

AGENDA

MOUNTAIN EMPIRE COMMUNITY COLLEGE

BOARD MEETING

TUESDAY, November 15, 2016

4:30 p.m.

Kline Foundation Boardroom

1. Welcome and Call to Order – Mr. David Graham, Chair
2. Conference Call with Chancellor Glenn DuBois and Dr. Chris Lee, Assoc. Vice Chancellor, Human Resource Services, regarding Presidential search
3. Approval of September 20, 2016 Minutes
4. College Feature – Quality Enhancement Program (QEP) Exercise (Wes Mullins and Bethany Arnold)
5. Administrative Reports
 - A. Chair – Mr. David Graham
 1. Recognition of Guests
 2. Holiday Luncheon – December 2nd from 11:30 a.m. to 1:30 p.m.
 3. Legislative Visits – (Dates to be announced)
 - B. President’s Report – Dr. Scott Hamilton
 - C. Foundation Report – Ms. Donna Stanley
 - D. President’s Staff Reports
 1. Academic and Student Services – Dr. Vickie Ratliff
 2. Financial and Administrative Services – Mr. Ron Vicars
 3. Institutional Advancement – Ms. Donna Stanley
6. Committee Reports
 - A. Executive Committee
 - B. Finance and Facilities Committee
 - C. Curriculum and Student Affairs Committee
7. Old/New Business
8. Public Comments/Other
9. Next Meeting Date – Tuesday, January 17, 2017
10. Adjournment



Mountain Empire Community College

ADVISORY BOARD

Tuesday, November 15, 2016 at 4:30 p.m.

Room: Kline Foundation Boardroom

Call to Order

The Mountain Empire Community College Advisory Board met on Tuesday, November 15, 2016 at 4:30 p.m. in the Kline Foundation Boardroom at Mountain Empire Community College. Mr. David Graham, Chair, called the meeting to order.

Roll Call

SCOTT COUNTY

Rodney Baker - Yes
Bob Etherton - No
Adrienne Hood - Yes
David Kindle - Yes

WISE COUNTY

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

LEE COUNTY

Vickie Brown - No
Gail Elliott - Yes
Stacy Munsey - No
David Graham - Yes

CITY OF NORTON

Tim Cassell - Yes

DICKENSON COUNTY

Burl Mooney - No

OTHERS ATTENDING

Mr. Wes Mullins, MECC Program Director, Assistant Professor, Respiratory Therapy Program
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

CONFERENCE CALL WITH VCCS CHANCELLOR

Conference Call with VCCS Chancellor Glenn DuBois and Dr. Chris Lee, Assoc. Vice Chancellor, Human Resources Services, regarding Presidential search.

The Presidential Selection Process Overview handouts were shared with the Board before the conference call (See Attachment Number One for details)

The VCCS Chancellor, Dr. Glenn DuBois, and Dr. Chris Lee, Vice Chancellor, Human Resources Services, held a conference call with the MECC Local Advisory Board to discuss the Presidential search process. Dr. DuBois began the discussion by explaining to the Board the importance of selecting the right leadership and that participating in the selection of a new president was one of the most important responsibilities of a Local College Board. Dr. DuBois discussed the following selection process:

