



# Mountain Empire Community College

## ADVISORY BOARD MEETING

Friday, May 10, 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
    - 📌 High School Scholarship Award Presentation Assignments
  - B. President's Report..... Dr. Kristen Westover
  - C. Foundation/Institutional Advancement Report .....Ms. Amy Greear
  - D. Academic and Student Services .....Dr. Vickie Ratliff
  - E. Financial and Administrative Services..... Mr. Ron Vicars
4. Committee Reports
  - a. **Executive Committee**..... Mr. Baker
    - i. Letter of Recommendation to the Chancellor (**Closed Session**)
  - b. **Nominating Committee (Exhibit B)**..... Ms. Gail Elliott
    - I. Recommendations for 2019-2020 Board Officers
  - c. **Curriculum and Student Affairs Committee**..... Dr. Vickie Ratliff
    - i. New Curriculum – Dental Assistant
5. Old/New Business..... Mr. Baker
  - a. Resolution for Dr. Vickie Brown (Representing Lee County)
6. Public Comments/Other
7. Next Meeting Date - **July 16, 2019**
8. Adjournment

**Notes for Chair or Co-Chair  
Advisory Board Meeting  
Friday, May 10, 2019 at 4:30 p.m.**

**1. Welcome & Call to Order**

**2. Ask for approval of minutes of the March 19, 2019 Board meeting (Requires Board Action)**

**3. Administrative Reports**

**A. Chair – Rodney Baker**

- ⬇ High School Scholarship Award Presentation Assignments (Ask them to please let Peggy know if they see one they might be able to attend to present their award)

*B. President's Report – Dr. Westover*

*C. Foundation/Institutional Advancement Report - Amy Greear (Amy will most likely be working with the photographers and reporters during this time)*

*D. Academic and Student Services – Dr. Ratliff*

*E. Financial and Administrative Services – Ron Vicars*

**4. Committee Reports –**

**a. Executive Committee – Mr. Baker**

- Letter of Recommendation to the Chancellor (Closed Session)
  - Someone will read you into closed session
  - Once everyone had returned to Boardroom, I will ask someone to read the meeting back into session)

**b. Nominating Committee – Mr. Graham**

- Recommendations for 2019-2020 Board Officers

*Bonnie  
Mike*

**c. Finance and Facilities Committee – No report**

**d. Curriculum and Student Affairs Committee – Dr. Ratliff**

- new curriculum, Dental Assistant

**5. Old/New Business – Mr. Baker**

- ⬇ **Resolution for Dr. Vickie Brown (Lee County Representative)**

**6. Public Comments/Other**

**7. Next Meeting Date – Tuesday, July 16, 2019**

**8. Adjournment**

# Meeting Minutes

## **MECC Local Advisory Board**

*Friday, May 10, 4:30 p.m., Kline Foundation Boardroom*

### **MEMBERS PRESENT**

#### **SCOTT COUNTY**

Rodney Baker  
David Kindle  
Keith Wilson

#### **WISE COUNTY**

Teresa Adkins  
Bonnie Elosser  
Mike Abbott  
Alane Lovern

#### **LEE COUNTY**

Gail Elliott  
Emily Kinser

#### **CITY OF NORTON**

Tim Cassell

#### **DICKENSON COUNTY**

Burl Mooney

### **MEMBERS ABSENT**

Helen Chadwell (Lee)  
Betty Cornett (Wise)  
Freda Starnes (Scott)

### **Others Attending:**

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

### **CALL TO ORDER**

The Mountain Empire Community College Advisory Board met on Friday, May 10, 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 March 19, 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:

Mr. Baker brought to the Boards attention a list of dates for area high school award programs and requested that members contact Peggy Gibson if they were able to present the Advisory Board

Scholarship at any of these events. The list of dates was emailed to each member prior to this meeting.

## 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 March 19, 2019 through May 10, 2019 (Exhibit 2).

### Enrollment Report

- Dr. Westover presented and reviewed with Board members the 2019 Summer Semester Preliminary Enrollment Report. Headcount is 617 compared to 609 last year at this time; an increase of (1) percent. The college's FTE is 292 compared to 274 last year at this time; increase of approximately (7) percent. (Exhibit 2)

Dr. Westover also shared with the Board that out of all 23 College's, MECC is the 2018/2019 leader in terms of our total industry-recognized credentials, certificates, and licensure. In addition, she added that there is no core piece of our operating budget that we are rewarded for financially in terms of performance funding.

### Additional Updates

- MECC recently received the SACSCOC 10-year accreditation preliminary compliance report. Dr. Westover shared that we will have a conference call with SACSCOC concerning those standards for which we were found non-compliant, and will have the opportunity to address the specific areas of non-compliance in question. A team of accreditation visitors will be on our campus for 3 days, October 7-10, 2019.
- The college will be competing for funds from an available 2.75 million in Fast Forward funds to support short term industry recognized credential attainment. The funds are awarded on a competitive basis – application is due May 20<sup>th</sup>. The college is planning to attempt to create a maker space-fabrication lab at the Center for Workforce and Innovation of Appalachia (CWIA) if we are awarded these funds.
- The Master Facilities Plan was recently reviewed by the President's staff and sent back to Thompson and Litton requesting them to move forward with the plan.
- Dr. Westover shared that she has been invited by Casey Sacks, Deputy Assistant Secretary for Community Colleges to travel to Switzerland with a team of 9 other representatives from rural colleges across the nation to learn about the Swiss apprenticeship model that the U.S. Secretary of Education is seeking to implement in the U.S. The trip is scheduled for June 24-28. Dr. Westover plans to report out the results of the experience and any insights into how we can strengthen our model with the entire system this coming fall.
- Dr. Westover expressed her appreciation for Board members that were able to attend the annual MECC Celebration of People event and congratulated Dr. Vickie Ratliff on being recognized as a 2019 National Institute for Staff and Organizational Development (NISOC) Excellence Award recipient.

## Interim Director of Institutional Advancement – Ms. Amy Greear

Ms. Greear reported on the following:

- Ms. Greear was not in attendance due to her involvement with the MECC Commencement event scheduled for this afternoon.

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

Dr. Vickie Ratliff gave the following report:

- Dr. Ratliff did not report but presented the new Dental Assistant Career Certification for approval. See Committee Reports below.

### **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 April 30, 2019. **(Exhibit 3 with details)**

Personnel Report – Mr. Vicars reviewed the personnel report ending May 10, 2019. **(See Exhibit 4 with details)**

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

## **COMMITTEE REPORTS**

### **Executive Committee**

#### **Action Item(s):**

#### **1. Presidential Item**

#### **EXECUTIVE SESSION**

A motion was made by Ms. Gail Elliott and seconded by Mr. Keith Wilson that:

“The MECC Local Advisory Board go into Executive Session to discuss *Presidential Item: Letter of Recommendation to the Chancellor*, Pursuant to Section 2.2-3711, sub-section A, sub-section 1 of the Code of Virginia.”

