

## *Mountain Empire Community College*

### *ADVISORY BOARD*

*Friday, May 13, 2016 at 4:30 p.m.*

*Room: Kline Foundation Boardroom*

#### Call to Order

The Mountain Empire Community College Advisory Board met on Friday, May 13, 2016 at 4:30 p.m. in the Kline Foundation Boardroom at Mountain Empire Community College. Mr. Rex McCarty, Chair, called the meeting to order.

#### Roll Call

##### SCOTT COUNTY

Carolyn Dishner – Yes  
Bob Etherton - Yes  
Adrienne Hood – Yes  
Rex McCarty – Yes

##### WISE COUNTY

Alane Lovern – Yes  
Bonnie Elosser – Yes  
Bobby Tuck – Yes  
Teresa Adkins – Yes  
Dennis Sturgill – No

##### LEE COUNTY

Vickie Brown – No  
Gail Elliott – Yes  
Mary Ruth Laster – Yes  
David Graham – No

##### CITY OF NORTON

Robert Isaac – No

##### DICKENSON COUNTY

Burl Mooney – Yes

#### **OTHERS ATTENDING**

Ms. Lana Kennedy, Association of Classified Employees  
Dr. Vickie Ratliff, Vice President of Academic and Student Services  
Mr. Ron Vicars, Vice President of Financial and Administrative Services  
Ms. Donna Stanley, Vice President of Institutional Advancement  
Ms. Peggy Gibson, President's Staff  
Dr. Scott Hamilton, President

#### **APPROVAL OF MINUTES**

A motion was made by Ms. Bonnie Elosser to accept the March 15, 2016 minutes as presented. The motion was seconded by Ms. Alane Lovern and passed unanimously.

#### **ADMINISTRATIVE REPORTS**

Mr. McCarty reported on the following items:

Recognition of Special Guests included:

- Lisa McCarty – Former Advisory Board Member and wife of Rex McCarty

Mr. McCarty requested board members to select a school and date to present the Board scholarships at upcoming high school awards programs. A list of dates for these programs

were emailed to each member prior to this meeting and was also placed in Board packets for today's meeting. (See Attachment Number One).

## PRESIDENT'S REPORT – Dr. Scott Hamilton

### ACTIVITIES REPORT

Dr. Hamilton reviewed with Board members his current community involvement that included memberships as well as a list of community activities from March 15, 2016 through May 13, 2016. (See Attachment Number Two)

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

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

- **Enrollment Report (See Attachment Number Four)**

Dr. Hamilton presented the Spring Semester 2016 Enrollment Report. MECC headcount for Spring Semester 2016 is 2,481 compared to 2,385 last year, an increase of (2) percent. The College's FTE is 1,518 this year compared to 1,489; up (2) percent. Dr. Hamilton also reported that MECC has the third highest increase in FTE in the state and that only 5 of the 23 colleges in the VCCS were on the positive side; all other schools are showing a decrease in enrollment. For comparison:

- ❖ Virginia Highlands -5.83%
- ❖ Southwest VA CC same as last year
- ❖ Wytheville CC -8.37%
- ❖ Overall FTE average for the VCCS is down just over 5% at this time.

Dr. Hamilton reported that Dual Enrollment was up 22.51%.

- **Facilities –**

Dr. Hamilton shared with Board members that the final source of funding for the SIM Lab had been approved by the Tobacco Commission and mentioned that the facility will be a great improvement to our health care programs. The project is scheduled to begin on May 23, 2016 with a completion date set for August, 2016.

- **Budget**

Dr. Hamilton also shared with Board members that the college had just received the preliminary budget allocation for FY 2017 of \$14,181,200 compared to FY 2016 budget allocation of \$13,556,800; an increase of \$634,400. Dr. Hamilton stated that the exact budget allocation for FY 2017 would not be known until sometime in June. He mentioned that Vice President, Ron Vicars, had been reviewing/analyzing the budget and that a full report would most likely be available at our next Advisory Board meeting scheduled for July.



