



Mountain Empire Community College

ADVISORY BOARD MEETING

TUESDAY, July 16, 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
 - ✚ Committee Preference Forms
- Save the Date
 - ✚ College Family Picnic – August 16th at noon in the Goodloe Center
- 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 (Vacation)
 - ✚ 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 17, 2019
8. Adjournment

Meeting Minutes

MECC Local Advisory Board

Tuesday, July 16, 2019, 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
Emily Kinser

CITY OF NORTON

DICKENSON COUNTY

Burl Mooney

MEMBERS ABSENT

Tim Cassell (Norton)
Helen Chadwell (Lee)

Others Attending:

Lana Kennedy – Chair, Association of Classified Employees (ACE)
Dr. Kristen Westover - President
Dr. Vickie Ratliff – Vice President of Academic and Student Services
Peggy Gibson – Executive Assistant to the President
Ms. Amy Greear – Vice President of Institutional Advancement

CALL TO ORDER

The Mountain Empire Community College Advisory Board met on Tuesday, July 16, 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 Mr. Keith Wilson to accept the May 10, 2019 minutes as presented. The motion was seconded by Ms. Alane Lovern and passed unanimously. **(Exhibit 1)**

ADMINISTRATIVE REPORTS

Mr. Baker reported on the following information items:

Save the Date

-  **College Family Picnic** – Board members are invited to attend the College Family Picnic scheduled for August 16, 2019 at noon in the 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 10, 2019 through July 15, 2019 (**Exhibit 2**).
 - Much of the month of May was spent interviewing faculty members to fill positions here at the college.
 - Dr. Westover mentioned that she attended the FAA UAD Drone conference with community and technical colleges in Baltimore last month to learn about the certification framework for operational safety for advanced UAS operations. Outcome of that meeting was there could be an opportunity for certain entities to become Centers of Excellence around UAS. However, as of right now there is no funding available and will most likely be several years down the road.
- Dr. Westover shared with Board members that her recent visit to Switzerland (U.S. Switzerland MOU on CTE Apprenticeship Study) went very well; Swiss model is very different than that of the U.S. Mr. Todd Estes (Systems Office) was also in attendance and is planning to work at the System level to try and build a more professional apprenticeship opportunity in areas such as banking and insurance offices.
She plans to put together some key points of her visit and will share at a later meeting but felt their success was engaging employers and getting students work earlier in their careers rather than later.

Updates

- Dr. Westover invited Board members to attend the Center for Workforce and Innovation of Appalachia (CWIA) open house scheduled for August 3 from 2:00 - 5:00 p.m. This will be in conjunction with the Appalachia Railroad Days event.
- Dr. Westover reviewed with Board members some data and key point that was part of her evaluation with VCCS Chancellor, Glenn DuBois.
 - Dr. Westover shared that while our FTE has decreased by over 400 over the last five years, the college has managed to maintain or increase the number of students that have completed. In addition, while our degrees and certificates awarded have increased, performance funding is based on the number of students who are retained from fall to fall or fall to spring and not percentages.
 - Dr. Westover shared that the Chancellor was very impressed with how much effort the College has put in to the Workforce Credentials Grant and Industry Certifications and Licensures. One of the Chancellors objectives was to increase enrollment in the Workforce Credentials Grant by 20% and reported that as of 5/16/19 MECC's increase was 1450%. MECC was the second highest in Industry Certifications and Licensures.

Dr. Westover shared with Board an ACTION item (Approve Proposed Modifications to Outcomes Based Funding Model) from last month's Advisory Council of Presidents (ACOP) meeting. The Chancellor appointed a team consisting of presidents and functional leaders from the colleges and the System Office to conduct the review.

Revisions to the below existing metrics:

- ❖ Remove developmental education and college-ready designation metrics;

- ❖ Include the number of Fall first-time-in college (FTIC) associate degree students that complete college-level Math within 3 terms;
- ❖ Include number of Fall FTIC associates degree students completing college-level English within 3 terms;
- ❖ Change credit hour progress based on first semester academic load (part-time/full-time)
- ❖ Include Fall FTIC Cohort part-time associates degree students earning 12 credits with a GPA of 2.0 or higher by first Spring semester and 24 credits by second Spring semester;
- ❖ Include Fall FTIC Cohort full-time associates degree students earning 24 credits with GPA or 2.0 or higher by first Spring semester and 48 credits by second Spring semester;

Proposed new metrics:

- ❖ Add graduation rate based on first semester academic load for part-time and full-time students;
- ❖ Add the number of Fall FTIC full-time associates degree students who complete a degree or diploma within 3 years;
- ❖ Add the number of Fall FTIC part-time associates degree students who complete a degree or diploma within 6 years;

The team recommended that completing the full phase-in of the current Outcomes Based Funding methodology in FY2020. If approved, the revisions to the funding would become effective in the FY 2021 budget year.