A vote was taken to confirm the request, and each member concurred.

#### **RETURN TO OPEN SESSION**

A motion was made by Mr. Mike Abbott and seconded by Ms. Gail Elliott to return to open session. The motion passed unanimously.

Each member was asked individually to respond to the following questions:

- Do you affirm that during executive session, you discussed only public business matters lawfully exempted from statutory open meeting requirements and
- Public business matters identified in the called motion to convene the executive session?

All members concurred to the questions.

Mr. Keith Wilson made the motion on behalf of the MECC Advisory Board to submit the letter, as presented, to the Virginia Community College System Chancellor, Dr. Glenn DuBois, confirming their collective high vote of confidence in the leadership of Dr. Kristen Westover. The motion was seconded by Ms. Bonnie Elosser and passed unanimously.

There was some discussion regarding the timeframe associated with the President's evaluation. Board members approved starting the process earlier in the year in order to allow ample time for feedback.

**Nominating Committee (Ms. Gail Elliott, Ms. Teresa Adkins, and Mr. Keith Wilson - (see Exhibit 5 with details).**

**Action Item(s):**

Ms. Gail Elliott reported that the Nominating Committee met via conference call on Friday, April 12, 2019. Recommendations for chair and vice chair for 2019-2020 are:

- ✚ Mr. Rodney Baker – Chair
- ✚ Mr. Mike Abbott – Vice Chair

A motion was made by Ms. Bonnie Elosser to accept the recommendation; seconded by Mr. Keith Wilson, and was passed unanimously by the Board.

**Finance and Facilities Committee**

**Action Item(s): Did not meet**

**Curriculum and Student Affairs Committee**

**Action Item(s):**

Due to lack of quorum, the Curriculum and Student Affairs Committee presented for full Board approval the following new curriculum: **(See Exhibit 6)**

- Dental Assistant - Career Studies Certificate (VCCS-102)

Dr. Ratliff shared that there has been a lot of interest and request from our students and local dentist across the region regarding a dental assistant program here at MECC. If approved, the program will be offered starting in the Spring of 2020. She mentioned that the proposed new program will provide students with the theory, skills, laboratory and clinical experience to perform as entry-level dental assistants and will prepare students for employment in dental offices, hospitals, dental clinics and the public health setting. In addition, students will also prepare for the Dental Assistant National Board NELDA certification exam. Dr. Ratliff shared that the college had previously applied for a grant through the Tobacco Commission to support equipment and personnel which will not be reviewed by the TRRC Board until later in the month. However, we have been gifted from the LENOWISCO Health District three fully equipped dental trailers which is more than was requested in the grant.

A motion was made by Mr. David Kindle to accept the new curriculums as presented. Mr. Tim Cassell seconded the motion and passed unanimously by the Board.

**OLD/NEW BUSINESS**

Resolution for outgoing Board member, Dr. Vickie Brown, was read into the minutes by Mr. Rodney Baker **(attached herewith and becomes a part of the minutes)**. Dr. Brown mentioned in her resignation letter that it had been an honor to participate on the Advisory Board. Mr. Baker shared that Dr. Brown

had been a member of the MECC Advisory Board since 2014 and expressed his appreciation of her service to the Board for the last five years.

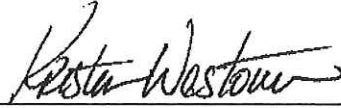
## PUBLIC COMMENTS

## ADJOURNMENT

With no further business to discuss, the meeting adjourned at 5:20 p.m. The next meeting date will be Tuesday, July 16, 2019.

Peggy Gibson, Recorder

Respectfully Submitted,



Kristen Westover, President & Secretary to the Board

APPROVED:

  
Chair/Vice Chair of the Board

Date



## Internal and External Activities Since March 19, 2019

Date	Internal/External
Mar. 22	Southwest Higher Ed Center - Academic Partner Luncheon
Mar. 26	College Council Meeting
	Scholar's Recognition Night - MECC
	Travel to Durham N.C. for TROSA Visit
Mar. 27	TROSA Visit - Durham N.C.
Mar. 28 - 29	Travel to Richmond, VA for Inauguration of Dr. Paula Pando
Apr. 1	Attended Soup Luncheon at DMME
Apr. 3	Scott County Board of Supervisors
Apr. 6	Wise County Chamber of Commerce Gala
Apr. 8	Career Fair - J. I. Burton High School
Apr. 11-12	AACC Commission on Small and Rural Colleges - Orlando, Florida
Apr. 15	Travel to Richmond, VA to attend Advisory Council of Presidents Meeting (ACOP)
Apr. 16-17	ACOP Meeting
Apr. 18	United Way Board Meeting - Abindon, VA
Apr. 23	Frontier Health Board Meeting - Gray, TN
Apr. 24	Foundation Investment Committee Meetings - MECC
Apr. 25	MECC Table Top Exercise
	Higher Ed Act Roundtable with Senator Kaine - Wytheville Community College
	Travel to Winchester, VA to attend Inauguration of Dr. Kim Blosser
Apr. 26	Inauguration of Dr. Kim Blosser - Winchester, VA
Apr. 28	Travel to Glen Allen, VA for Direct Enrollment Pilot Meeting
Apr. 29	Direct Enrollment Pilot Meeting
May. 1	Environmental Science Picnic - MECC
May. 2	Southwest Virginia Economic Forum Planning Meeting - UVA Wise
May. 2	Retirement Reception honoring Roger Greene
	MECC Student Awards Ceremony - MECC
May. 3	MECC Celebration of People
May. 7	Go Virginia Region One Council Meeting - Bristol, VA
May. 8	High School Superintendents Breakfast - MECC
May. 9	Wise County Board of Supervisors meeting - Wise