**FOUNDATION REPORT / INSTITUTIONAL ADVANCEMENT REPORT – Ms. Donna Stanley**

Ms. Donna Stanley shared that the Foundation had been very busy this spring with the planning and implementation of the Foundation Gala, Lonesome Pine Golf Tournament, and Scholars Recognition Night - all of which were very successful. She also reported that the campaign was going well and on track to reaching the \$600,000 goal set for this year.

**PRESIDENT'S STAFF REPORTS**

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

Dr. Ratliff updated Board members on the following items:

- Summer classes start tomorrow, May 14.
- Target of 75 applications for Governor's School has been met.
- Summer Technology camps are being planned.
- MECC will host the 4<sup>th</sup> Annual Summer Institute for public school personnel (guidance counselors and faculty). The Summer Institute is designed to educate our teachers regarding the opportunities students could pursue as a graduate from MECC. She shared that the college would also host a second session of the Summer Institute for individuals who have already completed the training. The session will involve a listening/hands on tour of businesses that we serve in order for the counselors and faculty to see how students actually apply the skills they learn here at MECC. This initiative is partnered with the Southwest Virginia Advanced Manufacturing Center of Excellence.
- Dr. Ratliff shared that MECC's SPARC-E (Solar Powered Alternative Renewable Clean Energy) team was the winner of the Excellence in Education Award at this year's New Horizons (Innovative Use of Technology in the Face-to-Face and Online Classroom) and mentioned that SPARC-E will be providing the power for this afternoon's graduation.

**VICE PRESIDENT OF FINANCIAL & ADMINISTRATIVE SERVICES – Mr. Ron Vicars**

Mr. Vicars reported on the following items:

- Local Funds Expenditure Report – Mr. Vicars reviewed the Local Funds Expenditure Report ending April 30, 2016. (See Attachment Number Five) Mr. Vicars reported that plans were underway to reseal several of the parking lots around campus during the summer.
- Personnel Report – Mr. Vicars reviewed the personnel report with board members (See Attachment Number Six).

**COMMITTEE REPORTS**

**Executive Committee**

No report.

**Finance and Facilities Committee**

No Report

**Curriculum and Student Affairs Committee**

No Report

**Report from the Nominating Committee (Ms. Mary Ruth Laster, Ms. Gail Elliott, Mr. Rex McCarty)**

**(See Attachment Number Seven)**

Ms. Mary Ruth Laster reported that the Nominating Committee met via conference call on April 14, 2016. Recommendations for chair and vice chair for 2016-2017 are:

-  Mr. David Graham – Chair
-  Ms. Alane Lovern – Vice Chair

A motion was made by Mr. Bob Etherton to accept the recommendation and seconded by Mr. Burl Mooney and was passed unanimously by the Board.

**OLD/NEW BUSINESS**

**Resolutions for outgoing members, Ms. Mary Ruth Laster, Mr. Bob Isaac, and Mr. Rex McCarty** – Resolutions for outgoing members, Ms. Mary Ruth Laster, Mr. Bob Isaac, and Mr. Rex McCarty were read into the minutes by Mr. McCarty and Dr. Scott Hamilton **(attached herewith and becomes a part of the minutes)**. Ms. Alane Lovern made the motion to approve the resolutions as presented. A second was made by Ms. Bonnie Elosser and was passed unanimously.

**PUBLIC COMMENTS**

**COLLEGE FEATURE – (no report)**

**NEXT MEETING DATE**

July 19, 2016 – Dinner will follow at the Fox House.

**ADJOURNMENT**

There being no further business the meeting adjourned at 5:10 p.m.

Respectfully Submitted,



Scott Hamilton, President & Secretary to the Board

APPROVED:



Chair/Vice Chair of the Board

7-19-16

Date



**AGENDA**  
**MOUNTAIN EMPIRE COMMUNITY COLLEGE**  
**BOARD MEETING**  
**Friday, May 13, 2016**  
**4:30 p.m.**  
**DALTON CANTRELL HALL BOARDROOM**

