



Mountain Empire Community College

ADVISORY BOARD MEETING

TUESDAY, January 15, 2019

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. Emily Kinser (Lee County)
 - ✚ Reminder to complete 2019 Conflict of Interest
 - B. President's Report..... Dr. Kristen Westover
 - C. President's Staff Reports
 - ✚ Foundation and Institutional Advancement..... Ms. Amy Greear
 - ✚ Financial and Administrative Services..... Mr. Ron Vicars
 - ✚ Academic and Student Services..... Dr. Vickie Ratliff
4. Committee Reports
 - a. Executive Committee
 - i. 2019 Professor & Support Staff Emeritus Nominations
 - 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 – March 19, 2019
8. Adjournment

Meeting Minutes

MECC Local Advisory Board

Tuesday, January 15, 4:30 p.m., Kline Foundation Boardroom

MEMBERS PRESENT

SCOTT COUNTY

Rodney Baker
Freda Starnes
David Kindle
Keith Wilson

WISE COUNTY

Michael Abbott
Teresa Adkins
Betty Cornett
Bonnie Elosser
Alane Lovern

LEE COUNTY

Gail Elliott
Emily Kinser

CITY OF NORTON

DICKENSON COUNTY

MEMBERS ABSENT

Vickie Brown (Lee)
Helen Chadwell (Lee)
Tim Cassell (Norton)
Burl Mooney (Dickenson)

Others Attending:

Lana Kennedy – Chair, Association of Classified Employees (ACE)
Dr. Kristen Westover - President
Ron Vicars – Vice President of Financial and Administrative Services
Dr. Vickie Ratliff – Vice President of Academic and Student Services
Amy Greear – Interim Director of Institutional Advancement
Peggy Gibson – Executive Assistant

CALL TO ORDER

The Mountain Empire Community College Advisory Board met on Tuesday, January 15, 2019 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. Bonnie Elosser to accept the November 8, 2018 minutes as presented. The motion was seconded by Mr. Mike Abbott 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. Emily Kinser – Ms. Kinser is filling the unexpired term of Stacy Munsey - (2016-2020)

- Mr. Baker reminded Board members that the 2019 Conflict of Interest is due to be completed by February 1, 2019.

President's Report – Dr. Kristen Westover

ACTIVITIES REPORT

Dr. Westover reviewed with Board members her current community involvement that included a list of community activities from November 8, 2018 through January 15, 2019 (**Exhibit 2**).

Enrollment Report

2019 Spring - Dr. Westover presented and reviewed with Board members the Spring Semester 2019 Preliminary Enrollment Report. She mentioned that because of our dual enrollment, these numbers do not indicate an accurate picture of what our enrollment actually is at this time and shared that we are most likely running about the same as last year's spring enrollment. MECC headcount for spring is 1,862 compared to last year's headcount of 1,547; an increase of (20) percent. The College's FTE is 1,177 compared to last years, 1,030; reflecting an increase of (14) percent (**Exhibit 3**).

Dr. Westover mentioned that last semester the college had offered a "Quick Start to College" class for individuals who had considered college, but had hesitated to enroll. The program has offered great support for these individuals including an orientation to basic college life, how to locate offices and classes, use of Blackboard, and MECC email. Career counseling sessions were also included in order to learn about programs and interests. The class included basic computer skills, math and English skills, and help for these individuals to prepare for college level courses. Students in the class were able to obtain three college credits without having to enroll for a full semester – at no cost, and has made a big difference in terms of success for these students.

2018 Fall Semester - Dr. Westover shared with Board members the Fall Semester 2018 Final Enrollment Report. MECC headcount for fall was 1,460 compared to 1,588; a decrease of (8) percent. She mentioned that right now we are directed by the VCCS to increase in terms of workforce needs to more short term industry recognized workforce credentials that aren't always credit credentials. She also shared that the college is trying to get a handle on what this will look like as our financial model is built around FTE's and tuition revenue. She mentioned that the dynamics of our non-credit instruction has increased and that our credit instruction has decreased. Colleges and the VCCS are trying to figure out how to manage when a bigger portion of what we deliver becomes work force and how it is sustainable.

Other updates:

- VCCS State Board Chair, Mr. Robin Sullenberger will be visiting our campus on January 25th.
- Dr. Westover shared that she and her Staff are planning a discussion next Tuesday with Chris Parker, Director of the National Junior College Athletic Association (NCJAA) regarding some athletic opportunities here at MECC. Dr. Westover shared that the college does not have the facility or space to make an athletic program cost efficient but that there may be other possibilities with the use of the gym in Appalachia such as club sports, eSports, etc. She shared that most colleges with an athletic program have the facilities to support it and that most are on a residential campus. The discussion with Mr. Parker will need to include cost/expenses, donations, transportation, etc.
- Second round of ARC funding was not funded. However, since our grant was looked at favorably, MECC will be using our resources for an ARC Power Grant proposal in March.
- MECC was recently awarded regional approval for our GO Virginia Region One Council to establish Smart Farming at the Center for Workforce and Innovation of Appalachia (CWIA). The Smart Farming program, focused on using drone technology for agricultural purposes, will allow the

College to expand our Unmanned Systems program. The concept of “Smart Farming” involves the use of technology to improve farming techniques, increase yields, and maximize profits.

- SACSCOC Vice President, Dr. Denise Young, will be on campus January 28 -29, 2019. Dr. Young will be looking at our compliance report, visiting with different groups on campus, and looking at hotel and restaurant facilities before the entire team comes in October 2019.
- Dr. Westover shared that she and her Staff are planning a discussion in February with Travis Staton, President and CEO of United Way of Southwest Virginia, regarding a childcare opportunity and an early childhood program at the new Center for Workforce & Innovation of Appalachia.