## Board Update May 2019:

- Enrollment update – early spring numbers final fall
- Credential update - only college met goal all 3 years, ahead of everyone but NOVA
- SACSCOC 10-year accreditation Oct 7-10, 2019- a team of accreditation visitors will be on our campus for 3 days, will visit our DE high school sites. We received our preliminary compliance report this morning. We will have a conference call with SACSCOC concerning those standards for which we were found non-compliant, and we have the opportunity to address the specific areas of non-compliance in question.
- The college will be competing for funds from an available 2.75 million in Fast Forward funds to support short term industry recognized credential attainment. The funds are awarded on a competitive basis and our application is due May 20<sup>th</sup>. (sidebar about the difficulty in standing up core functions through grant funds). We are planning to attempt to create a maker space – fabrication lab at the CWIA if we are awarded these funds
- CWIA – Center for Workforce and Innovation of Appalachia – First, a Big thank you to Wise county for allowing us to utilize the facility. To date we have applied for over 2 million in grant funding to stand up new short-term, industry recognized training programs. We have received over 1 million from the Tobacco Commission, GO Virginia, the Slemple Foundation, WIOA, and the VCCS.
- CWIA Programming:
- Currently offer:
  - Lineman program
  - CDL
  - Construction trades
- Upcoming programming at CWIA (funded but under development)
  - Dental assisting (Thanks to a generous donation of equipment Dr. Cantrell and the LENOWISCO Health Dept.
  - Smart Farming using drone technology for agricultural purposes
  - Expand our Unmanned Systems program and Environmental Science programs through UAS applications. The concept of “Smart Farming” involves the use of technology to improve farming techniques, increase yields, and maximize profits.
- Planned but not yet funded:
  - Aggregate Apprentice program in aggregate mineral mining
  - Childcare for students and employees
  - Culinary and food service industry certifications
  - Maker Space Fabrication Laboratory
- MECC will be sending a team to Baltimore, MD

College recently held the Celebration of People Ceremony. Congratulations to Dr. Vickie Ratliff on being recognized as a 2019 National Institute For Staff And Organizational Development (NISOD) Excellence Award recipient! The NISOD Excellence Awards have a 25+ year history of honoring and recognizing the extraordinary work of faculty, administrators, and staff whose

service to their students, colleagues, and community deserve special recognition. The award is typically given during the NISOD International Conference held in Austin ,TX this May.

- I have been invited by the Deputy Secretary for the Office of Career, Technical, and Adult Education to travel to Switzerland with a team of 9 other representatives from rural colleges across the nation to learn about the Swiss apprenticeship model that the US Secretary of Education is seeking to implement in the US. The trip is scheduled for June 24-28. I will be reporting out the results of the experience and any insights into how we can strengthen our model with the entire system this coming fall.
- The direct placement pilot is moving ahead (remind them what this is) The system has reached out to the Carnegie Foundation to utilize the CFAT pathways initiative strategies in professional development for English and Math faculty within the VCCS pilot. Those sessions will likely happen late summer or early fall.
- I recently met with our active SGA and discussed spaces for students to relax and study while waiting between classes. We came up with a good interim solution until we can acquire the funds to implement our recently completed Master Facilities Plan (which we will unveil to you in a future Board meeting as soon as it is completely finalized
- Update on athletics and e-sports
- Recently approved an IRB for a doctoral research project focused on "The Dual enrollment challenges of first-generation Appalachian college students: A holistic case study)." The results of the case study may actually be information that could assist us in better serving this unique population of students.

**SUMMER SEMESTER 2019  
PRELIMINARY ENROLLMENT REPORT**

<b>HEADCOUNT</b>	<b>5/11/18</b>	<b>5/10/19</b>	<b>% CHANGE</b>
Full-Time	96	116	21
Part-Time	513	501	(2)
Male	196	209	7
Female	413	408	(1)
Total	609	617	1

<b>FTES</b>	<b>5/11/18</b>	<b>5/10/19</b>	<b>% CHANGE</b>
	274	292	7

**FALL SEMESTER 2019  
PRELIMINARY ENROLLMENT REPORT**

<b>HEADCOUNT</b>	<b>5/11/18</b>	<b>5/10/19</b>	<b>% CHANGE</b>
Full-Time	444	468	5
Part-Time	285	280	(2)
Male	277	237	(14)
Female	452	511	13
<b>Total</b>	<b>729</b>	<b>748</b>	<b>3</b>

<b>FTES</b>	<b>5/11/18</b>	<b>5/10/19</b>	<b>% CHANGE</b>
	538	551	2

## SPRING SEMESTER 2019 FINAL ENROLLMENT REPORT

HEADCOUNT	2018	2019	% CHANGE
Full-Time	884	863	(2)
Part-Time	1,409	1,411	0
Male	920	883	(4)
Female	1,373	1,391	1
<b>Total</b>	<b>2,293</b>	<b>2,274</b>	<b>(1)</b>

FTES	2018	2019	% CHANGE
	1,320	1,319	(0)

### ANNUALIZED FULL-TIME EQUIVALENT STUDENTS

	2014-15	2015-16	2016-17	2017-18	2018-19
Summer Annualized FTES	180	177	175	165	174
Fall Annualized FTES	821	847	806	794	730
Spring Annualized FTES	745	761	703	660	660
<b>Total Annualized FTES</b>	<b>1,745</b>	<b>1,784</b>	<b>1,683</b>	<b>1,619</b>	<b>1,564</b>

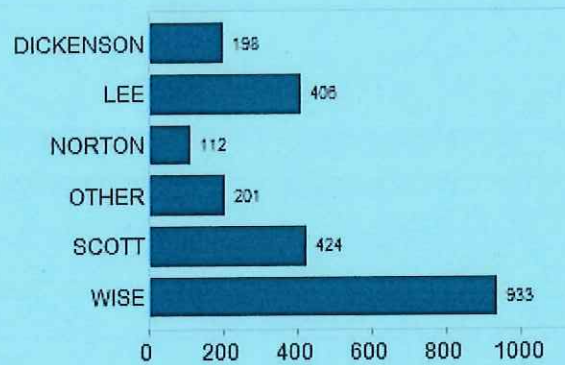
(Totals may differ slightly from official data due to rounding)

## MECC Enrollment Report

**Headcount and FTES by Division**

DIVISION	HC	FTES
ARTS&SCI	422	311.27
BUSINESS	158	111.87
CONTEd	3	1.27
DUAL	859	404.27
HEALTH	420	283.60
INDUSTRIA	226	164.80
TRANSFER	8	4.80
UNCLASS	178	37.33
<b>Totals</b>	<b>2274</b>	<b>1319.20</b>