Enrollment Report

- Dr. Westover presented and reviewed with Board members the preliminary 2019 Summer Semester enrollment report. As of today, reports show an increase in enrollment of approximately 3.5 percent compared to last years at this time. Fall 2019 reports show that we are running approximately the same as last year. **(Exhibit 3)**

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

Dr. Vickie Ratliff gave the following report:

Information Item(s):

- **RSVP Grant** - The college was recently the recipient of a Road to Success in Virginia Program (RSVP) grant in the amount of \$249,000 to help train individuals who are receiving TANF funds (Temporary Assistance for Needy Families) to get a job. These funds will allow us to provide four (4) short term training programs for individuals currently receiving TANF funds or 200 percent below poverty ratio. Training will begin next week at the Center for Workforce and Innovation of Appalachia (CWIA) and will include training for CDL (18 registered), CNA, Construction, and Customer Service. Grant funds will cover uniforms and tools needed for these specific programs but does not cover tuition. However, these individuals would be eligible for financial aid assistance. In addition, grand funds did cover some full time personnel to manage the four tracks in regards to scheduling and recruitment and career placement in order to help individuals find a job. The college will also work with these individuals to receive training for Adult Basic Education, such as a GED or help in studies at a college level. Financial and moral reconation literacy counseling will also be made available to these individuals in order to help them make better “life” decisions. The RSVP is a VCCS initiative working with the Department of Social Services.

- The Power Lineman and CDL classes located at the CWIA are going very well and showing a lot of demand for these classes. As of today, the next two cohorts of the Power Lineman are full.
- MECC recently received funding from the GO Virginia Region One Council for our Smart Farming initiative which will be located at the Center for Workforce and Innovation of Appalachia (CWIA). The Smart Farming program, will focus on using drone technology for agricultural purposes, and 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. Dr. Ratliff mentioned the Smart Farming program is a combination of our Environmental Science and Drone programs and shared that we are already working with approximately 8 – 10 farmers in our region.
- Dr. Ratliff shared that the newly approved Dental Assistance program is set to begin this spring and will also be located at the Center for Workforce and Innovation of Appalachia (CWIA). MECC has been gifted equipment from Stone Mountain Health Services and three fully equipped dental trailers from LENOWISCO Health District.
- MECC employees have been participating in customer service training sessions contracted through FALS, a recipient of the Malcolm Baldrige Award. Funds for these training sessions were made available some time ago through a G3 grant that the college applied for and will be available through August 20th in order for all employees to attend one of the training session.
- Dr. Ratliff also shared with Board members that in conjunction with the Governor’s announcement regarding the I-81 Corridor Improvement Plan he has also identified far Southwest Virginia as the area that could potentially provide the large need for construction and heavy equipment workers for this particular project. She also mentioned that we have been asked to participate in another grant application for funding to provide heavy equipment operator training, along with Virginia Highlands, Southwest, Wytheville, and New River Community Colleges. Since this one was requested by the Governor it will most likely be funded.
- Dr. Ratliff shared with Board members’ information about the new MECC “Keeping in Touch Effectively” (KITE) program that will be implemented this fall. The KITE initiative was implemented as a way to mentor new students coming in this fall and involves MECC employees who have volunteered to serve as a single point of contact for these students. The employees will be assigned to the students and will follow them throughout the year in order to try and keep them on track.
- Approximately 69 county teachers participated this summer in the Literacy Information for Teachers (LIFT) recertification courses. Dr. Ratliff mentioned that with help through our Foundation, these instructors were able to participate at a reduced cost and were also offered some free technology classes.
- Mountain Music School is scheduled to begin next week, July 22; 130 students are registered to attend.
- Work continues on the SACSCOC response - due in August.

Vice President of Institutional Advancement – Ms. Amy Greear

Ms. Greear reported on the following:

Grant Opportunities

- 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 assistant 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 Ms. Greear reported that last year the college received approximately \$300,000 but have received an increase this year; total of \$315,000.
- The college also received \$195,000 from the Virginia Tobacco Commission for the Dental Assistant program which is set to begin in Spring 2020. Ms. Greear shared that the college has been collaborating with several dentists in our area in support of this initiative.
- The college also applied for an Appalachia Regional Commission (ARC) grant to support an opioid recovery cohort at the CWIA but did not receive the grant.

Dr. Westover added to Ms. Greear's report that Ballad Health has basically applied for this same DOL grant that would assist individuals in recovery and reentry and would be making the referrals to us for training and education.