- ✚ Vacancy Announcement – A search is initiated when the Chancellor of the VCCS announces the departure of a College president. The State Board for Community Colleges delegates the authority and responsibility to carry out the presidential selection process to the Chancellor. The Chancellor will meet with and charge representatives of the Local College Board. This act starts the official selection process as the Chancellor establishes the expectations for the conduct of the search.
- ✚ President/Interim President: The Chancellor determines and communicates to the State Board for Community College if an interim president is needed while the presidential search is being undertaken.
- ✚ Initiating the Search – After the Chancellor’s charge to the Board, the Local College Board leads the community in defining three to five institutional priorities for the community college’s future years. These goals should describe the college’s priorities, challenges, and opportunities, as well as help to establish a strategic direction for the college. Dr. DuBois mentioned that the advertising and recruitment process usually generates 70 – 100 applications. Sufficient time is allowed for a nationwide search and evaluation of candidates.
- ✚ Forming the Committee - The Chancellor appoints a Presidential Screening Committee composed of approximately eight to twelve members representing a broad constituency within the VCCS. The committee shall be chaired by a VCCS president and co-chaired by a second VCCS president. Three members of the College’s Local Board shall be members of the committee and should preferably be the Board’s Chair, Vice Chair and one other member. Additional committee members will normally consist of the following type of positions: chief academic/student, workforce development, finance, institutional advancement officers, a faculty member – normally a representative from the Chancellor’s Faculty Advisory Committee -, and other leadership positions from the colleges. No member of the committee shall represent the college for which the president is being sought other than Local Board members.
- ✚ Initial Committee Meeting & Charge – The Presidential Screening Committee will meet in Richmond (two separate trips and will most likely involve three days which includes one travel day) to discuss, deliberate, and recommend a list of semi-finalists and alternates for System-level interviews after committee deliberations. At this meeting, the Committee is given its Charge by the Chancellor and is provided an overview of the selection process.
- ✚ System-Level Interviews – Eight to twelve candidates are normally invited for System-level interviews which are conducted over a two (2) day period of time. System-level interviews are conducted in Richmond for semifinalists. There are three separate interviews conducted of candidates by the Chancellor, the Chancellor’s Cabinet, and the Presidential Screening Committee. Dr. DuBois shared that an outside firm will conduct thorough reference and background checks on the semi-finalist. This includes as many as 12-20 references, criminal history, and search, verification of degrees and licensures, and related investigations. The results of the candidates’ background check will be used to determine which candidates should be considered further. The Chancellor will typically recommend two to four candidates to the State Board for certification of finalists.
- ✚ State Board Certification: Name of the proposed finalists (usually between two and four candidates) are presented to the State Board for Community Colleges committee for review and certification. Upon certification, the Chancellor is delegated the authority to select from among the finalist the chosen candidate and to negotiate a contract for employment with consideration and recommendations from the Local College Board.

- ✦ Campus and Community Interviews: Campus interviews are conducted under the direction of the Local College Board and should involve representatives from faculty, administration, support staff and students, in addition to the Local College Board members. The college interviews shall be comprehensive and will usually require the presence of a candidate for two days. Campus interviews should include meetings with community leaders, foundation members and various other college constituencies. The interview should include a detailed tour of the college and its present and proposed facilities. Dr. DuBois stated that the most important interview process will be the interview with the Local College Board. Since the Local College Board interview is a part of the College governance process, their interview is restricted to Local College Board members only.
- ✦ Recommendation – Upon completion of the college interview process, the Chairman of the Local College Board shall notify the Chancellor and a meeting shall be convened to discuss the selection of a president. The findings of the Local College Board and State level interviews shall be reviewed during this meeting. The Chancellor shall select a candidate from among those interviewed.
- ✦ Making an Offer and Contract Negotiation – The Chancellor shall then negotiate with the candidate regarding salary, effective date of employment and any other considerations specified during the meeting with the Local College Board, and shall make the offer of appointment when the terms and conditions are agreed upon.

In addition, Dr. Chris Lee added that the Associate Vice Chancellor for Human Resource Services department will coordinate or complete the following activities: drafting advertising materials, accepting nominations and applications, coordinating committee and candidate travel (State level) meeting with Local College Board about the conduct of campus interviews and all matters pertaining to the successful conduct of the search. He also mentioned that the college will need to appoint a Staff Assistant in order to provide support for the many details associated with managing the search and to provide administrative support to the Local College Board throughout the search process.

After some discussion, Mr. David Kindle made a motion that Mr. Bobby Tuck be appointed to the Presidential Search Committee as the third member representing the Local College Board. The motion was seconded by Ms. Bonnie Elosser and passed unanimously. A second motion was made by Mr. David Kindle that Ms. Adrienne Hood serve as an alternate on the Presidential Search Committee. The motion was seconded by Mr. Bobby Tuck and passed unanimously. Those serving on the Presidential Search Committee from the Local College Board will be:

- Mr. David Graham – Chair of MECC Local Advisory Board
- Ms. Alane Lovern – Vice-Chair of MECC Local Advisory Board
- Mr. Bobby Tuck – (3rd member)
- Ms. Adrienne Hood – (Alternate member)

APPROVAL OF MINUTES

A motion was made by Ms. Alane Lovern to accept the September 20, 2016 minutes as presented. The motion was seconded by Mr. Rodney Baker and passed unanimously.