**Headcount by Jurisdiction**

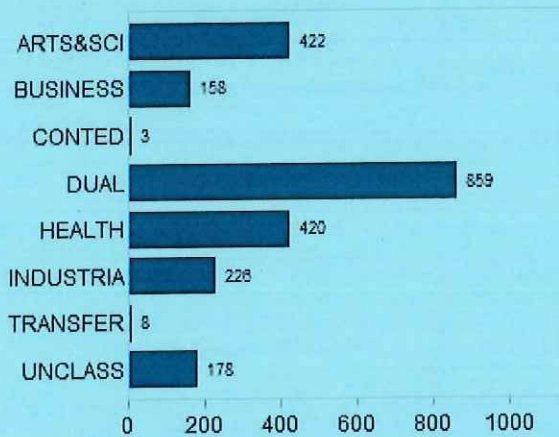


**End of Spring 2018:**

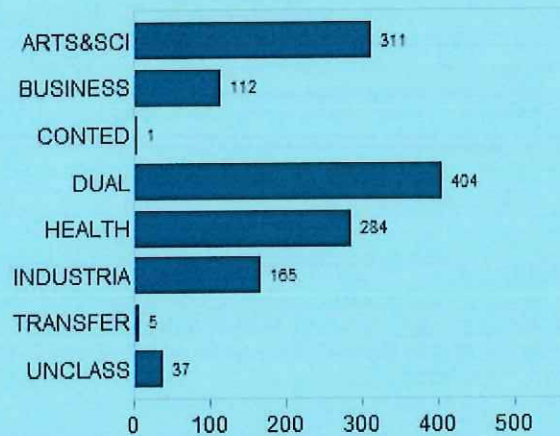
**HC 2293 (down 0.8%)**

**FTES 1320 (down 0.1%)**

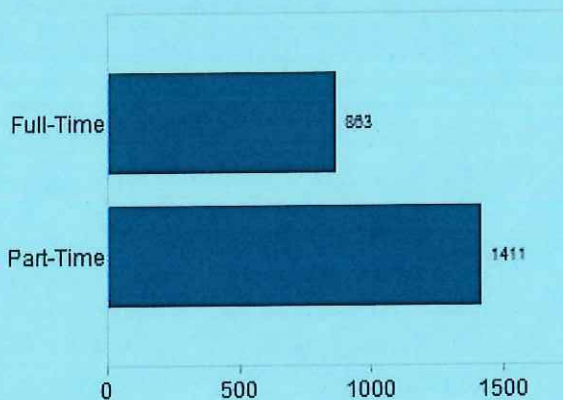
**Headcount by Division**



**FTES by Division**



**Full-Time/Part-Time Enrollments**

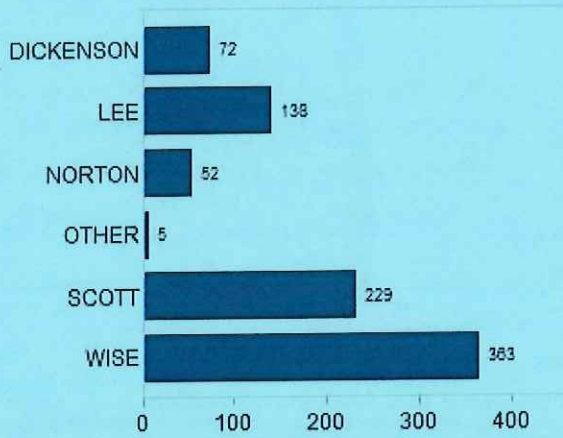


**Headcount by Gender**

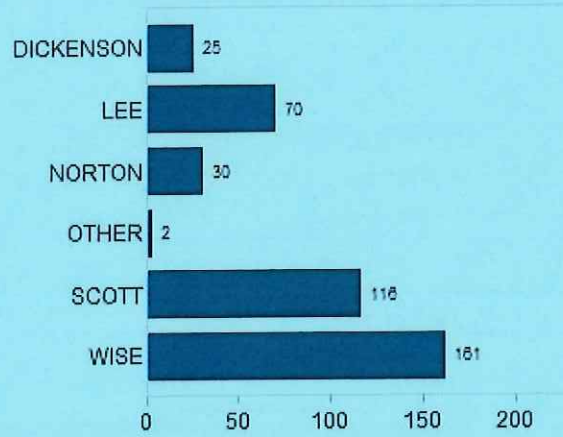


## MECC Enrollment Report

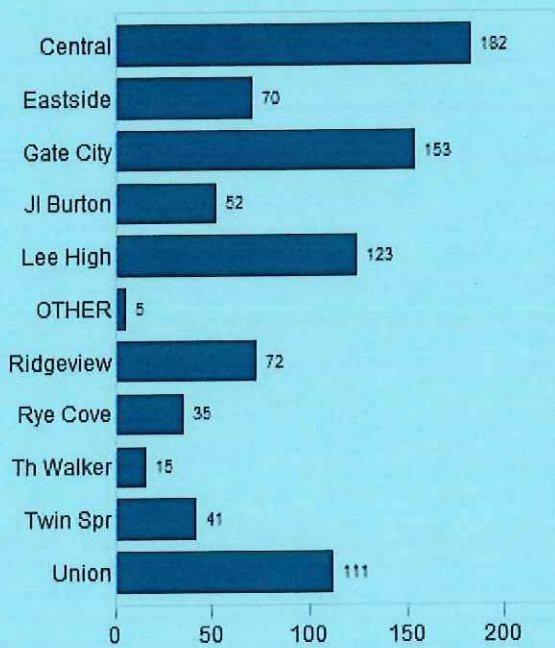
**Dual Enrollment Headcount by County**



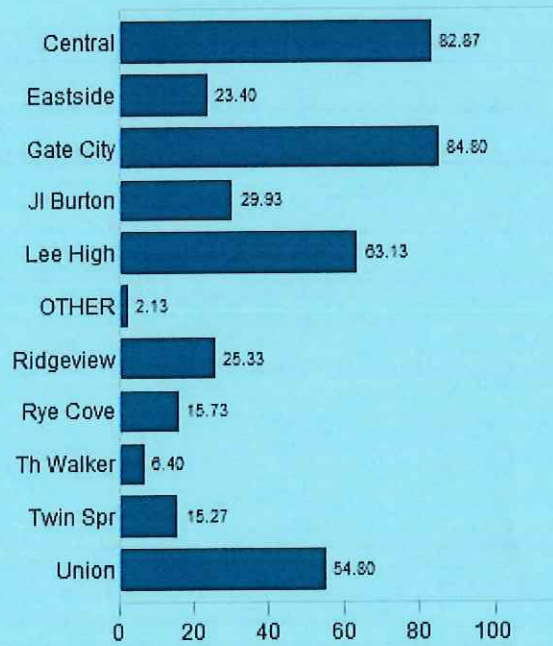
**Dual Enrollment FTES by County**



**Dual Enrollment Headcount by High School**



**Dual Enrollment FTES by High School**





# Mountain Empire Community College

## Local Fund Expenditures Ending April 30, 2019

Category	Budget 2017 - 2018	Expenditures To Date	Budget Balance
<b>I. Contributions of Localities:</b>			
<b>A. Maintenance &amp; Operation:</b>			
College Board	\$ 5,000	\$ 2,790	\$ 2,210
President's Office	\$ 23,000	\$ 15,122	\$ 7,878
Fiscal Operations	\$ 3,000	\$ 1,065	\$ 1,935
Student Aid	\$ 30,000	\$ 5,613	\$ 24,387
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
<b>Total Maintenance &amp; Operation</b>	<b>\$ 125,000</b>	<b>\$ 95,995</b>	<b>\$ 29,005</b>
<b>B. Small Business Center</b>	<b>\$ 30,250</b>	<b>\$ 33,749</b>	<b>\$ (3,499)</b>
<b>Total Contributions of Localities</b>	<b>\$ 155,250</b>	<b>\$ 129,744</b>	<b>\$ 25,506</b>
<b>II. Student Activity Fee &amp; Vending Commissions:</b>			
<b>A. Student Activities</b>	<b>\$ 80,000</b>	<b>\$ 68,826</b>	<b>\$ 11,174</b>
<b>B. Vending Operation Expenses</b>	<b>\$ 10,000</b>	<b>\$ 319</b>	<b>\$ 9,681</b>
<b>Total Student Activity Fee &amp; Vending Commissions</b>	<b>\$ 90,000</b>	<b>\$ 69,145</b>	<b>\$ 20,855</b>
<b>III. General Auxiliary Fee:</b>	<b>\$ 180,000</b>	<b>\$ -</b>	<b>\$ 180,000</b>
<b>IV. Bookstore</b>			
<b>A. Salaries</b>	<b>\$ 270,000</b>	<b>\$ 220,000</b>	<b>\$ 50,000</b>
<b>B. Textbooks and Supplies</b>	<b>\$ 1,005,000</b>	<b>\$ 620,001</b>	<b>\$ 384,999</b>
<b>C. Operating</b>	<b>\$ 46,000</b>	<b>\$ 40,661</b>	<b>\$ 5,339</b>
<b>Total Bookstore</b>	<b>\$ 1,321,000</b>	<b>\$ 880,662</b>	<b>\$ 440,338</b>
<b>V. Contingency and Interest Income</b>			
<b>A. Transfer to capital projects - ADA Compliance</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ 50,000</b>
<b>Total Contingency and Interest Income</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ 50,000</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. Parking Lot Pole and LED Replacement Project</b>	<b>\$ 66,000</b>	<b>\$ -</b>	<b>\$ 66,000</b>
<b>E. Property Line Resolution</b>	<b>\$ 10,000</b>	<b>\$ 351</b>	<b>\$ 9,649</b>
<b>F. One-Stop Center</b>	<b>\$ 100,000</b>	<b>\$ 38,298</b>	<b>\$ 61,702</b>
<b>G. Revised Campus Master Plan</b>	<b>\$ 100,000</b>	<b>\$ 26,075</b>	<b>\$ 73,925</b>
<b>Total Construction Projects</b>	<b>\$ 303,031</b>	<b>\$ 64,724</b>	<b>\$ 238,307</b>
<b>TOTAL ALL</b>	<b>\$ 2,099,281</b>	<b>\$ 1,144,275</b>	<b>\$ 955,006</b>



# Personnel Update

May, 2019

## New Hires

Cody White accepted the wage Education Support Specialist III (Career Navigator) position replacing Valerie Coates effective 3/22/19. Mr. White lives in Gate City.

Megan Gibson accepted the wage Administrative and Office Specialist II position in Human Resources replacing Claudia Howard effective 3/29/19. Ms. Gibson lives in Big Stone Gap.

Courtney Hay accepted the grant funded Education Support Specialist II in Admissions effective 4/12/19 replacing Vicki Percy. Ms. Hay lives in Jonesville.

Kody Whitt accepted the grant funded Education Support Specialist II in the Library effective 4/12/19. This is a new grant funded position. Mr. White lives in Clintwood.