- We are also in the process of applying for a Title III grant directly related to improving the institution.
- Ms. Greear shared that she had just submitted a grant application for a National Endowment for the Humanities grant to establish an Honors College here at MECC. The idea was a cohort of approximately 15-20 honor students with a focus in Appalachian Studies since the grant had to be tied to a cultural component. Grant application was for a little under \$200,000 and we should hear something back by the end of the year.
- The college has received \$117,000 in support of our Career Navigator's Program, formerly known as Career Coaches that works in our local high schools for support. In the past, this program was funded by the Virginia Community College's Rural Horseshoe Initiative Grant in the amount of \$117,000 formerly known as the Career Coaches which was previously funded by the VCCS. Ms. Greear also shared that the college has only received a very small amount to support the Great Expectations Program.

Upcoming Events hosted by the Foundation:

- August 2 – Lee County Endowed Scholarship event - MECC – Ballad Health Golf Classic at the scenic Cedar Hill Country Club in Jonesville.
- August 24 – Scott County Endowed Scholarship Fundraiser which will be held at the Crooked River Farms in Hiltons, VA. Featuring Wayne Henderson and Jeff Little
- Ms. Greear also invited Board members to attend an announcement from the Richard and Leslie Gilliam Foundation for the benefit of students in the Great Expectations' program. The event will take place on Thursday, August 8, 2019 at 11:30 a.m. at Southwest Virginia Community College, Dellinger Hall.

These funds are expected to be designated for living expenses for students (Southwest, UVA-Wise, Virginia Highlands, MECC) in the Great Expectations program. Students will be required to take a class at UVA-Wise in Financial Literacy.

The MECC Foundation Board has chosen Goldman Sachs to manage their investments. Presentation will be made at next week's Board meeting.

Ms. Greear shared that the Foundation Board set a fundraising goal for this year for approximately \$1 million dollars.

Foundation has approximately \$26.5 million dollars in assets.

ACTION ITEM:

Ms. Greear shared with Board members that our organization was notified back in May, 2018 as beneficiary of the Estate of Carroll W. Bailey in the amount of \$80,000. The check was made out to Mountain Empire Community College and not the Foundation. Ms. Greear presented for approval a request to transfer these funds given to the college from the Estate of Carroll Bailey to the Mountain Empire Community College Foundation. **(See Exhibit #4 for details)**

A motion was made by Ms. Bonnie Elosser to transfer funds in the amount of \$80,000, given to the College from the Estate of Carroll Bailey, to the Mountain Empire Community College Foundation to be added to the T. Reid Rankin Family Scholarship. The motion was seconded by Mr. Keith Wilson and passed unanimously by members of the Board.

Vice President of Financial and Administrative Services – Dr. Kristen Westover reported on behalf of Ron Vicars who was on vacation during at time

Local Funds Expenditure Report – Dr. Westover shared with Board members the Local Funds Expenditure Report ending June 30, 2019. **(See Exhibit 5 with details)**

Personnel Report – Dr. Westover reviewed the personnel report ending July 15, 2019. **(See Exhibit 6 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 **(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 7)**

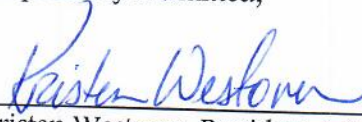
PUBLIC COMMENTS

ADJOURNMENT

With no further business to discuss, the meeting adjourned at 6:10 p.m. The next meeting date will be Tuesday, September 17, 2019.

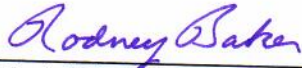
Peggy Gibson, Recorder

Respectfully Submitted,



Kristen Westover, President & Secretary to the Board

APPROVED:



Chair/Vice Chair of the Board

17 SEPT 2019

Date

Internal and External Activities - May 11 - July 15, 2019

Date	Internal/External
15-May	2019 Southwest Virginia Economic Forum - UVa-Wise
16-May	United Way Board Meeting - Abingdon, VA
17-May	MECC Foundation - Lonesome Pine Golf Tournament - Big Stone Gap, VA
20-May	Wise County Kiwanis - The Inn at Wise
21-May	United Way Board Meeting - Abingdon, VA
21-May	ACC Leadership Council Meeting - Bristol, VA
23-May	United Way's Rural Summit for Childhood Success Roundtable - Abingdon, VA
29-May	Tobacco Commission Competitive Education Grant Review - Hotel Roanoke
29-May	Travel to Richmond, VA - Evaluation with Chancellor DuBois
30-May	Meeting with Chancellor
3-Jun	Travel to North Carolina - Flight to Baltimore, MD to attend the FAA Conference - UAS Consortium/Drone Networking
4-Jun	UAS Consortium/Drone Safe Communities Networking meeting
5-Jun	Flight from Baltimore to NC - drive to Danville, VA to attend the Tobacco Meeting
6-Jun	Tobacco Commission Meeting
9-11 June	Travel to Ashville, NC to attend the Community Colleges of Appalachia (CCA) Conference
17-Jun	Travel to Richmond, VA
18-Jun	VCCS Direct Enrollment Pilot Meeting and Advisory Council of President's (ACOP)
19-Jun	ACOP meeting continued - Travel to BSG
20-Jun	MECC Employee Birthday Celebration
21-Jun	Meeting with Chancellor Donna Henry and Sr. Staff regarding AIMS
21-Jun	Governor School - ending activities
23-28 June	Zurich Switzerland
1-Jun	Buccaneer Event - BSG Museum
July 8-12	Vacation