- I. Welcome and Call to Order – Mr. Rex McCarty, Chair
- II. Approval of March 15, 2016 Board Meeting Minutes
- III. Administrative Reports
  - A. Chair – Mr. Rex McCarty
    - 🚩 Recognition of Guests
    - 🚩 High School Scholarship Award Presentation Assignments
  - B. President’s Report – Dr. Scott Hamilton
    - 1. Enrollment
    - 2. General Information
  - C. Foundation Report – Ms. Donna Stanley
  - D. President’s Staff Reports (Time Permitting)
    - 1. Academic and Student Services – Dr. Vickie Ratliff
    - 2. Financial and Administrative Services – Mr. Ron Vicars
    - 3. Institutional Advancement – Ms. Donna Stanley
- IV. Committee Reports
  - A. Executive Committee (no report)
  - B. Nominating Committee
    - 1. Recommendations for 2016-2017 Board Officers
  - C. Finance and Facilities Committee (no report)
  - D. Curriculum and Student Services Committee (no report)
- V. Old/New Business
  - 🚩 Resolutions for Bob Isaac, Mary Ruth Laster, and Rex McCarty
- VI. Public Comments/Other
- VII. Next Meeting Date – July 19, 2016
- VII. Adjournment – Dinner Immediately Following Graduation at the Fox House





## **M E M O R A N D U M**

**TO: MECC Advisory Board Members**

**FROM: Peggy Gibson, Administrative Assistant**

**DATE: April 13, 2016**

**SUBJECT: Advisory Board Scholarship Presentations**

Each year the advisory board members are asked to participate in the high school awards programs to present the MECC Advisory Board Scholarship. I have enclosed a list of dates and times for each high schools award program. Please review these dates and if you are available and would like to be a presenter, please give me a call at 276-523-7490 or email at [pgibson@mecc.edu](mailto:pgibson@mecc.edu) with your preference.

Also enclosed is a sample script for the presentation. Mr. Todd Clendenon or someone from the Enrollment Services department will be at the presentation to give you the student's information and certificate and will help you with anything else you may need.

Thank you so much for your willingness to be a presenter. I know this means a lot to the students. I look forward to hearing from you.

Enclosures (2)

## *2016 High School Academic Award Dates*

			<i>Presenter</i>
<b>City of Norton</b>			
J. I. Burton	May 16	8:30 a.m.	<b>Bob Isaac</b>
<b>Dickenson County</b>			
Ridgeview	May 31	8:30 a.m.	
<b>Lee County</b>			
Lee High	May 31	6:00 p.m.	
Thomas Walker	May 31	9:00 a.m.	
<b>Scott County</b>			
Rye Cove	May 24	9:00 a.m.	<b>Carolyn Dishner</b>
Twin Springs	May 23	9:00 a.m.	
Gate City	May 24	9:00 a.m.	
<b>Wise County</b>			
Union	May 26	9:00 a.m.	<i>Bobby Tuck</i>
Central	May 27	8:45 a.m.	<b>Alane Lovern</b>
Eastside (Coeburn Middle Sch Aud.)	May 27	8:45 a.m.	<b>Teresa Adkins</b>



## **President's Activity Report – March 2016 – May 2016**

<b><u>Date</u></b>	<b><u>Activities</u></b>
3/16 -17	Vacation
3/29-30	Vacation
4/5	Norton City Council Meeting Presentation
4/6-15	Sick Leave
4/18	ACOP Meeting, Philanthropy Award Luncheon, Phi Beta Kappa Awards
4/19	Scholars Recognition Night
4/25	Lonesome Pine Hospital Board Meetings
4/26	Dickenson Co. Board of Supervisors Meeting Presentation
4/28	Wise County Chamber of Commerce Meeting – St. Paul Foundation Board Meeting
5/5	Student Awards Ceremony
5/6	MECC Foundation-Auto World Golf Classic
5/9	Campus Clean-up
5/10	Lonesome Pine Arts Council meeting
5/11	Wise County Board of Supervisors Meeting

## President's Report 05/13/2016

### Facilities Update

The final source of funding for our Health Care Simulation Lab was approved by the Tobacco Commission. That is the last piece of the puzzle for the completion of that facility which will be a great improvement to our health care programs.

### Programs

Enrollment – our Spring 2016 FTE, as of Monday, March 14 is up by 2% over this time last year. Only 5 of the 23 colleges in the VCCS are on the positive side; all other schools are showing a decrease in enrollment. MECC still has the third highest increase in FTE in the state at this time. For comparison purposes here are the stats for the neighboring SW Virginia colleges.