Henry Fritz has accepted the position of Housekeeping and Apparel Worker I effective 5/10/19 replacing Michael Greene. Mr. Fritz lives in Appalachia.

## Open Positions

Grant Writer – replaces Heather Mayes – position on hold.

Biology Faculty position replacing Stacy Adams (who was hired on one-year contract in 2018)– Interviews scheduled for Tuesday, 5/14/19.

Chemistry/Math Faculty position replacing William Bott (who was hired on one-year contract in 2018)– Interviews scheduled for Monday, 5/13/19.

Computer Info Systems Faculty replacing Chris Bishop (originally grant funded) - Screening committee is reviewing applications.

Manufacturing/Electronics Faculty replacing Roger Green who is retiring 6/1/19 – Screening committee is reviewing applications.

Education Support Specialist – New full time-grant funded position posted 5/2/19

Education Support Specialist – New wage-grant funded position posted 5/2/19

Administrative and Office Specialist – Bookstore – replacing Robin Benoit posted 5/9/19

## Peggy Gibson

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**From:** Angelia Reynolds  
**Sent:** Monday, May 6, 2019 3:27 PM  
**To:** 'jhr@verizon.net'; 'vickie.brown@leecountyschools.net'; 'tcassell@powercooleng.com'; 'Bonnie Elosser'; 'fstarnes@scottcountyva.com'  
**Cc:** Vickie Ratliff; Peggy Gibson; Angelia Reynolds  
**Subject:** MECC Advisory Board Curriculum and Student Affairs Committee Meeting  
**Attachments:** Angelia M Reynolds.vcf; New Curriculum - Dental Assistant.pdf

All,

Dr. Vickie Ratliff would like to meet with the Curriculum and Student Affairs Committee on Friday, May 10, at 4:00 p.m. in Dalton-Cantrell Hall room D242 before the Advisory Board Meeting. She has a new curriculum to bring to you, Dental Assistant. I have attached the program information she will be presenting to you.

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

Thank you,

Angelia Reynolds  
Administrative Assistant  
Office of the Vice President of Academic Affairs and Workforce Solutions



**Angelia M. Reynolds**  
Administrative Assistant  
Mountain Empire Community Co...  
Office of the Vice President of A...  
3441 Mountain Empire Road  
Big Stone Gap, VA 24219  
United States of America  
(276) 523-2400, Ext. 203 Work  
(276) 523-7481  
areynolds@mecc.edu

*motion David  
2nd Tim*

REQUEST FOR NEW CURRICULUM (VCCS-102)

College: Mountain Empire Community College College Code: MEC199 FICE Code: \_\_\_\_\_

1. Title of Curriculum: DENTAL ASSISTANT

2. Proposed Initiation Date: Fall \_\_\_ Spring X Year 2020 Proposed 1<sup>st</sup> Degree Conferral: Fall \_\_\_ Spring \_\_\_ Year SUMMER 2020

3. Program Level  
Transfer: \_\_\_\_\_ AA \_\_\_\_\_ AS \_\_\_\_\_ AA&S \_\_\_\_\_ AFA  
Occupational/Technical: \_\_\_\_\_ AAS \_\_\_\_\_ AAA \_\_\_\_\_ Diploma \_\_\_\_\_ Certificate X CSC

Specialization  (Check the box to the left if this is a Specialization request)

4. Additional funding required: \_\_\_\_\_ No new funds required \_\_\_\_\_  
New funds required: Facilities \$ \_\_\_\_\_ Equipment \$ 102,700  
Operations \$ \_\_\_\_\_ Other 62,950

5. Faculty required: \_\_\_\_\_ No new faculty required \_\_\_\_\_  
Additional Faculty Required First year: 1 FT 1 Adjunct  
Second Year: 1 FT 1 Adjunct

6. Costs to be funded by: (Check all that apply)  
 Increased enrollments in existing courses taught at the college  
 Savings through program restructuring or discontinuances  
 Savings through attrition from other programs  
 Enrollments in new courses  
 Other TRRC GRANT

7. FTES Enrollment Projections: 1<sup>st</sup> year 50 2<sup>nd</sup> year 60 3<sup>rd</sup> year 60

If after 3 years the program does not sustain an enrollment of 30 FTES, the program will be analyzed to determine whether or not it should be continued.