**SUMMER SEMESTER 2019
PRELIMINARY ENROLLMENT REPORT**

HEADCOUNT	7/10/18	7/15/19	% CHANGE
Full-Time	92	110	20
Part-Time	737	714	(3)
Male	314	301	(4)
Female	515	523	2
Total	829	824	(1)

FTEs	7/10/18	7/15/19	% CHANGE
	351	356	1

Summer Headcount and FTES

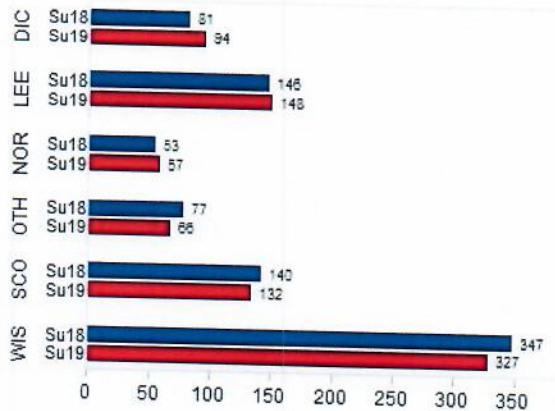
DIVISION	N	Sum
A&S	171	75.07
BUS	41	16.20
DUAL	127	46.60
HEAL	262	128.53
IND	132	70.80
UNCL	91	19.20
FTES	824	356.40

Enrollment as of July 10, 2018:

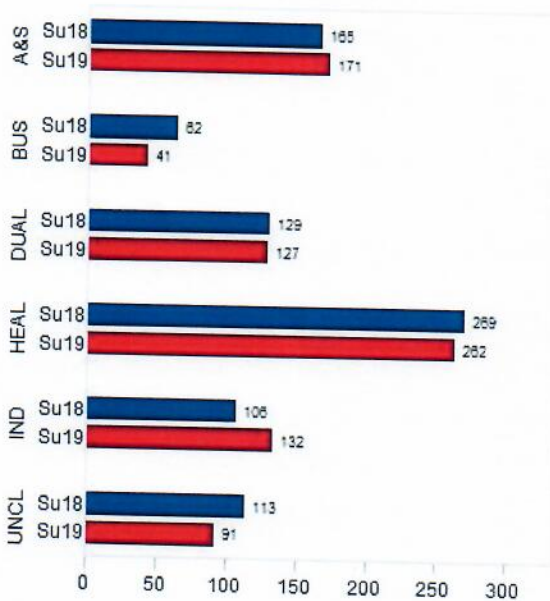
Headcount: 829 (down 0.6%)

FTES: 351 (up 1.4%)

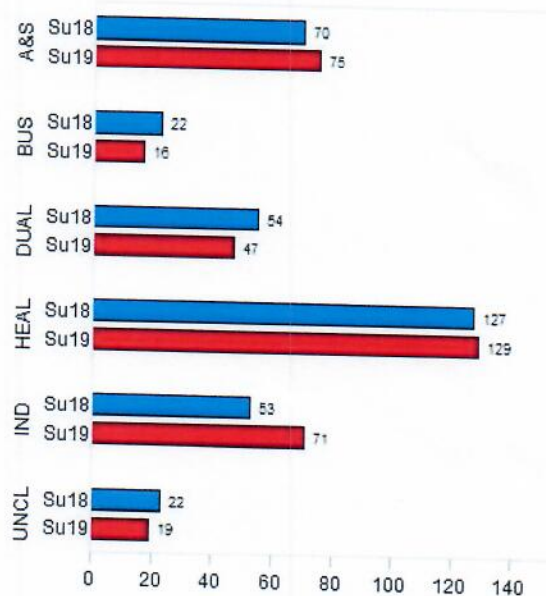
Headcount by Jurisdiction



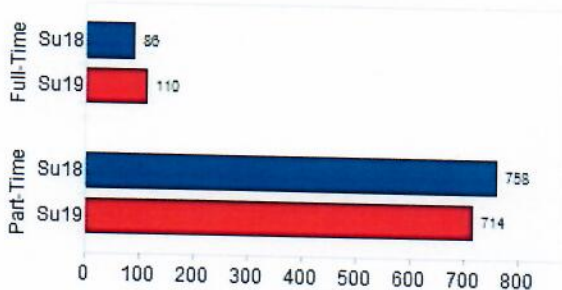
Headcount by Division



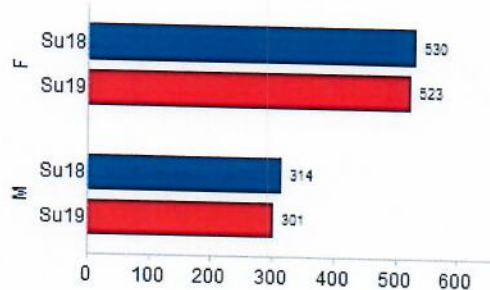
FTES by Division



Full-Time/Part-Time Enrollment



Headcount by Gender



2018 totals are end of term. Headcount was 844. FTES were 348.