SWVCC - even  
VHCC - -5.83  
WCC - -8.37

Our Dual Enrollment FTE has gone up by 22.51%.

### Budget

We just received the Preliminary budget allocation from the VCCS this week. Our total Preliminary Allocation for FY 2017 is \$14,191,200 as compared to last year's allocation of \$13,556,800. That is an increase of \$634,400.

Let me emphasize that this is the Preliminary allocation and we will not know the exact budget allocation from the VCCS until we receive the final allocation probably sometime in June. VP of Finance, Ron Vickers is analyzing the budget and looking at all of the detailed information available but it is too early to give a detailed analysis at this meeting. We will give the Board a more detailed analysis of the budget at the August Advisory Board Meeting once we have the final budget.

## SPRING SEMESTER 2016 FINAL ENROLLMENT REPORT

<b>HEADCOUNT</b>	<b>2015</b>	<b>2016</b>	<b>% CHANGE</b>
Full-Time	1,078	1,100	2
Part-Time	1,307	1,381	6
Male	933	988	6
Female	1,452	1,493	3
<b>Total</b>	<b>2,385</b>	<b>2,481</b>	<b>4</b>

<b>FTES</b>	<b>2015</b>	<b>2016</b>	<b>% CHANGE</b>
	1,489	1,518	2

### ANNUALIZED FULL-TIME EQUIVALENT STUDENTS

	2011-12	2012-13	2013-14	2014-15	2015-16
Summer Annualized FTES	260	229	193	180	177
Fall Annualized FTES	994	945	904	821	847
Spring Annualized FTES	851	775	765	745	759
<b>Total Annualized FTES</b>	<b>2,104</b>	<b>1,949</b>	<b>1,862</b>	<b>1,745</b>	<b>1,783</b>

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



## Local Fund Expenditures Ending April 30, 2016

Category	Budget 2015 - 2016	Expenditures To Date	Budget Balance
<b>I. Contributions of Localities:</b>			
<b>A. Maintenance &amp; Operation:</b>			
College Board	\$ 5,000	\$ 3,234	\$ 1,766
President's Office	\$ 23,000	\$ 17,480	\$ 5,520
Fiscal Operations	\$ 3,000	\$ 1,444	\$ 1,556
Student Aid	\$ 30,000	\$ 20,121	\$ 9,879
Home Craft Days	\$ 35,000	\$ 29,653	\$ 5,347
Mountain Music School	\$ 26,000	\$ 22,367	\$ 3,633
Site Development	\$ 3,000	\$ -	\$ 3,000
<b>Total Maintenance &amp; Operation</b>	<b>\$ 125,000</b>	<b>\$ 94,299</b>	<b>\$ 30,701</b>
<b>B. Small Business Center</b>	<b>\$ 30,250</b>	<b>\$ 24,750</b>	<b>\$ 5,500</b>
<b>Total Contributions of Localities</b>	<b>\$ 155,250</b>	<b>\$ 119,049</b>	<b>\$ 36,201</b>
<b>II. Student Activity Fee &amp; Vending Commissions:</b>			
<b>A. Student Activities</b>	<b>\$ 64,000</b>	<b>\$ 37,800</b>	<b>\$ 26,200</b>
<b>B. Vending Operation Expenses</b>	<b>\$ 5,000</b>	<b>\$ 194</b>	<b>\$ 4,806</b>
<b>Total Student Activity Fee &amp; Vending Commissions</b>	<b>\$ 69,000</b>	<b>\$ 37,994</b>	<b>\$ 31,006</b>
<b>III. General Auxiliary Fee:</b>	<b>\$ 200,000</b>	<b>\$ 145,884</b>	<b>\$ 54,116</b>
<b>IV. Bookstore</b>			
<b>A. Salaries</b>	<b>\$ 205,000</b>	<b>\$ 180,000</b>	<b>\$ 25,000</b>
<b>B. Textbooks and Supplies</b>	<b>\$ 914,000</b>	<b>\$ 790,300</b>	<b>\$ 123,700</b>
<b>C. Operating</b>	<b>\$ 50,000</b>	<b>\$ 39,856</b>	<b>\$ 10,144</b>
<b>D. Transfer to capital projects - One Stop Center</b>	<b>\$ 300,000</b>	<b>\$ -</b>	<b>\$ 300,000</b>
<b>Total Bookstore</b>	<b>\$ 1,469,000</b>	<b>\$ 1,010,156</b>	<b>\$ 458,844</b>
<b>V. Contingency and Interest Income</b>			
<b>A. Transfer to capital projects - One Stop Center</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ 100,000</b>
<b>Total Contingency and Interest Income</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ 100,000</b>
<b>VI. Construction Projects</b>			
<b>A. Dalton-Cantrell Hall Renovation Site Work</b>	<b>\$ 18,585</b>	<b>\$ -</b>	<b>\$ 18,585</b>
<b>B. Solar Training Roof</b>	<b>\$ 5,075</b>	<b>\$ -</b>	<b>\$ 5,075</b>
<b>C. Parking Lot A-B Improvements</b>	<b>\$ 3,371</b>	<b>\$ -</b>	<b>\$ 3,371</b>
<b>D. One Stop Center</b>	<b>\$ 400,000</b>	<b>\$ -</b>	<b>\$ 400,000</b>
<b>Total Construction Projects</b>	<b>\$ 427,031</b>	<b>\$ -</b>	<b>\$ 427,031</b>
<b>TOTAL ALL</b>	<b>\$ 2,420,281</b>	<b>\$ 1,313,083</b>	<b>\$ 1,107,198</b>