Legislative Update:

- Dr. Westover shared that there were numerous bills that contain potential impact to education.
- Dr. Westover shared that Senator Carrico has added a budget amendment bill for \$25 million (first and second years) for a Workforce and Technology Center at MECC.
- Dr. Westover mentioned that she has been working with UVa-Wise Chancellor, Donna Henry regarding the wording in HB 1666 which would allow them to offer in-state/discounted tuition rate to any student in the Appalachian region (defined by ARC from New York to Mississippi). She shared that her discussion with Chancellor Henry was in making sure that the discounted rate does not go below the in-state tuition rate.
- Dr. Westover mentioned that she and Chancellor Henry are planning to meet every year in an effort to ensure communication and messaging are aligned regarding the AIMS program.
- The Direct Enrollment Task Force Committee met in December and had determined that it would be best for colleges to utilize policies we now have in place such as Multiple Measures 2.0 before moving forward with any changes - which will most likely be in 2020.
- Governor Northam has allocated \$5.1 million of federal workforce discretionary funds to help colleges gear up for the G3 initiative – (Get Skilled – Get a Job – Give Back). However, Dr. Westover shared that since MECC is already ahead of game in some of these areas such as the One Stop Shop and the stacking of credentials, MECC’s grant proposal for this initiative had to be a little more advanced in terms of our grant writing. Our proposal was geared around signage for the One Stop Shop, things needed in order to build capacity, and more workforce programming at the new Center for Workforce and Innovation of Appalachia. Each college will compete for the funds - minimum of \$100,000 and a maximum of approximately \$200,000.

Vice President of Institutional Advancement – Ms. Amy Greear

Ms. Greear reported on the following:

Foundation:

- The MECC Foundation is getting ready to engage in its annual Employee Giving Campaign for and shared that over the last couple of years the money has been raised for a scholarship. She mentioned that in the past, there had been money raised for a specific project and that this year the Foundation is

wanting to do the same by asking employees to vote on a specific project that the Foundation could support and one they would contribute toward. The three top suggestions from employees are:

- New seating/chairs for the Goodloe Center
- Kitchen upgrade for the Goodloe Center
- Professional Development

The Campaign will be launched in a couple of weeks based on the project selected by Employees.

- The “End of the Year” mailing campaign to donors raised over \$10,000.

Institutional Advancement update:

- Work is still being done on finalizing the Governor’s G3 grant initiative.
- The College recently received a \$12,000 Wells Fargo grant that will support EMT and CNA equipment in our Health Science field.
- The Foundation has applied for an Old Dominion Power Company grant for Mountain Music School to help with tuition and cost.
- The “Day of Giving” cyber campaign raised several thousand dollars that will benefit the Student Emergency Funds here on our campus.
- Ms. Greear shared that funding priorities from the Virginia Tobacco Commission have changed and that it no longer supports our AIMS program. It does, however, support our MECC Works grant program which provides tuition assistance to students primarily in the short term training programs such as our power lineman program. There are five priorities for funding that are outlined by the Tobacco Commission and the MECC Works funds according to those priorities with the money we receive from the Tobacco Commission. Ms. Greear reported that last year the college received approximately \$300,000 but are hoping to receive more this year.
- Ms. Greear reported that the Foundation has conducted an Economic Impact Study which was paid for through a portion of funds saved due to personnel changes and salary expenditures in the Foundation. She shared that the data collected will be used to apply for additional grants.
- A decision was made last year to postpone the regular end of year mail out report but provided end of year information to regular donors. Individual scholarship information will be going out to donors with an invitation to the Scholars Recognition Night.

Upcoming Events include:

- The John Fox, Jr. Festival March 6, 2019 (Featuring national Appalachia writer John Rash)
- MECC Foundation Gala April 13, 2019 (Recipients are Barbara & Brownie Polly) entertainment will be John and Mary Kate Wilson
- Scott County Event Date not yet determined
- Dickenson County Event Date not yet determined

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

Dr. Vickie Ratliff gave the following report:

- Enrollment numbers as of today, if broken down, are basically in line with where we were last year at this time and the year before. Dr. Ratliff mentioned that we are seeing an increase of 282 more students enrolled this spring but that they are taking fewer classes. The average per student used to be 9.99 credits per hour but is now down to 9.45 average credits per hour. She shared that we are continuing to see more part-time students due to students having to work. However, because of some scholarship funding through the Foundation, several of these students have been able to become full-time students as their financial aid was not sufficient to cover some of the tuition.
- Dr. Ratliff shared that our non-credit workforce training programs continue to grow. Growth for fall semester is up 32.7 percent in non-credit enrollment compared to our credit enrollment which is worrisome since our funding formula is based on credit enrollment.
- Dr. Ratliff mentioned that several of our non-credit workforce programs have already moved to the Center for Workforce and Innovation of Appalachia facility such as our Lineman and CDL programs in which both have a waiting list of approximately 6-8 months. Startup of other programs such as machinery, basic woodworking/construction, dance classes, Agra Technology, culinary (Safe Serve, etc.) and the Smart Farming program will also be located at the CWIA site.
- Dr. Ratliff also shared that the end of January and February are looking to be a very busy time for the college:
 - SACSCOC Advisor, Dr. Denise Young, will be visiting the college on January 28-29.
 - Financial Aid Audit – week of January 28th.
 - Training for new Onboarding system is slated to begin in April
 - Changes to the MECC Website
 - New Learning Management System – **Canvas** which already has 45 classes on board the new system. Students and faculty will benefit from the new system.
- Results of Policy Updates: - Dr. Ratliff shared that an analysis was conducted showing that within the last eight years there were approximately 3,000 students that had dropped out of school and were within 24 credit hours of graduating with an associate degree. Previously, due to policy, the college was only allowed to award up to 25 percent of a degree. Due to some policy updates, we now are allowed to award 75 percent of a degree, awarding credit for occupational and work experience, credentials earned, and/ or specific skill sets.