ADMINISTRATIVE REPORTS

Mr. Graham reported on the following items:

- ✦ Recognition of Special Guests included:

Ms. Lana Kennedy, Association of Classified Staff, President

Mr. Ron Vicars, Vice President of Finance and Facilities

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

Ms. Donna Stanley, Vice President of Institutional Advancement

Ms. Peggy Gibson, Administrative Assistant to the President

Mr. Wes Mullins, MECC Program Director, Assistant Professor, Respiratory Therapy Program
(College Feature)

- ✚ **Holiday Luncheon** – Mr. Graham announced that the annual Holiday Luncheon will be held on December 2nd from 11:30 – 1:30 p.m. in the Goodloe Center.
- ✚ **Legislative Visits** ~ Dates to be announced

COLLEGE FEATURE (Mr. Wes Mullins)

Quality Enhancement Program (QEP) Exercise - (See Attachment Number Two)

Mr. Wes Mullins shared with the Board that the Quality Enhancement Plan (QEP) is a required component of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) accreditation. As part of the college's 5 year process, a broad-based assessment is being conducted within stakeholders regarding what issues, related to learning, could be addressed for our QEP.

Below are suggestions made by the MECC Local Advisory Board:

- ❖ Student Activities
- ❖ Time Management
- ❖ Self-Motivation
- ❖ Career Advisement
- ❖ Helping students make an initial connection with an individual within the College or an older student for guidance
- ❖ User friendly Student Information System (SIS)

Mr. Mullins further explained that the findings will enable the College to identify existing issues that pertain to student learning or student learning environment and will work to make any improvements.

Responses will be compiled and a QEP team assembled to refine topics to those that can be supported with empirical data. Topic selections will be formally completed by the end of the semester.

PRESIDENT'S REPORT – Dr. Scott Hamilton

ACTIVITIES REPORT

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:

 **Facilities –**

Dr. Hamilton invited Board members to attend the dedication ceremony of the new Simulation Laboratory planned for tomorrow, November 16, as part of our Capital Campaign celebration. There are no other major projects of construction going on at this time.

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

Dr. Hamilton presented the Fall Semester 2016 Enrollment Report. MECC headcount for Fall Semester 2016 is 2,656 compared to 2,718 last year, a decrease of (2) percent. The College's FTE is 1,601 this year compared to 1,694; down approximately (5) percent. Dr. Hamilton shared that students are taking fewer classes which contributes to FTE being down at this time.

In addition, Dr. Hamilton shared that Dual Enrollment is up 4.59% compared to this time last year. However, starting in FY2017, DE students participating in the DE Academy on the MECC campus will no longer be able to get the 80% discount due to governing principles between Virginia Public Schools and the VCCS. Dr. Hamilton explained that the VCCS has notified all colleges that as a rule, community colleges cannot offer a tuition waiver to any students without approval of the State Board of Education. The VCCS is considering dual enrollment on campus as a tuition waiver if students are not charged full tuition which violates the Board rules. Dr. Hamilton shared that the rule will have a serious impact on enrollment in the on-campus DE Academy and will most likely result in a loss of FTE next fall. The local high schools will also be affected due to not being able to offer enough classes to make up for the loss of the Academy and lack of qualified instructors to teach the DE classes in the high schools

For comparison:

❖ MECC	-5.80%
❖ Virginia Highlands	+1.88%
❖ Southwest VA CC	-1.86%
❖ Wytheville CC	-4.43%
❖ VCCS average	-4.43%

 **Programs**

Dr. Hamilton reported that MECC has submitted a POWER Grant proposal to help fund the start-up of a Power Groundsman/Lineman program. MECC has partnered with the Town of Big Stone Gap to help secure funds from the Community Development Block Grants program in the amount of \$200,000 to help with the matching funds required. Additional matching funds will be needed if the POWER grant proposal is successful.

Budget

Dr. Hamilton shared with Board members the Governor's recent announcement that all agencies, including the VCCS, should develop an FY 2018 plan to accommodate a 7.5% decrease in funding. He shared that the administrative team at MECC has begun planning to deal with the budget cut and should know more once the Governor announces the budget on December 16.

FOUNDATION REPORT / INSTITUTIONAL ADVANCEMENT REPORT – Ms. Donna Stanley

Ms. Donna Stanley shared the following event and grant updates:

Foundation Update -

In addition to Dr. Hamilton's report, Ms. Stanley also invited Board members to attend tomorrow's closing of the MECC Foundation campaign/sim lab dedication beginning at 11:00 a.m. in Robb Hall. Ms. Stanley reported year to date fundraising totals are \$991,482 dollars and expects to end the year with over \$1,000,000 dollars raised.