College	AY13-14	AY14-15	AY15-16	AY16-17	AY17-18
Blue Ridge	5,413	5,289	5,058	4,566	4,497
Central Virginia	5,336	5,030	4,778	4,455	4,290
Dabney S. Lancaster	1,304	1,152	1,124	1,018	978
Danville	4,536	3,782	3,257	2,938	2,590
Eastern Shore	933	830	726	668	576
Germanna	8,911	8,698	8,153	7,835	7,750
J. Sargeant Reynolds	17,734	17,030	15,371	13,874	12,631
John Tyler	11,326	11,161	11,004	10,650	10,704
Lord Fairfax	7,152	6,900	6,514	6,301	6,138
Mountain Empire	2,851	2,642	2,552	2,497	2,424
New River	5,590	5,137	5,075	4,845	4,580
Northern Virginia	74,481	72,076	70,301	67,061	64,373
Patrick Henry	3,389	2,948	2,638	2,361	2,224
Paul D. Camp	1,532	1,376	1,323	1,186	1,063
Piedmont Virginia	6,206	5,965	5,714	5,396	5,260
Rappahannock	3,005	2,679	2,620	2,560	2,441
Southside Virginia	5,556	4,780	3,965	3,157	2,704
Southwest Virginia	2,891	2,910	2,887	2,629	2,453
Thomas Nelson	14,359	13,696	12,686	11,661	10,496
Tidewater	41,355	38,317	35,926	32,773	30,809
Virginia Highlands	2,537	2,513	2,187	2,192	2,058
Virginia Western	9,769	9,352	8,832	7,999	7,449
Wytheville	3,319	3,054	2,700	2,451	2,275
VCCS Total	239,485	227,317	215,391	201,073	190,763

College	AY13-14	AY14-15	AY15-16	AY16-17	AY17-18
Blue Ridge	838	952	1,277	978	1,129
Central Virginia	1,004	988	1,355	1,079	1,196
Dabney S. Lancaster	172	186	274	380	330
Danville	979	758	876	693	792
Eastern Shore	149	134	142	99	117
Germanna	1,806	1,728	1,847	2,061	2,362
J. Sargeant Reynolds	1,708	1,659	1,703	1,768	1,762
John Tyler	1,346	1,480	1,609	1,752	1,821
Lord Fairfax	1,408	1,348	1,536	1,705	1,419
Mountain Empire	648	636	755	683	649
New River	613	660	691	643	603
Northern Virginia	7,498	7,650	7,815	7,613	7,045
Patrick Henry	734	750	1,071	650	983
Paul D. Camp	307	297	290	355	237
Piedmont Virginia	739	892	1,244	1,334	1,394
Rappahannock	640	646	660	843	847
Southside Virginia	1,330	1,304	1,319	1,347	1,111
Southwest Virginia	693	605	693	570	695
Thomas Nelson	1,605	1,701	1,611	1,523	1,621
Tidewater	4,095	4,257	4,154	4,093	4,374
Virginia Highlands	1,190	1,112	1,185	1,290	1,054
Virginia Western	639	607	612	531	548
Wytheville	993	946	1,002	872	791
VCCS Total	31,134	31,296	33,721	32,862	32,880

Increase enrollment in the Workforce Credentials Grant by 20% over FY2017.

	Enrollments Needed to Meet 20% Objective	FY 2018		FY 2019 (as of 5/16/19)	
		Enrollment	% Change	Enrollment	% Change
All Institutions	5,743	4,014	-16%	9,996	109%
Blue Ridge	512	328	-23%	516	21%
CCWA	768	550	-14%	1,022	60%
Central Virginia	184	145	-5%	250	63%
Dabney S. Lancaster	41	76	124%	159	368%
Danville	86	18	-75%	162	125%
Eastern Shore	65	-	-100%	57	6%
Germanna	443	397	8%	1,865	405%
Lord Fairfax	419	365	5%	770	121%
Mountain Empire	10	74	825%	124	1450%
New River	59	40	-18%	158	222%
Northern Virginia	791	275	-58%	779	18%
Patrick Henry	60	51	2%	252	404%
Paul D. Camp	41	71	109%	422	1141%
Piedmont Virginia	468	238	-39%	615	58%
Rappahannock	173	91	-37%	303	110%
Southside Virginia	553	339	-26%	653	42%
Southwest Virginia	65	27	-50%	107	98%
Thomas Nelson	283	296	25%	692	193%
Tidewater	163	203	49%	465	242%
Virginia Highlands	29	63	163%	157	554%
Virginia Western	443	273	-26%	267	-28%
Wytheville	89	94	27%	201	172%

Note: Enrollment and completion data are aligned to the fiscal year in which the course ended. The

Increase overall annual VCCS completers in associates degrees, certificates, career studies certificates and industry recognized certifications by 12,000 over FY2017.