Dr. Ratliff shared with the Board information regarding MECC's Quick Start to College program. She mentioned that the program to allow students the opportunity to obtain college credit at no cost without having to enroll for a full semester. To qualify, students must have a GED. Dr. Ratliff shared that the program has been very successful. There were nine students enrolled in the Quick Start program in the fall 2018; eight completed successfully; five enrolled full-time and three enrolled part-time. Out of those eight, seven are enrolled for the spring (6 full-time and 1 part-time).

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 December 31, 2018. (**Exhibit 4 with details**)

Personnel Report – Mr. Vicars reviewed the personnel report ending January 2018. (See Exhibit 5 with details)
There were no questions or comments regarding these reports from Board members.

- Mr. Vicars shared that furniture for the One Stop Shop is now in place and encouraged Board members to visit the area if they get the chance.

COMMITTEE REPORTS

Executive Committee

Action Item(s):

- Emeritus Recommendations:

Mr. Rodney Baker presented for review and approval the following names for 2019 Professor and Support Staff Emeritus:

🚩 Ms. Charlotte Green – Support Staff Emeritus (Exhibit 6 – Recommendation)

🚩 Ms. Dana Crismond – Professor Emeritus (Exhibit 7 – Recommendation)

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

Both individuals will be asked to participate in the 2019 Graduation Ceremony.

Finance and Facilities Committee

Action Item(s): None

Information Item(s): None

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

Curriculum and Student Affairs Committee

Action Item(s): None

Information Item(s) - None

OLD/NEW BUSINESS

PUBLIC COMMENTS

ADJOURNMENT

With no further business to discuss, the meeting adjourned at 6:00 p.m. The next meeting date will be Tuesday, March 19, 2019

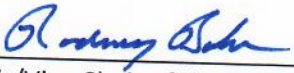
Peggy Gibson, Recorder

Respectfully Submitted,



Kristen Westover, President & Secretary to the Board

APPROVED:



Chair/Vice Chair of the Board

19 MAR 2019

Date

Internal and External Activities Since November 14, 2018

Date	Internal/External
Nov. 20	"Celebrity Bagging" Food City, Pennington Gap, VA
Nov. 26-27	GPAC/Council of Presidents meeting in Richmond, VA
Nov. 28	Powell River Project Board Meeting
Nov. 29	Agriculture and Food Manufacturing Workshop - Abingdon, VA
Nov. 30	2019 SWVA Economic Forum Planning Committee Meeting - UVA Wise
Nov. 30	Session 4 - President's Institute Class
Dec. 1	Christmas Parade - St. Paul, VA
Dec. 2	Christmas Parade - Norton, VA
Dec. 3	32nd Annual Southwest Virginia Legislative Breakfast - Abingdon, VA
Dec. 3	MECC Christmas Luncheon
Dec. 4-7	ACOP and Hire Ed Conference - Hot Springs, VA
Dec. 7	Christmas Parade - Pennington Gap, VA
Dec. 17	LPN Pinning Ceremony - Goodloe Center
Dec. 22-31	Christmas Break
Jan. 1-2	Break
Jan. 3-4	In-Service Activities
Jan. 7	Employee "Birthday" Celebration
Jan. 9	Virginia Appalachian Tricollege Nursing Program Coordination Council Meeting - Abingdon, VA
Jan. 10	Direct Enrollment Tast Force Meeting - Conference Call
Jan. 10	Frontier Health New Board Member training
Jan. 14	ACC Regional Strategic Planning - Bristol Regional Medical Center - Bristol, TN

**SPRING SEMESTER 2019
PRELIMINARY ENROLLMENT REPORT**

HEADCOUNT	1/15/18	1/15/19	% CHANGE
Full-Time	828	872	5
Part-Time	719	990	38
Male	577	710	23
Female	970	1,152	19
Total	1,547	1,862	20

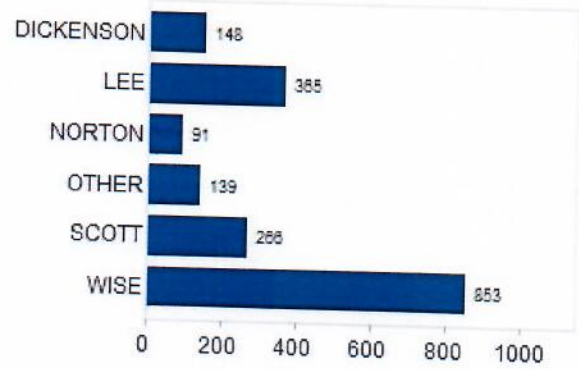
FTES	1/15/18	1/15/19	% CHANGE
	1,030	1,177	14

MECC Enrollment Report - January 15, 2019

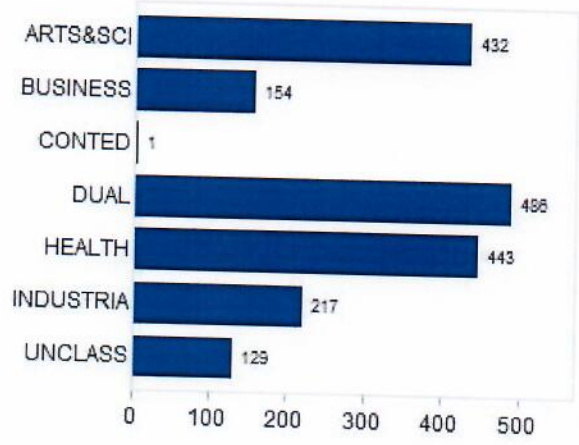
Headcount and FTES by Division

DIVISION	HC	FTES
ARTS&SCI	432	334.93
BUSINESS	154	112.73
CONTEd	1	0.47
DUAL	486	232.40
HEALTH	443	302.40
INDUSTRIA	217	163.87
UNCLASS	129	30.07
Totals	1862	1176.87