Ms. Stanley reported a very successful alumni event which included some of our former students.

❖ Dickenson County Scholarship Event Tuesday, Nov. 29, 2016 6:00 p.m. Ridgeview HS

Institutional Advancement update -

Ms. Stanley also shared with the Board that the College had received wonderful news regarding a \$1.4 million dollar ARC POWER grant, a consortium application involving UVA Wise, Southwest VA Community College, and MECC. She mentioned that the grant is actually going to Southwest VA CC but that MECC will receive approximately \$505,317 of the \$1.4 million. In addition, MECC will also receive matching funds of \$91,335 from the VA Tobacco Commission.

PRESIDENT'S STAFF REPORTS

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

Dr. Ratliff updated Board members on the following items:

- Dr. Ratliff shared with the Board that the VCCS will be implementing the “placement by multiple measures” in the fall of 2017 to determine admission.
 - ~ High school students entering their second semester of their senior year or have graduated high school within the last (5) years with a GPA of 3.0 or above will be considered college ready and will satisfy college level English and math.
 - ~ Students with a GPA of 2.7 or 2.9 will be co-requisite eligible (yet to be defined)
 - ~ Students that have taken the GED within the last 5 years with a score of 165 or above will also be exempt from testing.

Dr. Ratliff shared that according to the VCCS, multiple studies have shown that a GPA is as much a predictor of success in a college level class as our placement test. The process will most likely reduce barriers to students getting into college.

- ~ Piloted with seven colleges and has proven to be successful.
- ~ Dual Enrollment requirements are not changing.

- Dr. Ratliff also reported that the VCCS is in the process of:

- ✚ updating the Admissions application
- ✚ Addressing the redesign of the Math Pathways which will involve both developmental and college level math. Dr. Ratliff added that due to the implementation of “multiple measures”, students with a GPA of 2.7 or 2.9 will be eligible to take a co-requisite class along with a college level class which is yet to be determined.

Dr. Ratliff mentioned that the college is addressing the Student Success Leadership Institute (SSLI) which was implemented by the Systems office about a year ago. It was requested that the College find ways to reduce barriers for students and mentioned that a vital part of the plan was developing Meta majors or true program pathways which also limits the options students have in their program areas. Dr. Ratliff further explained that Meta majors are a set of core classes designed to help students focus on academic pathways which are aligned with intended careers and transfer programs. She also mentioned that the initiative has had a large impact on the college's FTE.

Dr. Ratliff also shared that state level meetings have been conducted regarding the Drone program and that classes have been approved from the group developing the curriculum. She also mentioned that the College was the first to make the proposal and would most likely be the first to be considered for approval as a program.

Dr. Ratliff reported that the College had just completed an On-Ramp and Civil Rights On-Site Review, both of which went very well.

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

Mr. Vicars reviewed with Board the following items:

- Local Funds Expenditure Report – Mr. Vicars reviewed the Local Funds Expenditure Report ending October 31, 2016. *(See Attachment Number Five)*
- 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

Mr. Tim Cassell, member of the Curriculum and Student Affairs Committee, presented to the Board the new Cybersecurity Career Studies Certificate (**See Attachment Number Seven**).

A motion was made by Ms. Bonnie Elosser to accept the Cybersecurity Career Studies Certificate as presented. Mr. Rodney Baker seconded the motion which passed unanimously.

COLLEGE FEATURE (Mr. Wes Mullins)

Quality Enhancement Program (QEP) Exercise (See Attachment Number One)

Mr. Wes Mullins shared with the Board that the Quality Enhancement Plan (QEP) is a required component of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) accreditation. As part of the college's 5 year process, a broad-based assessment is being conducted within stakeholders regarding what issues, related to learning, could be addressed for our QEP.

Below are suggestions made by the MECC Local Advisory Board:

- ❖ Four Day Class Schedule
- ❖ Student Activities
- ❖ Time Management
- ❖ Self-Motivation
- ❖ Career Advisement

Mr. Mullins further explained that the findings will enable the College to identify existing issues that pertains to student learning or student learning environment and will work to make any improvements.

Responses will be compiled and a QEP team assembled to refine topics to those that can be supported with empirical data. Topic selections will be formally completed by the end of the semester.

OLD/NEW BUSINESS

PUBLIC COMMENTS

NEXT MEETING DATE

January 17, 2017

ADJOURNMENT

There being no further business the meeting adjourned at 6:52 p.m.