8. Can this program and all associated degree/certificate requirements be completed as follows?  
a) On the main campus or through a combination of courses taken on the main campus and online? Yes \_\_\_ No   
b) At one of the listed off-campus sites or through a combination of courses taken at the off-campus site and online? Yes  No \_\_\_  
c) Solely via distance learning? Yes \_\_\_ No

9. Is this program defined as a, "High Risk" Instructional program; a program that has identified hazards, either known hazards or potential hazards, with the propensity to cause injury or illness? Yes \_\_\_ No

10. Estimated Annual Job Openings Local 15 REGIONAL 30 Source and Date of Data (Note: Question 10 is not required for Transfer Degrees.)  
BLS (3-3-2019) AND LOCAL EMPLOYER SURVEY

11. Is the program eligible for Title IV support? Yes/No \_\_\_\_\_ (Note: Question 11 applies to all Certificates for submission to SCHEV)

COLLEGE APPROVAL:  
VICE PRES/PROVOST (s) \_\_\_\_\_ Date: \_\_\_\_\_  
COLLEGE PRESIDENT (s) \_\_\_\_\_ Date: \_\_\_\_\_  
LOCAL BOARD (s) \_\_\_\_\_ Date: \_\_\_\_\_

## Dental Assistant (TBD)

Course #	Course Title	Credit	Pre- Requisite Courses (if any)	Approved Course Substitutions	Term Offered
SDV 100	Student Success Skills	1		SDV 100, 106, 107, 108, 195	F, Sp, Su
DNA 103	Introduction to Oral Health	1			F, Sp, Su
DNA 109	Practical Infection Control	3			F, Sp, Su
DNA 113	Chairside Assisting I	3			F, Sp, Su
DNA 108	Dental Science	3			F, Sp, Su
HLT 100	First Aid & CPR	3		HLT 119, EMS 101, EMS 111, both HLT 105 and 106	F, Sp, Su
<b>Students earn AHA BLS for Healthcare Provider CPR certification, AHA Heartsaver OSHA Bloodborne Pathogen certification, and AHA Heartsaver First Aid certification</b>					
DNA 114	Chairside Assisting II	4	DNA 103, 108, 109, 113		F, Sp, Su
DNA 110	Dental Materials	3	DNA 103, 108, 109, 113		F, Sp, Su
SDV 195	Topics In Work Ethic Certification	3			F, Sp, Su
<b>Students eligible to take the Work Ethic Proficiency Certification Exam</b>					
DNA 135	Dental Radiation Safety	2	DNA 103, 108, 109, 113		F, Sp, Su
<b>Students eligible for Dental Assisting National Board Radiation and Health Safety (RHS) Certification Exam</b>					
DNA 130	Dental Office Management	2	DNA 103, 108, 109, 113		F, Sp, Su
<b>Students eligible for Dental Assisting National Board NELD A Exam (National Entry Level Dental Assistant)</b>					
<b>Total Program Credits 28</b>					

DNA prefix courses are taught in 12 week sessions. Expected start date January 2020.  
Two cohorts are accepted annually. One cohort will run from January to June, and a second from July to December.

Career Studies Certificate

Dental Assistant (TBD)





## Purpose

Provide students with the theory, skills, laboratory and clinical experience to perform as entry-level dental assistants. Prepare students for employment in dental offices, hospitals, dental clinics and the public health setting. Prepare students for the Dental Assistant National Board NELDA certification exam.


## Program Learning Outcomes

Upon successful completion, students will be able to:

1. Demonstrate workplace readiness skills
2. Obtain first aid and CPR certification
3. Collect and record vital signs
4. Assist with oral examinations
5. Prepare tray set-ups for oral procedures
6. Prepare patients and operatories for dental procedures
7. Take radiographic images and chart findings
8. Help dentists by transferring instruments during procedures, such as fillings, crown preparations, and tooth extractions
9. Provide better visibility for dentists by using suction, retractors, and other equipment
10. Take impressions and prepare models
11. Assist in maintaining accurate patient treatment records
12. Schedule patient appointments and follow-up care
13. Assist with patient billing, insurance, and other office tasks
14. Protect patients and employees by adhering to infection control policies and protocols
15. Maintain equipment, dental supply, and office supply inventories
16. Assist with patient emergencies
17. Assist dental professionals with patient education activities
18. Assist in procedures by selecting, mixing, or providing needed materials

## Employment Opportunities

Job opportunities may include working with other dental health professionals in private dental offices, hospitals, corporations, dental clinics, volunteer dental events, and public health settings.





**For More Information, Contact:**

Sarah Clarkston, Health Sciences Advisor  
sclarkston@mecc.edu  
276.523.2400 ex.665

Emily Bowen, DDS  
ebowen@mecc.edu  
276.523.2400


Kim Dorton, Dean of Health Sciences  
kdorton@mecc.edu  
276.523.2400 ex.356

**Program Requirements**

Students should have English and Mathematics skills assessed. Deficiencies in these areas may be corrected by completing the appropriate developmental studies courses.

**Additional Information**

Dental Assistant is a competitive admissions program. The deadline to submit a program application to the spring cohort is October 15th, the deadline to apply for admission to the summer cohort is April 15th. Please visit [www.mecc.edu](http://www.mecc.edu) to apply for program admission. Travel to clinical assignments and to the Center for Workforce and Innovation in Appalachia is required. The following immunizations, checks and screenings are required.