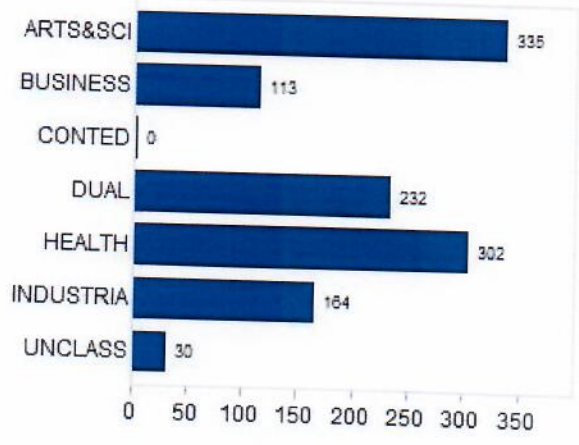
Headcount by Jurisdiction



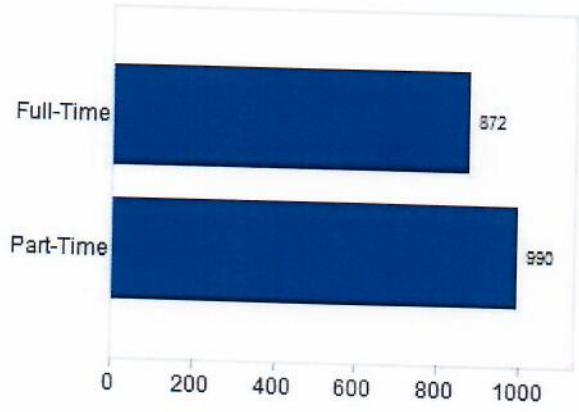
Headcount by Division



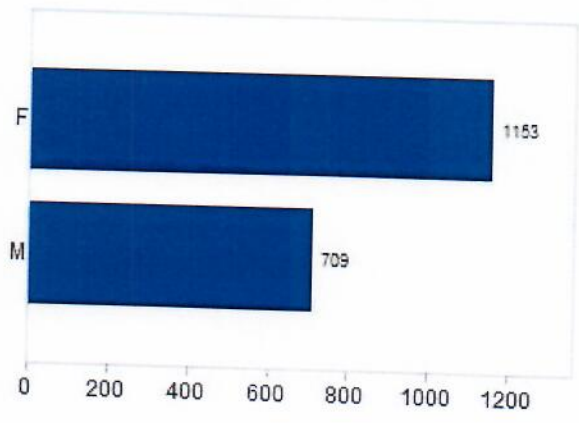
FTES by Division



Full-Time/Part-Time Enrollments

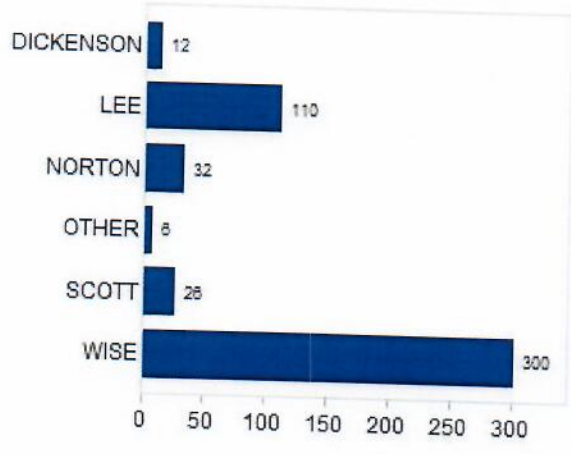


Headcount by Gender

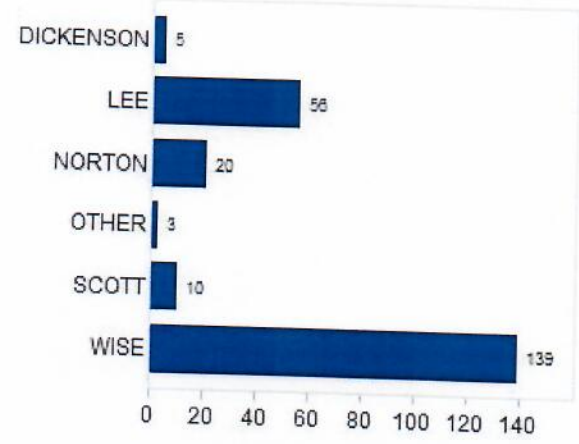


MECC Enrollment Report - January 15, 2019

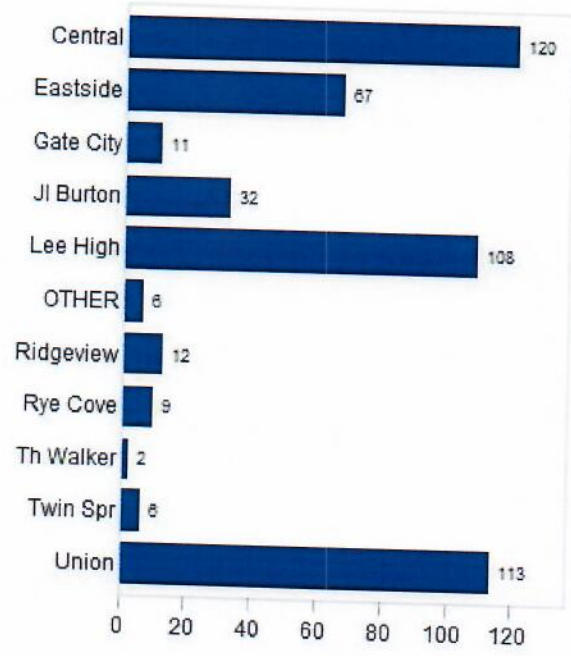
Dual Enrollment Headcount by County



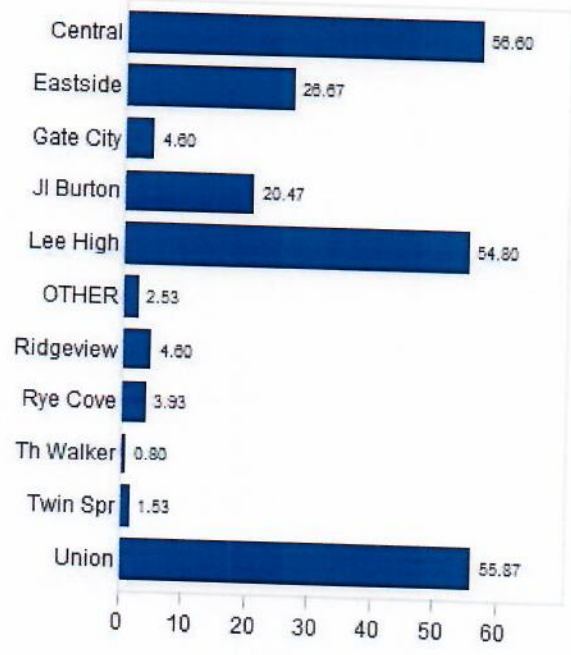
Dual Enrollment FTES by County



Dual Enrollment Headcount by High School



Dual Enrollment FTES by High School



**FALL SEMESTER 2018
FINAL ENROLLMENT REPORT**

HEADCOUNT	2017	2018	% CHANGE
Full-Time	1,052	944	(10)
Part-Time	1,632	1,561	(4)