Respectfully Submitted,



Scott Hamilton, President & Secretary to the Board

APPROVED:



Chair/Vice Chair of the Board

1-17-17

Date



Presidential Selection Process Overview

There are few institutional activities that are more important than selecting the right leadership. Therefore, participating in the selection of a new president is one of the most important responsibilities of a Local College Board. The process that is designed and executed within the Virginia Community College System (VCCS) is a time-tested, collaborative, professional, inclusive, and effective process. The timeframe for selection is about four to six months in length. There is an emphasis on quality outcomes in deference to a speedy search. The selection process consists of the following steps:

- | | |
|---------------------------------|--------------------------------------|
| I. Vacancy Announcement | VI. Certification |
| II. President Interim | VII. Campus and Community Interviews |
| III. Initiating the Search | VIII. Announcement of Selection |
| IV. Recruiting and Interviewing | IX. Closing the Search |
| V. Systems-Level Interviews | |

I. Vacancy Announcement: A search is initiated when the Chancellor of the VCCS announces the departure of a College president. The State Board for Community Colleges delegates the authority and responsibility to carry out the presidential selection process to the Chancellor. The Chancellor will meet with and charge representatives of the Local College Board. This act starts the official selection process as the Chancellor establishes the expectations for the conduct of the search.

II. President/Interim President: The Chancellor determines and communicates to the State Board for Community College if an interim president is needed while the presidential search is being undertaken. Interim presidents are not allowed to become applicants for the position of president where they serve as an interim. Neither the departing president nor the interim president of the college has a formal role in the selection and screening process. The president can provide assistance by facilitating the Local Board's involvement in the process. The president provides the office of the Associate Vice Chancellor for Human Resources access to campus personnel who will participate in the selection process. The president also will designate a Staff Assistant who will provide campus-based administrative and logistical support for the search.

III. Initiating the Search: The Local College Board holds a critical role in the selection of a president. After the Chancellor's charge to the Board, the Local College Board leads the community in defining three to five institutional priorities for the community college's future years. Input is gathered from the entire campus and college community. These goals describe the college's priorities, challenges, and opportunities, as well as they help to establish a strategic direction for the college. This information is used to attract and inform community college leaders during a nationally advertised search. The advertising and recruitment process will usually generate as many as 100 candidates. Sufficient time is allowed for a nationwide search, an evaluation of candidates, a minimum of two levels of interviews, and an extensive reference and background check process.

IV. Recruiting and Interviewing: The position description and salary range is posted in multiple venues suitable to attract the credentialed talent necessary for filling this presidential position. The Chancellor, the VCCS HR department, and others also undertake a comprehensive recruitment campaign to identify proven leaders within higher education. The selection criteria typically are derived from the

Chancellors cell
804-467-3301

responsibilities of College presidents in the VCCS policy manual, the priorities established by the Local College Board, elements noted in the advertisement, past practice, and any guidance provided by the Chancellor in his or her charge to the Presidential Screening Committee. Much of the work in this process will occur with the Associate Vice Chancellor for Human Resources working in concert with the Chancellor and the Presidential Screening Committee Chair. The Associate Vice Chancellor for Human Resources is a non-voting, ex-officio member of all presidential committees who serves as the secretary to the Committee and facilitates the conduct of the search process.

The Chancellor will appoint a Presidential Screening Committee which will consist of approximately ten members representing a broad constituency within VCCS. The chair of the Presidential Screening Committee will be a VCCS president and the co-chair will be a second VCCS president. Three members of the College's Local Board will be members of the committee and should preferably be the Board's Chair, Vice Chair, and one other member—such as a past chair. The Chair of the Local College Board serves as the liaison between the Local Board and the Presidential Screening Committee. The Chair works with the Presidential Screening Committee Chair and the Associate Vice Chancellor for Human Resources to ensure the search and selection process is conducted in a professional manner.

The committee is charged with assisting the Chancellor in the selection of semifinalists for the position. The Screening Committee evaluates all applicants' written material, and meets in Richmond to deliberate and reach consensus on as many as 12 candidates who will be invited for System-level interviews.

V. System-Level Interviews: Eight to Twelve candidates will normally be invited for System-level interviews which are held over a 2-day interview period. The Chancellor, the Chancellor's Cabinet, and the Presidential Screening Committee will conduct 3 separate interviews with candidates. In addition to a slate of questions, the Presidential Screening Committee will typically require each candidate to make a presentation to the committee. The topic will be typical of that which would be expected of a president. The Presidential Screening Committee and the Chancellor's Cabinet each will recommend candidates for further consideration. The Chancellor will then select semi-finalists.