- Proof & record of three Hepatitis B vaccinations OR proof of immunity by titer.
  - Proof & record of two MMR vaccines OR proof of immunity by titer.
  - Proof & record of negative TB test (two-step).
  - Proof & record of seasonal flu shot.
  - Proof & record of two varicella vaccinations OR proof of immunity by titer.
  - Proof & record of DTP (diphtheria, tetanus, pertussis) vaccinations OR proof of immunity by titer.
  - Passing of criminal and sexual background checks and drug screen.
- 

## **RESOLUTION**

*Whereas, the Honorable Dr. Vickie Brown has served diligently and faithfully on the Mountain Empire Community College Board from 2014 to 2019 as a representative of Lee County, Virginia; and*

*Whereas, Vickie has served as a member of the Curriculum and Student Affairs Committee during her five year tenure, 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 Dr. Vickie Brown 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 10th day of May, 2019.*

**MOUNTAIN EMPIRE COMMUNITY COLLEGE BOARD**

BY: *Rodney Baker*  
Rodney Baker, Chair

ATTEST: *Kristen Westover*  
Kristen Westover, President and  
Secretary to the Board



## **Peggy Gibson**

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**From:** Vickie Brown <vickie.brown@lee.k12.va.us>  
**Sent:** Wednesday, April 17, 2019 10:57 AM  
**To:** Peggy Gibson  
**Subject:** Board

Peggy,

I hope you are well. I received the letter about removing me from the board. I have given it much consideration and I agree with this recommendation. My schedule and family commitments is preventing me from attending every meeting. I am not sure of the procedures to resign my position. Please let me know if you need additional documentation. It has been an honor to participate on this Advisory Board and I am grateful for the opportunity. I wish the Advisory Board and especially you the best. Thank you once again!

Dr. Vickie McConnell Brown  
School Counselor  
St. Charles Elementary  
2434 St. Charles Road  
St. Charles, VA 24282  
276.383.4531 (Office)  
276.383.4422 (Fax)

"Committed To Excellence"

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## SCRIPT FOR LOCAL BOARD SCHOLARSHIP

Good morning/evening. I am \_\_\_\_\_, a member of the Mountain Empire Community College Advisory Board. I am pleased to be here to present the 17<sup>th</sup> annual, Mountain Empire Community College Advisory Board Scholarship.

The recipient of this scholarship was chosen by the high school staff in consultation with the Mountain Empire Community College administration.

The selection criteria include:

- ✚ Academic achievement
- ✚ Character and citizenship
- ✚ Work and study practices
- ✚ Involvement in school and community activities
- ✚ Acts as a good example for others.

Our recipient is\* \_\_\_\_\_

---

*(\*Information about the student will be provided to you by college personnel who will also have the certificate to award to the student. If no information is available, please proceed to next statement.)*

On behalf of the Mountain Empire Community College Advisory Board, I am pleased to present this scholarship to \_\_\_\_\_.

Will (first name) \_\_\_\_\_ please come forward and accept this award.

(Hand certificate to student and congratulate him/her).

(After the last award is given, please thank the audience and return to seat).

Local High School Awards Day Schedule

<u>School</u>	<u>Time and Day</u>	<u>Location</u>	<u>Presenter</u>
Thomas Walker	May 14 <sup>th</sup> - 9:00 a.m.	Thomas Walker	
J.I. Burton	May 15 <sup>st</sup> - 9:00 a.m.	Burton	Tim Cassell
Lee High	May 17 <sup>th</sup> - 9:30 a.m.	Lee High	Mike Abbott
Union High	May 21 <sup>st</sup> - 9:00 a.m.	Union	
Twin Springs	May 22 <sup>nd</sup> - 9:00 a.m.	Twin Springs	Rodney Baker
Ridgeview	May 23 <sup>rd</sup> - 8:45 a.m.	Ridgeview	
Rye Cove	May 23 <sup>rd</sup> - 9:00 a.m.	Rye Cove	Freda Starnes
Central	May 23 <sup>rd</sup> - 8:45 a.m.	Central	Teresa Adkins
Eastside	May 24 <sup>th</sup> - 9:00 a.m.	CMS Auditorium	Teresa Adkins
Gate City	May 24 <sup>th</sup> - 9:00 a.m.	Gate City	Keith Wilson

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

**Friday, May 10, 2019, 4:00 p.m.**  
**President's Office, Dalton Cantrell Hall**

**Committee Members Attendance:**

Rodney Baker, Chair  
Alane Lovern, V-chair  
Mike Abbott (Wise)  
Gail Elliott (Lee)  
Teresa Adkins (Wise)

**Others:**

Dr. Kristen Westover  
Peggy Gibson

**1. *Welcome and Call to Order***

The Mountain Empire Community College Executive Committee met on Friday, May 10, 2019 at 4:00 p.m. to discuss the following agenda items:

- a. Board Letter of Recommendation to the Chancellor – (Closed Session)

**2. Approval of Minutes**

There were no previous minutes for approval

3. Discussion regarding Evaluation Plan -Before going in to closed session, there was some discussion regarding the President's evaluation and its process. Mr. Baker shared with members of the Executive Committee a copy of the VCCS Policy 3.15.2.3: **(Exhibit 1)**

- o *"The evaluation of the president by the college board shall be conducted by an appropriately designated board committee or individual, working in conjunction with the president. The college board and president, working together, shall define the procedure they shall follow in determining the evaluation. The evaluation letter shall be reviewed with the president and shall be signed by the Board Chairman and by the president and submitted to the Chancellor no later than May 1<sup>st</sup>.*

The discussion included starting the evaluation process/discussion earlier in the year in order to give the Board adequate time for feedback. He also shared that Dr. Westover conveyed that she is open for discussion regarding her evaluation at any time or to answer any questions that Board members may have throughout the year. The consensus of the Executive Committee was that Board members purpose was to attend meetings permitting them the opportunity to evaluate the President at every meeting through her updates and reporting and would also allow them the chance to provide feedback to the Executive Committee or to her at any time throughout the year.

Mr. Baker mentioned that Dr. Westover was more than willing for the Board to conduct a survey; however, he did not feel this was necessary at this time if members of the Advisory Board were attending meetings and hearing her updates and reports.

Plans are to remind Board members in January to submit any feedback or suggestions for the President starting in January.

**4. *Presidential Items (Letter of Recommendation to the Chancellor) – Closed Session***

- o A motion was made by Ms. Gail Elliott and seconded by Mr. Mike Abbott at 4:18 p.m. that: "The Mountain Empire Community College Executive Committee go into Executive Session to discuss

presidential items, pursuant of Section 2.2-3711, sub-section A, sub-section 1 of the Code of Virginia." A vote was taken of each member to confirm the request:

Rodney Baker – Yes  
Mike Abbott – Yes  
Teresa Adkins – Yes  
Alane Lovern – Yes  
Gail Elliott - Yes

At 4:20 p.m. a motion was made by Mr. Mike Abbott and seconded by Ms. Teresa Adkins that: "The Mountain Empire Community College Executive Committee return to open session." The motion passed unanimously.