Male	1,068	1,000	(6)
Female	1,616	1,505	(7)
Total	2,684	2,505	(7)
FTES	2017	2018	% CHANGE
	1,588	1,460	(8)

ANNUALIZED FULL-TIME EQUIVALENT STUDENTS

	2014-15	2015-16	2016-17	2017-18	2018-19
Summer Annualized FTES	180	177	175	165	175
Fall Annualized FTES	821	847	806	794	730
Spring Annualized FTES	745	761	703	660	
Total Annualized FTES	1,745	1,784	1,683	1,619	

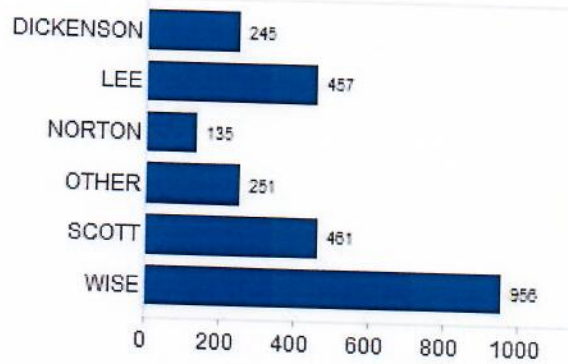
(Totals may differ slightly from official data due to rounding)

MECC Enrollment Report - Final Fall Report

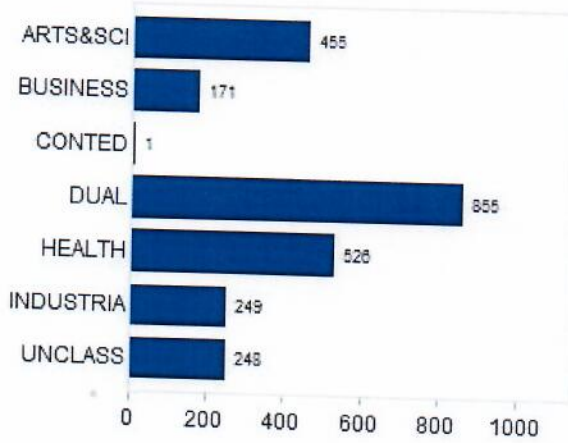
Headcount and FTES by Division

DIVISION	HC	FTES
ARTS&SCI	455	337.20
BUSINESS	171	122.00
CONTEd	1	0.60
DUAL	855	431.00
HEALTH	526	347.93
INDUSTRIA	249	176.67
UNCLASS	248	44.67
Totals	2505	1460.07

