.

Changes

Kim Rasnick accepted the Nursing Faculty - Sim Lab effective 8/16/18. Ms. Rasnick lives in Dryden.

Open Positions

Vice President of Institutional Advancement – Closed 5/18/18 – Screening committee is reviewing applications.

Grant Writer – replaces Heather Mayes – position was offered and declined – position currently on hold.

Education Support Specialist II – wage position replacing Ashvin Raj – Position was reposted.

Faculty – Information Technology/Cybersecurity replacing **Nasser Maksoud** – Interviews are scheduled for 7/12/18.

Faculty – Management and Accounting replacing **Fran Doyle** – Interviews scheduled for 7/16/18.

Career Navigator – 3 wage positions posted

Retirements

Jeannie Stidham is retiring 10/1/18. Jeannie is the Procurement Specialist in the Business office.



Mountain Empire Community College

Local Fund Expenditures Ending June 30, 2018

Category	Budget 2017 - 2018	Expenditures To Date	Budget Balance
I. Contributions of Localities:			
A. Maintenance & Operation:			
College Board	\$ 5,000	\$ 3,623	\$ 1,377
President's Office	\$ 23,000	\$ 22,857	\$ 143
Fiscal Operations	\$ 3,000	\$ 2,092	\$ 908
Student Aid	\$ 30,000	\$ 33,393	\$ (3,393)
Home Craft Days	\$ 35,000	\$ 34,822	\$ 178
Mountain Music School	\$ 26,000	\$ 26,000	\$ -
Site Development	\$ 3,000	\$ -	\$ 3,000
Total Maintenance & Operation	\$ 125,000	\$ 122,787	\$ 2,213
B. Small Business Center	\$ 30,250	\$ 30,250	\$ -
Total Contributions of Localities	\$ 155,250	\$ 153,037	\$ 2,213
II. Student Activity Fee & Vending Commissions:			
A. Student Activities	\$ 80,000	\$ 78,757	\$ 1,243
B. Vending Operation Expenses	\$ 10,000	\$ 1,719	\$ 8,281
Total Student Activity Fee & Vending Commissions	\$ 90,000	\$ 80,476	\$ 9,524
III. General Auxiliary Fee:	\$ 200,000	\$ 196,383	\$ 3,617
IV. Bookstore			
A. Salaries	\$ 220,000	\$ 240,000	\$ (20,000)
B. Textbooks and Supplies	\$ 900,000	\$ 757,251	\$ 142,749
C. Operating	\$ 50,000	\$ 40,985	\$ 9,015
D. Transfer to capital projects - One Stop Center	\$ 300,000	\$ -	\$ 300,000
Total Bookstore	\$ 1,470,000	\$ 1,038,236	\$ 431,764
V. Contingency and Interest Income			
A. Transfer to capital projects - One Stop Center	\$ 100,000	\$ 1,941	\$ 98,059
Total Contingency and Interest Income	\$ 100,000	\$ 1,941	\$ 98,059
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. Utility Survey	\$ 50,000	\$ 53,355	\$ (3,355.00)
E. Revised Campus Master Plan	\$ 100,000	\$ -	\$ 100,000
Total Construction Projects	\$ 177,031	\$ -	\$ 123,676
TOTAL ALL	\$ 2,192,281	\$ 1,470,073	\$ 668,853



TO: MECC Advisory Board Members
FROM: Mr. Rodney Baker, Chair
DATE: July 19, 2018
SUBJECT: Committee Preference Form

Below is information concerning Advisory Board committees. Please review the information and indicate on the form below **your first, second, and third preferences** for committee membership.
Please return the form to Peggy Gibson the day of the board meeting or by mail/email.

Committee assignments for the coming year will be made at the next Executive Committee meeting and announced at the full board meeting in September.

**Mountain Empire Community College Advisory Board
Committee Preference Form
2018-2019**

Executive Committee

Finance and Facilities Committee

Curriculum and Student Affairs Committee

Board Member Signature

Peggy Gibson

From: Peggy Gibson
Sent: Monday, June 11, 2018 11:11 AM
To: Betty Cornett; Bonnie Elosser (belosser@uvawise.edu); David Kindle; Dr. Vickie Brown (Lee); Mike Abbott ; Mr. Burl Mooney; Mr. Keith Wilson; Ms. Alane Short Lovern (Wise); Ms. Gail Elliott (Lee); Ms. Stacy Munsey (Lee); Ms. Teresa Adkins (Wise); Rodney Baker; tcassell@POWERCOOLENG.COM
Cc: Ron Vicars; Vickie Ratliff; Amy Greear; Lana Kennedy; Sarah Gilliam; Kris Westover
Subject: Change in July Advisory Board Meeting Date

Good Morning.

Hope that each of you are doing well and that your summer is off to a good start!

Due to some upcoming events/meetings that will require out of town travel for Dr. Westover and other Staff members, we are needing to change the Advisory Board Meeting date to July 10th instead of July 17th. Location and time will remain the same.

Please let me know if you will not be able to attend.

As always, thank you for your support of MECC!

Peg

Peggy Gibson

Peggy Gibson, Executive Assistant
Office of the President
Mountain Empire Community College
3441 Mountain Empire Road
Big Stone Gap, VA 24219
Phone: 276-523-7490
Fax: 276-523-4130