	Credentials Needed to Meet Additional 12,000 Objective	Preliminary AY 2018-19			Preliminary AY 2017-18		
		Total Awards	Industry Certifications and Licensures (4/26/19)	Degrees and Certificates (5/16/2019)	Total Awards	Industry Certifications and Licensures (4/26/19)	Degrees and Certificates (Final)
All Institutions	67,693	30671	13,497	17,174	54,109	21,502	32,607
Blue Ridge	2,559	980	483	497	2,038	907	1,131
CCWA	1,615	1291	1,291		2,278	1,970	
Central Virginia	4,285	1560	1,161	399	3,554	2,358	1,195
Dabney S. Lancaster	1,188	357	224	133	629	307	322
Danville	1,225	711	135	576	997	225	772
Eastern Shore	363	239	125	114	285	178	108
Germanna	4,491	1502	580	922	3,890	1,589	2,303
J. Sargeant Reynolds	2,580	790	-	790	1,646	3	1,643
John Tyler	2,556	1257	196	1061	2,168	311	1,820
Lord Fairfax	3,313	1968	875	1093	2,523	1,104	1,419
Mountain Empire	2,653	1670	1,274	396	2,394	1,744	650
New River	1,979	1055	811	244	1,730	1,128	602
Northern Virginia	9,940	4866	418	4448	7,318	314	7,004
Patrick Henry	1,361	1030	426	604	1,587	605	982
Paul D. Camp	785	453	255	198	471	236	235
Piedmont Virginia	2,991	1096	581	515	2,347	953	1,394
Rappahannock	1,564	554	352	202	1,411	562	849
Southside Virginia	3,643	1369	888	481	2,614	1,507	1,111
Southwest Virginia	2,114	868	641	227	1,469	773	696
Thomas Nelson	2,567	1072	239	833	2,403	782	1,621
Tidewater	7,198	3052	446	2606	5,380	1,018	4,362
Virginia Highlands	1,497	880	359	521	1,189	641	548
Virginia Western	2,989	1004	866	138	2,336	1,286	1,050
Wytheville	2,235	1047	871	176	1,791	1,001	790

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Mountain Empire	2,851	2,642	2,552	2,497	2,424
New River	5,590	5,137	5,075	4,845	4,580
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Paul D. Camp	1,532	1,376	1,323	1,186	1,063
Piedmont Virginia	6,206	5,965	5,714	5,396	5,260
Rappahannock	3,005	2,679	2,620	2,560	2,441
Southside Virginia	5,556	4,780	3,965	3,157	2,704
Southwest Virginia	2,891	2,910	2,887	2,629	2,453
Thomas Nelson	14,359	13,696	12,686	11,661	10,496
Tidewater	41,355	38,317	35,926	32,773	30,809
Virginia Highlands	2,537	2,513	2,187	2,192	2,058
Virginia Western	9,769	9,352	8,832	7,999	7,449
Wytheville	3,319	3,054	2,700	2,451	2,275
VCCS Total	239,485	227,317	215,391	201,073	190,763

Personnel Update

July, 2019

New Hires

Linda Gilliam accepted the wage Admin and Office Specialist II in the Bookstore effective June 24, 2019, replacing Robin Benoit effective 6/24/19. Ms. Gilliam lives in Big Stone Gap.

Mallory Hill accepted the grant funded full time Education Support Specialist with the RSVP grant effective 7/10/19.

Trey Hall accepted the grant funded wage Education Support Specialist with the RSVP grant effective 7/24/19.

Justin Boggs accepted the position of Biology Faculty replacing Carol Burkart effective 8/16/19.

William Bott accepted the position of Chem/Math Faculty replacing Jozeph Hunek effective 8/16/19. William was in the position on a one-year temporary contract during 2018-19 academic year.

Philip Edwards accepted the position of Computer Info Systems Faculty replacing Chris Bishop effective 8/16/19.

Eric McMurray accepted the position of Manufacturing/Electronics Faculty replacing Roger Green effective 8/16/19.