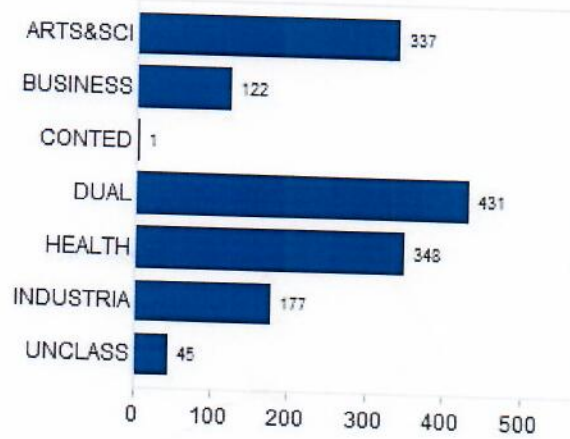
Headcount by Jurisdiction



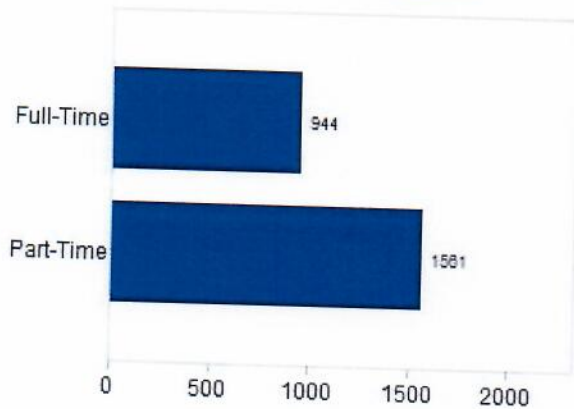
Headcount by Division



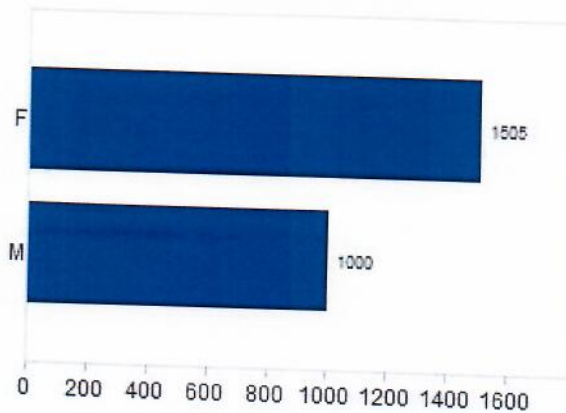
FTES by Division



Full-Time/Part-Time Enrollments

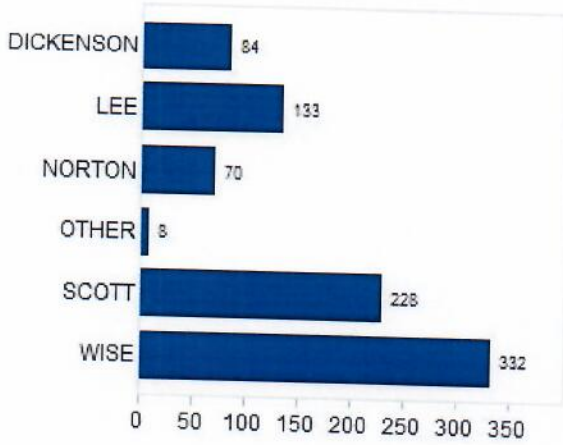


Headcount by Gender

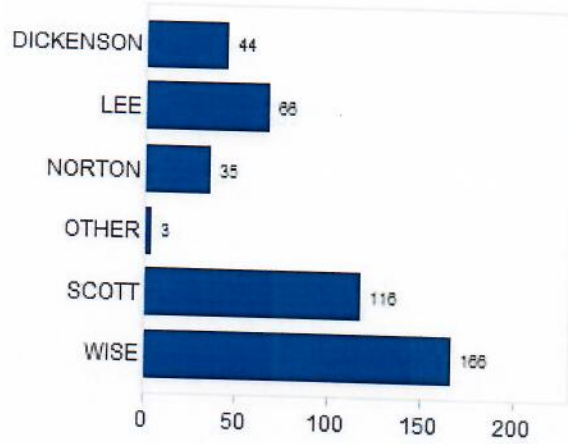


MECC Enrollment Report - Final Fall Report

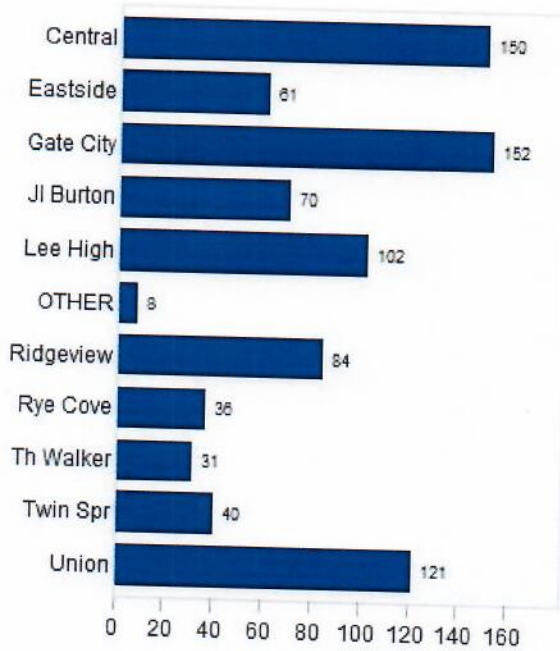
Dual Enrollment Headcount by County



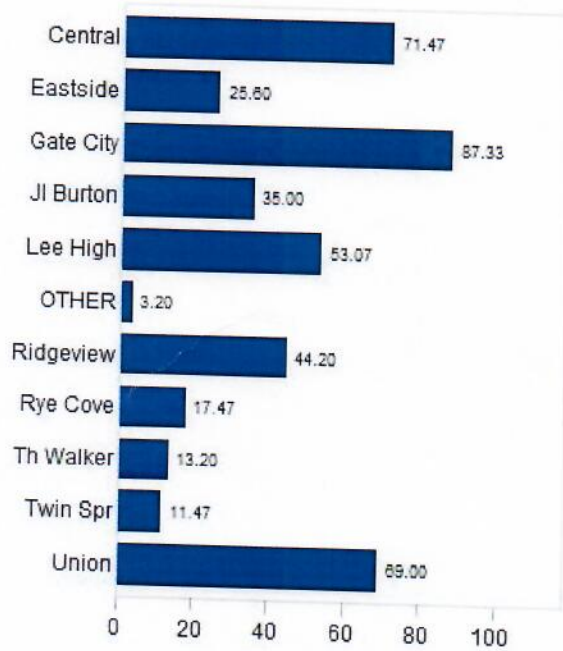
Dual Enrollment FTES by County



Dual Enrollment Headcount by High School



Dual Enrollment FTES by High School



Personnel Update

January, 2019

New Hires

Nancy Townsend accepted the wage Career Navigator position replacing Cheryl Tankersley. Ms. Townsend lives in Coeburn.

Changes

Michael Greene accepted the position of Housekeeping Supervisor replacing Pauline Stidham effective 11/28/18. Mr. Greene lives in Wise.

Open Positions

Grant Writer – replaces Heather Mayes – position on hold.

Food Server – re-posted until filled.

Administrative and Office Specialist II – wage – Business office replacing Jeannie Stidham who retired 10/1/18. Reposted 1/9/19.

Administrative and Office Specialist II – wage – Human Resources office replacing Claudia Howard who is retiring 2/1/19.