Each member was asked individually by Peggy Gibson to respond to the following questions:  
"Do you affirm that during executive session, you discussed only public business matters lawfully exempted from statutory open meeting requirements; and public business matters identified in the called motion to convene the executive session:

- Rodney Baker – Yes
- Teresa Adkins – Yes
- Alane Lovern – Yes
- Mike Abbott – Yes

The *Letter of Recommendation to the Chancellor* will be presented for full Board approval during this afternoons meeting of the MECC Advisory Board.

#### 5. **Adjournment**

At 4:25 p.m. the Executive Committee meeting was adjourned by Mr. Rodney Baker.

Respectfully submitted,



Kristen Westover, President  
and Secretary to the Board

APPROVED:

  
Chair of the Board

7/16/19  
Date



### 3.15.2.3 Evaluation Plan

The president shall be evaluated annually. The annual evaluation shall be prepared in letter form by the Chancellor. It shall have as its basis, two independent assessments of the president's accomplishments conducted separately by the college board and the Chancellor. As a minimum, the evaluation letter shall list each goal/objective followed by a narrative statement detailing the degree of accomplishment:

#### a. College Board's Evaluation

The evaluation of the president by the college board shall be conducted by an appropriately designated board committee or individual, working in conjunction with the president. The college board and president, working together, shall define the procedure they shall follow in determining the evaluation. The evaluation letter shall be reviewed with the president and shall be signed by the Board Chairman and by the president and submitted to the Chancellor no later than May 1.

#### b. Chancellor's Evaluation

The Chancellor shall prepare an evaluation of each president and shall review the evaluation with the president no later than June 15. Following their review of the evaluation, both the president and Chancellor shall sign the evaluation letter.

#### c. Predetermined Goals/Objectives

The Chancellor and the college board, acting separately, shall establish with the president goals/objectives for the ensuing evaluation period. Once agreed upon, these goals/objectives shall serve as one basis for evaluation of performance. The college board and president shall establish goals/objectives to be used in evaluating the president by the board. By June 15, the Chancellor shall provide the president with a copy of the Chancellor's goals/objectives for the year and indicate which of these objectives are to be included in the president's goals/objectives. The president's goals/objectives shall be used by the Chancellor to evaluate the president's performance.

May 11, 2019

Dr. Glenn DuBois, Chancellor  
Virginia Community College System  
300 Arboretum Place, Suite 200  
Richmond, VA 23236

Dear Dr. DuBois:

I am happy to extend greetings from the Mountain Empire Community College Local Advisory Board.

The Board has completed its evaluation process of our president, Dr. Kristen Westover. We have obtained input from faculty, staff, students and the community at large and have reviewed the statistics relevant to her job performance and the current state funding environment. We have concluded that Dr. Westover has had a successful year, leading the college forward in enacting MECC's comprehensive strategic plan while continuing numerous system-wide initiatives, boldly facing challenges as they arise. We believe she will continue to build upon her successes for years to come.

The college continues to excel in the delivery of short-term, industry-recognized credentials that lead to strong employment and build a foundation for continued learning and education. MECC is on track to exceed the projected number of credentials awarded to meet the VCCS system-wide goal of tripling the number of credentials earned by students. We believe Mountain Empire Community College has had, and will continue to have, a positive impact on job and professional career development through its programs and superior quality of education, all provided at an affordable cost.

In the past year, Dr. Westover has been actively engaged in understanding and addressing the needs of the diverse communities served by MECC. She continues to engage students, faculty, staff, alumni, donors, and the community through attendance at college, community and VCCS events. This year she began the President's Institute to develop leadership at all levels within the college. She also has actively engaged emerging student leaders through legislative visits and other leadership opportunities. She led the implementation of MECC's new strategic plan. She is co-leading a Direct Enrollment pilot at the system level, which has the potential to greatly impact student success. She has actively worked to increase enrollment through enacting the college's enrollment management strategies. And for the first time in 3 years, the college is on course to end the spring 2019 semester with the first increase in enrollment. Additionally, she makes the effort to meet with local leadership groups, business groups, Chambers of Commerce and business owners to share the opportunities available through MECC programs as well as to learn the local and regional needs of employers. Through her leadership, MECC successfully launched the new Center for Workforce and Innovation of Appalachia, allowing for the delivery of numerous new academic and workforce programs.

Dr. Westover has become a respected member of the community and is responsive to the needs of the service area, as evidenced through her guidance and leadership in finding innovative ways to address



the opioid crisis through education and training. She collaborates with local and state officials, which have in turn led to recent workforce expansion announcements, as well as targeted grant funding to support education and training opportunities. She devotes time to meeting with community and student groups, sharing the value of education and training opportunities that are vital to our communities' continued success. The results of her efforts are evidenced through the numerous grants and gifts the college has received during her short tenure. She has worked to build the MECC Foundation resources through active engagement with donors and acquisition of grant funding to support strategic college initiatives. Additionally, Dr. Westover now serves on local employer, social service, and community foundation boards. Dr. Westover has also worked to grow and engage with the college's alumni and donor base, and has worked to increase external and employee giving at MECC.

After careful consideration and thoughtful discussion, the Advisory Board of Mountain Empire Community College collectively votes with high confidence in the leadership of Dr. Kristen Westover.

The Local Advisory Board respectfully submits this evaluation and offers its continued support and appreciation of our College. Likewise, on behalf of the Board and myself personally, I extend to you and all members of the State Board an open invitation to visit our campus any time.

Respectfully,

A handwritten signature in cursive script that reads "Rodney Baker".

Mr. Rodney Baker  
Chair, MECC Local Advisory Board

c Dr. Kristen Westover



**MOUNTAIN EMPIRE COMMUNITY COLLEGE**  
**2019 NOMINATING COMMITTEE MEETING**  
BY CONFERENCE CALL  
April 12, 2019, 10:00 a.m., Kline Foundation Boardroom

***Committee Members***

Ms. Teresa Adkins – Yes  
Ms. Gail Elliott – Yes  
Mr. Keith Wilson – Yes

***Others Present***

Peggy Gibson, Executive Assistant to the President


***Nomination of 2019-20 Chair and Vice Chair***


Ms. Gail Elliott, Mr. Keith Wilson, and Ms. Teresa Adkins met via conference call to select the nominees for chair and vice chair for 2019-20. The committee recommended that Mr. Rodney Baker continue to serve as Chair and Mr. Mike Abbott continue to serve as Vice-Chair. Recommendations will be brought to the full board for approval on May 10, 2019.

***Adjournment***

There being no further business the conference call ended at 10:10 a.m.

Respectfully submitted,

  
\_\_\_\_\_  
Kristen Westover, President and  
Secretary to the Board

  
\_\_\_\_\_  
Date