# MOUNTAIN EMPIRE COMMUNITY COLLEGE

## PERSONNEL UPDATE

MAY 2016

<u>EMPLOYEE</u>	<u>POSITION</u>
<u>NEW HIRES</u>	
<b>Margaret Shepherd Jenkins</b>	Accepted the wage position, Administrative and Office Specialist III (Accounts Payable), in the Business Office effective March 28 replacing Lori Dingus
<b>Tracy Miller Big Stone Gap</b>	Accepted the wage position, Administrative and Office Specialist III, in the Business and Information Technology Division effective April 11 replacing Amanda Olinger
<b>Gary Hall Wise</b>	Accepted the wage position, Housekeeping and Apparel Worker I (Housekeeping), in the Physical Plant effective April 11
<b>Russell Cyphers Wise</b>	Accepted the classified position, Police Chief, in the Campus Police Department effective April 25 replacing Myron Hatfield
<b>David Mabe Appalachia</b>	Accepted the wage position, Trades Technician I, in the Physical Plant effective April 25 replacing Keaton Lawson
<b>Brad Ketron Wise</b>	Accepted the classified position, Financial Services Specialist I, in the MECC Foundation effective April 28 replacing Clara Harris
<b>Sarah Mercado Nora</b>	Accepted the restricted classified position, Education Support Specialist III (College Career Coach), in the Center for Student Outreach and Success effective May 2 replacing Todd Clendenon

**OPEN POSITION**

Screening Committee is reviewing applications for the following position:

- Classified position, Printing Technician III, in the Print Shop closed April 22 replacing Preston Layne



## **RESOLUTION**

***Whereas**, the Honorable Robert Isaac has served diligently and faithfully on the Mountain Empire Community College Board from 2005 to 2016 as a representative of the City of Norton, Virginia; and*

***Whereas**, he has served as a member of the Executive, Nominating, and the Presidential Opinion Survey Committees, and has also served as a Foundation Board Representative, bringing his knowledge and expertise to the Board and providing valuable guidance; and,*

***Whereas**, he has shown an abiding interest and concern in placing higher educational opportunities within reach of all citizens in his Community College region; and,*

***Whereas**, he has given freely of his time and talents to the development and expansion of Mountain Empire Community College and its varied offerings in this region;*

***Now therefore be it resolved** that the Mountain Empire Community College Board does hereby express its grateful appreciation to this distinguished citizen of the Mountain Empire Community College region; and,*

***Be it further resolved** that the Mountain Empire Community College Board does hereby direct that this resolution be inscribed in the permanent records of the Board, and a copy be presented to Mr. Robert Isaac as a token of this Board's profound respect and appreciation for his exemplary service and many contributions to the success of this institution.*