Education Support Specialist III – Career Navigator – replaces Valerie Coates closed 1/4/19. Screening Committee members are reviewing applications.



Mountain Empire Community College

Local Fund Expenditures Ending December 31, 2018

Category	Budget 2017 - 2018	Expenditures To Date	Budget Balance
I. Contributions of Localities:			
A. Maintenance & Operation:			
College Board	\$ 5,000	\$ 1,188	\$ 3,812
President's Office	\$ 23,000	\$ 6,789	\$ 16,211
Fiscal Operations	\$ 3,000	\$ 1,014	\$ 1,986
Student Aid	\$ 30,000	\$ 5,613	\$ 24,387
Home Craft Days	\$ 35,000	\$ 38,040	\$ (3,040)
Mountain Music School	\$ 26,000	\$ 31,967	\$ (5,967)
Site Development	\$ 3,000	\$ 914	\$ 2,086
Total Maintenance & Operation	\$ 125,000	\$ 85,525	\$ 39,475
B. Small Business Center	\$ 30,250	\$ 17,937	\$ 12,313
Total Contributions of Localities	\$ 155,250	\$ 103,462	\$ 51,788
II. Student Activity Fee & Vending Commissions:			
A. Student Activities	\$ 80,000	\$ 53,812	\$ 26,188
B. Vending Operation Expenses	\$ 10,000	\$ 194	\$ 9,806
Total Student Activity Fee & Vending Commissions	\$ 90,000	\$ 54,006	\$ 35,994
III. General Auxiliary Fee:	\$ 180,000	\$ -	\$ 180,000
IV. Bookstore			
A. Salaries	\$ 270,000	\$ 140,000	\$ 130,000
B. Textbooks and Supplies	\$ 1,005,000	\$ 281,379	\$ 723,621
C. Operating	\$ 46,000	\$ 49,752	\$ (3,752)
Total Bookstore	\$ 1,321,000	\$ 471,131	\$ 849,869
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	\$ 12,786	\$ 87,214
G. Revised Campus Master Plan	\$ 100,000	\$ -	\$ 100,000
Total Construction Projects	\$ 303,031	\$ 13,137	\$ 289,894
TOTAL ALL	\$ 2,099,281	\$ 641,736	\$ 1,457,545

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

Tuesday, January 15, 2019, 4:00 p.m.

President's Office, Dalton Cantrell Hall

Committee Members Attendance

Dickenson County:

Scott County:
Rodney Baker

Wise County:
Alane Lovern
Teresa Adkins
Mike Abbott

City of Norton:

Lee County:
Gail Elliott

Others:
Dr. Kristen Westover
Peggy Gibson

1. *Welcome and Call to Order*

Mr. Rodney Baker welcomed everyone and called the meeting to order at 4:00 p.m., Tuesday, January 15, 2019.

2. *Professor and Support Staff Emeritus Recommendations*

Dr. Kristen Westover presented to the committee the following recommendations:

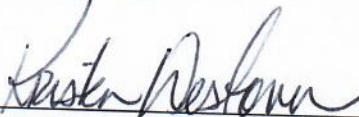
- Ms. Dana Crismond to be recognized as the 2019 Professor Emeritus and
- Ms. Charlotte Green to be recognized as 2019 Support Staff Emeritus (**See Attachment Number One and Two**).

A motion was made by Ms. Alane Lovern to recommend these two nominations to the MECC Advisory Board for full approval. The motion was seconded by Ms. Teresa Adkins and passed unanimously.

3. *Adjournment*

There being no further items for discussion, the Executive Committee meeting adjourned at 4:25 p.m.

Respectfully submitted,



Dr. Kristen Westover, President
and Secretary to the Board

APPROVED:



Chair, Vice Chair of the Board

19 MAR 2019
Date



MEMORANDUM

TO: Dr. Kristen Westover
FROM: Jeri Bledsoe, Chair of the Professor Emeritus Committee
DATE: November 15, 2018
SUBJECT: Professor Emeritus 2019

The MECC Professor Emeritus Committee recommends retired Professor Dana Crismond for the 2019 Professor Emeritus Award.

Ms. Crismond was hired on September 21, 1981 as an Assistant Professor, promoted to Associate Professor in 1990, and to Professor in 1998. She retired on January 1, 2011, having served the college with distinction for over 29 years as a member of the Business and Information Technology Division.

During her tenure, Ms. Crismond served on the SACS Financial Resources Committee and co-chaired several other SACS committees. She chaired the Recruitment and Retention Committee and served on the Student Affairs Committee, as well as numerous other standing committees during her tenure with MECC. Additionally, she served as Assistant Division Chair from 2001-2004. Ms. Crismond was a co-sponsor of the Phi Beta Lambda student organization, co-chaired the Business Technology area business contest, and was active in many college activities.

For her significant and meritorious contributions to Mountain Empire Community College, the Professor Emeritus Committee recommends Ms. Dana Crismond for Professor Emeritus 2019.

cc: Ms. Pam Giles
Dr. Vickie Ratliff
Mr. Ron Vicars

MEMORANDUM

To: Dr. Kristen Westover
From: Peggy Gibson
Subject: MECC 2019 Support Staff Emeritus Nomination
Date: January 4, 2019
CC: Pam Giles

KAW
1/7/19

Dear Dr. Westover:

On behalf of the Support Staff Emeritus Committee, I am glad to present to you the 2019 nomination for Support Staff Emeritus, Ms. Charlotte Green.

Ms. Green was hired on September 1, 1974 in the Humanities and Social Sciences Division working with Dr. Benjamin Wheless. She left MECC in January, 1977. After being away from MECC for 2 ½ years, Ms. Green was hired back with MECC in the Continuing Education area as the division secretary. Ms. Green had served in this evolving role for over 37 years.