Open Positions

Grant Writer – replaces Heather Mayes – position on hold

Education Support Specialist III – College Success Coach replacing Sass Sloce closes 7/23/19

Financial Services Specialist replacing Stacey Miniard closed 7/8/19. Screening committee to begin reviewing applications 7/16/19

Faculty/Project Director - Grant funded - Dental Assisting program closes 7/19/19

Library Specialist I replacing Philip Edwards position closes 7/23/19

IT Manager replacing Tony Robinson to be posted 7/17/19 – will close on 7/31/19



Mountain Empire Community College

Local Fund Expenditures Ending June 30, 2019

Category	Budget 2017 - 2018	Expenditures To Date	Budget Balance
I. Contributions of Localities:			
A. Maintenance & Operation:			
College Board	\$ 5,000	\$ 3,824	\$ 1,176
President's Office	\$ 23,000	\$ 18,684	\$ 4,316
Fiscal Operations	\$ 3,000	\$ 3,284	\$ (284)
Student Aid	\$ 30,000	\$ 24,387	\$ 5,613
Home Craft Days	\$ 35,000	\$ 38,524	\$ (3,524)
Mountain Music School	\$ 26,000	\$ 31,967	\$ (5,967)
Site Development	\$ 3,000	\$ 914	\$ 2,086
Total Maintenance & Operation	\$ 125,000	\$ 121,584	\$ 3,416
B. Small Business Center	\$ 30,250	\$ 39,249	\$ (8,999)
Total Contributions of Localities	\$ 155,250	\$ 160,833	\$ (5,583)
II. Student Activity Fee & Vending Commissions:			
A. Student Activities	\$ 80,000	\$ 79,931	\$ 69
B. Vending Operation Expenses	\$ 10,000	\$ 319	\$ 9,681
Total Student Activity Fee & Vending Commissions	\$ 90,000	\$ 80,250	\$ 9,750
III. General Auxiliary Fee:	\$ 180,000	\$ -	\$ 180,000
IV. Bookstore			
A. Salaries	\$ 270,000	\$ 260,000	\$ 10,000
B. Textbooks and Supplies	\$ 1,005,000	\$ 704,193	\$ 300,807
C. Operating	\$ 46,000	\$ 47,116	\$ (1,116)
Total Bookstore	\$ 1,321,000	\$ 1,011,309	\$ 309,691
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	\$ 82,267	\$ (16,267)
E. Property Line Resolution	\$ 10,000	\$ 351	\$ 9,649
F. One-Stop Center	\$ 100,000	\$ 130,613	\$ (30,613)
G. Revised Campus Master Plan	\$ 100,000	\$ 37,375	\$ 62,625
Total Construction Projects	\$ 303,031	\$ 250,606	\$ 52,425
TOTAL ALL	\$ 2,099,281	\$ 1,502,998	\$ 596,283

Peggy Gibson

From: Ron Vicars
Sent: Tuesday, July 16, 2019 9:25 AM
To: Peggy Gibson; Amy Greear
Subject: Advisory Board Meeting

Ladies,

I had talked to Noelle at legal before I left last week. According to legal, there really isn't anything to be done legal wise. The transaction will be more on the accounting side. That being said, I still think a motion by the Board to move those funds to the Foundation would be good. Just explain to them how we came to receive the funds and have them vote on a resolution like the following:

"I move to transfer funds given to the college from the Estate of Carol Bailey to the Mountain Empire Community College Foundation for the support of the college and student needs".

This should educate the members as to what has happened and are aware of what we are doing. I will then work with Will Johnson at the VCCS to go through the steps on the accounting side to move the funds.

Hope this helps,

Ron Vicars

Vice-President

Financial and Administrative Services

Mountain Empire Community College

3441 Mountain Empire Road

Big Stone Gap, VA 24219

(276) 523-2400

www.mecc.edu

CAFFREY & CAFFREY
ATTORNEYS AT LAW
One Elm Square
Andover, Massachusetts 01810

Andrew A. Caffrey, Jr.

—
Andrew A. Caffrey
1921-2008

(978) 475-2412 (tel)

(978) 824-8810 (fax)

May 28, 2019

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

RE: Estate of Carroll W. Bailey

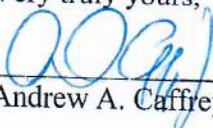
Dear Dr. Westover,

We have received all of the Assents in the abovementioned matter.

Please find enclosed, a check representing the bequest made to Mountain Empire Community College.

If you have any questions, please contact me.

Very truly yours,



Andrew A. Caffrey, Jr.

RECEIVED

JUN - 3 2019

Mountain Empire Community College
Presidents Office

FOR SECURITY PURPOSES THE FACE OF THIS DOCUMENT CONTAINS A COLORED BACKGROUND AND INFORMATION NOT REPRODUCIBLE



TD Bank N.A.