***Unanimously approved this 13th day of May, 2016.***

**MOUNTAIN EMPIRE COMMUNITY COLLEGE BOARD**

**BY:** \_\_\_\_\_  
Rex McCarty, Chair

**ATTEST:** \_\_\_\_\_  
Scott Hamilton, President and  
Secretary to the Board

## ***R E S O L U T I O N***

***Whereas***, the Honorable Mary Ruth Laster has served diligently and faithfully on the Mountain Empire Community College Board from 2008 to 2016 as a representative of Lee County, Virginia; and

***Whereas***, she has served as a member of the Nominating, Finance and Facilities, and the Presidential Opinion Survey Committees, bringing her knowledge and expertise to the Board and providing valuable guidance; and,

***Whereas***, she has shown an abiding interest and concern in placing higher educational opportunities within reach of all citizens in her Community College region; and,

***Whereas***, she has given freely of her time and talents to the development and expansion of Mountain Empire Community College and its varied offerings in this region;

***Now therefore be it resolved*** that the Mountain Empire Community College Board does hereby express its grateful appreciation to this distinguished citizen of the Mountain Empire Community College region; and,

***Be it further resolved*** that the Mountain Empire Community College Board does hereby direct that this resolution be inscribed in the permanent records of the Board, and a copy be presented to Mrs. Mary Ruth Laster as a token of this Board's profound respect and appreciation for her exemplary service and many contributions to the success of this institution.

***Unanimously approved this 13th day of May, 2016.***

**MOUNTAIN EMPIRE COMMUNITY COLLEGE BOARD**

**BY:** \_\_\_\_\_  
Rex McCarty, Chair

**ATTEST:** \_\_\_\_\_  
Scott Hamilton, President and  
Secretary to the Board

## **RESOLUTION**

*Whereas, the Honorable Rex McCarty has served diligently and faithfully on the Mountain Empire Community College Board from 2008 to 2016 as a representative of Scott County, Virginia; and*

*Whereas, Rex has served as a member of the Executive and Nominating Committees, and Board Chair from 2010-2016, bringing his knowledge and expertise to the Board and providing valuable guidance; and,*

*Whereas, he has shown an abiding interest and concern in placing higher educational opportunities within reach of all citizens in his Community College region; and,*

*Whereas, he has given freely of his time and talents to the development and expansion of Mountain Empire Community College and its varied offerings in this region;*

*Now therefore be it resolved that the Mountain Empire Community College Board does hereby express its grateful appreciation to this distinguished citizen of the Mountain Empire Community College region; and,*

*Be it further resolved that the Mountain Empire Community College Board does hereby direct that this resolution be inscribed in the permanent records of the Board, and a copy be presented to Mr. Rex McCarty as a token of this Board's profound respect and appreciation for his exemplary service and many contributions to the success of this institution.*

**Unanimously approved this 13<sup>th</sup> day of May, 2016.**

**MOUNTAIN EMPIRE COMMUNITY COLLEGE BOARD**

**BY:** \_\_\_\_\_  
**Bonnie Elosser, Vice Chair**

**ATTEST:** \_\_\_\_\_  
**Scott Hamilton, President and  
Secretary to the Board**





**MOUNTAIN EMPIRE COMMUNITY COLLEGE**  
**NOMINATING COMMITTEE MEETING**  
BY CONFERENCE CALL  
April 14, 2016, 8:30 a.m., Administrative Office

***Committee Members***

Ms. Mary Ruth Laster – Yes  
Ms. Gail Elliott – Yes  
Mr. Rex McCarty – Yes

***Others Present***

Peggy Gibson, Administrative Office Assistant

***Nomination of 2016-17 Chair and Vice Chair***

Ms. Gail Elliott, Mr. Rex McCarty, and Ms. Mary Ruth Laster met via conference call to select the nominees for chair and vice chair for 2016-17. The committee recommended that Mr. James David Graham serve as chair and Ms. Alane Short Lovern serve as vice-chair. Recommendations will be brought to the board for approval on May 13, 2016.

***Adjournment***

There being no further business the conference call ended at 11:58 a.m.

Respectfully submitted,

Scott Hamilton, President and  
Secretary to the Board

4/16/18  
Date