During Ms. Green's thirty-seven years at MECC, she was very active in college activities including numerous standing committees such as the Association of Classified Staff Employees and the Support Staff Emeritus Committee.

Ms. Green worked many hours to ensure the continued success of MECC's annual Home Craft Days and Mountain Music School such as registrations, processing payments, drafting contracts, scheduling classrooms, and purchasing HCD and MMS attire.

Ms. Green saw the campus grow and change in many ways while making valuable contributions in all the areas in which she served. She was one of the most respected and well liked employees at MECC. Sue Ella said it best, "Charlotte is a tremendous asset to the college and community. She has the ability to work with everyone. Charlotte's commitment to Home Craft Days and Mountain Music School is beyond what would be extraordinary."

The Committee chose Charlotte for this honor because of her length of service to both the College and to the community in which she lives. Linda's positive attitude and commitment made her a clear choice for the Support Staff Emeritus Committee.

The 2019 Classified Emeritus Committee is proud to make this recommendation.

cc: Pam Giles

MOUNTAIN EMPIRE COMMUNITY COLLEGE ADVISORY BOARD

EXECUTIVE COMMITTEE MEETING

VIA CONFERENCE CALL

February 28, 2019 – 3:00 p.m. Kline Foundation Boardroom

Committee Members

Rodney Baker – Yes

Gail Elliott - Yes

Mike Abbott – Yes

Teresa Adkins - Yes

Alane Lovern - No

Others Present

Kristen Westover, President

Peggy Gibson – Administrative Office Assistant

ACTION ITEM: 2019 Professor Emeritus Award (2nd Nomination)

Dr. Westover shared with the MECC Advisory Board's Executive Committee that last year's 2018 Professor Emeritus Award nominee was Ms. Dana Crismond. However, due to prior commitments, Ms. Crismond was unable to accept the nomination last year and suggested we choose someone else for the award. As a result, The Professor Emeritus Committee nominated Ms. Crismond for this year's award in hopes that she would accept this year and the nomination was presented and approved by the MECC Advisory Board in its January 2019 meeting.

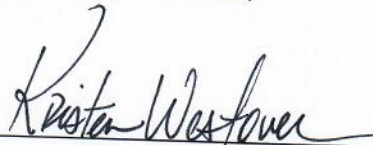
After contacting Ms. Crismond regarding the nomination, she shared that she was once again unable to accept and recommended that her name be removed from the list of nominees.

The Professor Emeritus Committee was reconvened and has now nominated Dr. Richard Phillips as the recipient of the 2019 Professor Emeritus Award.

A motion to approve the 2019 Professor Emeritus Award recommendation was made by Mr. Rodney Baker, Chair, seconded by Ms. Gail Elliott, and passed unanimously.

There being no further business, the conference call ended at 10:08 p.m.

Respectfully submitted,



Kristen Westover, President
and Secretary to the Board

APPROVED:


Chair of the Board


3/19/19
Date

AGENDA
MOUNTAIN EMPIRE COMMUNITY COLLEGE
EXECUTIVE COMMITTEE MEETING
By Conference Call
Thursday, February 28, 2019, 3:00 p.m.

1. Welcome
2. Approval of *2019 Professor Emeritus Award nomination*
3. Adjournment



MEMORANDUM

TO: Dr. Kristen Westover 

FROM: Jeri Bledsoe, Chair of the Professor Emeritus Committee

DATE: February 20, 2019

SUBJECT: Professor Emeritus 2019

The MECC Professor Emeritus Committee recommends Dr. Richard Phillips for the 2019 Professor Emeritus Award.

Dr. Phillips was hired on March 15, 1993 as Division Chair of Industrial and Engineering Technology. In 1998, he began serving as the Division Chair of Business, Health Sciences and Industrial and Engineering Technologies. (The Division Chair titles were changed to Division Dean titles in 2002)

On July 1, 2006, Dr. Phillips accepted the position of Vice President of Academic and Student Services.

Dr. Phillips was actively involved in the college and responsible for overseeing a diverse set of responsibilities including academic, student services, IT, library, enrollment, and financial aid.

He was very active in committee work and other college wide initiatives including college activities to community service to professional development.

He provided oversight for the Manufacturing Technology Program and the delivery of the new Industrial Distribution program. He arranged, sponsored, and coordinated the Mobile Learning Unit in the college's service region and implemented the Radiology and Physical Therapy and Occupational Therapy Assistant Programs along with multiple other programs. He supported the expansion of the Water/Waste Water Management program at MECC.

Dr. Phillips served as a facilitator to the SACS Self-study Committee and on the National Association of Industrial Technologies National Certification Committee. He served as the Southwest Virginia Region Representative at the Manufacturing Technologies Center.

Dr. Phillips participated in grant writing projects at MECC. He was dedicated to professional development, attending conferences to assist him in doing his job at MECC, including the St. Louis National Science Foundation Conference, and the Washington National Science Foundation Conference. He also presented at the VCCS New Horizons Conference in Roanoke, Virginia.

Dr. Phillips served as the Vice President of Southwest Virginia Manufacturing Technology Consortium and served on the planning committee for the Forward Wise County Leadership Program.

Dr. Phillips served on the Pioneer Center Board of Directors and the Cove Ridge Center Education Board. He worked with the Cove Ridge Center to plan the "Papa Joe Smiddy Festival." He has volunteered at Natural Tunnel State Park, the Trail of the Lonesome Pine outdoor drama, the Southwest Virginia Museum and State Park, and at the Special Olympics picnic.

Dr. Phillips maintained positive and professional relationships with local businesses, industries, and school administrators.

For his significant and meritorious contributions to Mountain Empire Community College, the Professor Emeritus Committee recommends Dr. Richard Phillips for Professor Emeritus 2019.

cc: Ms. Pam Giles
Dr. Vickie Ratliff
Mr. Ron Vicars