62-101

311

Janney Montgomery Scott LLC

1717 Arch Street, Philadelphia, PA 19103-2772

JMS 80,000 dols 00 cts

VOID AFTER 180 DAYS

NO. C 0000774054

PAY TO THE ORDER OF

DATE 05/24/19

PAY: \$ *****80,000.00

MOUNTAIN EMPIRE
COMMUNITY COLLEGE
ATTN ANDREW A. CAFFREY
CAFFREY AND CAFFREY
ONE ELM SQUARE
ANDOVER MA 01810

JANNEY MONTGOMERY SCOTT LLC

⑈0000774054⑈ ⑆031101017⑆ 95 000523 1⑈

THE REPRODUCTION OF THIS DOCUMENT VIOLATES 50 USC (18) 2401 (a) (1) (A) AND IS SUBJECT TO PENALTY

CAFFREY & CAFFREY
ATTORNEYS AT LAW
One Elm Square
Andover, Massachusetts 01810

Andrew A. Caffrey, Jr.

Andrew A. Caffrey
1921-2008

(978) 475-2412 (tel)

(978) 824-8810 (fax)

April 12, 2019

Mountain Empire Community College
3411 Mountain Empire Road
Big Stone Gap, VA 24219

RE: Estate of Carroll W. Bailey

Dear Sir/ Madam,

Back in May 2018, you were notified that the Estate of Carroll W. Bailey named your organization as a beneficiary.

The Estate is now in a position to fulfill that bequest.

Enclosed, please find an Assent and Release which I would ask that you sign and date in two places, typing your name under your signature and have your signature witnessed in two place as well as on behalf of Phillips Academy.

When I receive all of the Assents and Releases back, the estate will then be in a position to distribute the amount listed on the Release.

Very truly yours,



Andrew A. Caffrey, Jr.

Commonwealth of Massachusetts
The Trial Court
Probate and Family Court Department

ESSEX Division

Docket No. ES18P179EA

General Assent

Estate of Carroll W. Bailey

In the matter of Estate of Carroll W. Bailey First and Final Account

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

being a party interested in the above matter hereby consent to the allowance of the same by the Probate and Family Court for this County and request that the same be granted without further notice.

Witness Date Signature

Release Of All Demands And Assent To Account

In the matter of Estate of Carroll W. Bailey First and Final Account

In consideration of Eighty Thousand and 00/100 (\$80,000.00) dollars

paid by Nancy McLean Brickley, Personal Rep, the receipt whereof is hereby acknowledged

I, _____ of Mountain Empire Community College,
3441 Mountain Empire Rd., Big Stone Gap, VA 24219

do hereby release and forever discharge the said Nancy McLean Brickley

from all debts and liabilities whatsoever which I now have for or on account of the estate of
Carroll W. BAiley

and I further consent to the allowance of the petition — account — appointment described above.

Witness Date Signature

CAFFREY & CAFFREY
ATTORNEYS AT LAW
One Elm Square
Andover, Massachusetts 01810

Andrew A. Caffrey, Jr.

—
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April 12, 2019

Mountain Empire Community College
3411 Mountain Empire Road
Big Stone Gap, VA 24219

RE: Estate of Carroll W. Bailey

Dear Sir/ Madam,

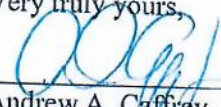
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When I receive all of the Assents and Releases back, the estate will then be in a position to distribute the amount listed on the Release.

Very truly yours,



Andrew A. Caffrey, Jr.

THIRD: I give and devise the rest, residue and remainder of my property, real and personal and wherever situated, to my wife, ELAINE R. BAILEY. If my wife does not survive me then I leave the residue as follows:

- A. I make the following specific bequests: 1. \$80,000.00 to Mountain Empire Community College in Big Stone Gap, VA to be added to the T. Reid Rankin Family Scholarship; 2. \$20,000.00 to Northfield Mount Herman School in Gill, MA, to be used for student scholarships; 3. \$20,000.00 to Phillips Academy in Andover, MA, to be used for endowed fund #01560, known as "Bailey Scholarship."
- B. The residue I leave as follows:
- a) One third to Nancy McLean Brickley, and if Nancy should predecease me then her share to her children, Robert McLean Brickley and Elizabeth Bailey Brickley;
 - b) One third to Orison S. McLean, Jr., and if Orison should predecease me then his share to his children, Julie Salerno and Matthew McLean;
 - c) One third to Michelle Cox and Brian Cox in equal shares, or all to the survivor should one of them predecease me.

FOURTH: In proceeding for the allowance of any account of the personal representative, I request that representation of the interests of persons unborn or unascertained, or of a minor or other person under disability and not represented by a duly appointed guardian or conservator, be dispensed with to the extent permitted by law.

FIFTH: All my debts, funeral expenses and expenses of administration of my estate, including estate, inheritance and similar taxes payable as a result of my death with respect to property passing under this will, shall be paid from the remainder of my estate without right of reimbursement, except that none of the above payments shall be made from the proceeds of any pension, stock bonus, profit-sharing, retirement annuity or other employee benefit plan of which I was a member or proceeds of any policy of insurance on my life, if such payments would subject such proceeds to estate or inheritance taxes not otherwise payable.