Next, the Chancellor engages an outside firm to conduct a thorough reference and background check on semi-finalist. This includes as many as 12-20 references, criminal history search, verification of degrees and licensures, and related investigations. The results of the candidates' background check will be used to determine which candidates should be considered further. The Chancellor will typically recommend two to four candidates to the State Board for certification as finalists.

VI. Certification: Each candidate certified by the State Board for Community Colleges is eligible to be chosen for the presidency. Upon certification, the Chancellor is delegated the authority to select from among the finalist the chosen candidate and to negotiate a contract for employment with consideration and recommendations from the Local College Board.

VII. Campus and Community Interviews: The Local Board Chair will lead and is responsible for the entire campus interview process. With direction from the Local College Board, representatives from faculty, administration, support staff, and students will participate in campus interviews of the finalists and will provide input about the finalists to the Local College Board. Campus interviews should include structured public town hall meetings, meetings with community leaders, college educational foundation members, and various other college constituencies. Nonetheless, since the Local College Board interview is a part of the College governance process, their interview is restricted to Local College Board members only. At the conclusion of campus and community interviews, the Local Board will recommend to the Chancellor their preferred candidate for selection.

VIII. Announcement of Selection: After the Chancellor has selected a finalist and negotiated a contract, a press release will be published announcing the name of the next president.

IX. Closing the Search: Official records of the search will be collected and maintained by the Associate Vice Chancellor for Human Resources including documents from the campus interviews which are compiled and forwarded as appropriate.

QEP Topic Selection

- The Quality Enhancement Plan (QEP) is a required component of our SACSCOC accreditation.
 - A carefully designed and focused course of action
 - Five-year plan

- It enables us to identify an existing issue that pertains to student learning or student learning environment, then we work to make improvements.

- For the QEP topic, we need to look at
 - Institutional Fit (strategic plan; learning needs)
 - Impact on Students (value to & impact most)
 - Learning Outcomes (defined and measurable)
 - Innovation (forward-thinking/looking)
 - Viability and Sustainability (5 years to permanent)

- Broad-based involvement: We want to hear from students, MECC employees, and members of our community.
 - Faculty and staff were surveyed at our fall in-service.
 - An email survey will go out to students on 10/31.
 - We will be conducting student focus groups during the first two weeks of November.
 - We have worked closely with our Student Success Committee to determine topic viability/measurability.

- Because we want broad-based involvement, we want to talk to you to see what issues (that relate to student learning) that you think we could address for our QEP.
 - Therefore, we'll want to briefly discuss the following questions.
 - Side note: We have not yet looked at issues that data supports because we want the topic to "bubble up" before doing so.

-
1. Where do you think there are existing gaps in student learning here at MECC?
 2. Could we improve student learning environment in any way?
 3. How do you think that we could address any of the issues that may have been noted above?
-

What's Next?

- We will compile all responses from faculty/staff, students, and community members.
- A QEP team will be assembled to refine topics to those that can be supported with empirical data. Topic selection will be formally complete by the end of this semester.

President's Report 11/15/2016

Facilities Update

We will be holding a dedication of the new Simulation Laboratory tomorrow as part of our Capital Campaign celebration. I would like to invite all Advisory Board members to attend if possible.

Enrollment

For the last two years MECC has been able to buck the trend of declining enrollment but it looks as if enrollment declines have now caught up with us. As of Monday FTE is down almost six percent from this time last year. For comparison purposes the other SW VA schools are listed below:

MECC -5.80%
SWVCC -1.86%
VHCC +1.88%
WCC -4.43%
VCCS Average - 4.43

Our total headcount also declined and is down 3.20% from last year at this time. We are down in headcount a total of 87 students but those students are taking somewhat fewer classes which contributes to FTE being down by 98 FTE.

One bright spot in the enrollment report was that our Dual Enrollment FTE is up 4.59 % over this time last year.

One cautionary note on Dual Enrollment is that starting next Fall semester students that participate in the DE academy on the MECC campus will no longer be able to get the 80% discount. The VCCS has notified all colleges that there is a rule that community colleges cannot offer a tuition waiver to any students without approval of the State Board of Education. The VCCS is considering dual enrollment on campus as a tuition waiver if students are not charged full tuition and therefore it violates the Board rules and cannot continue. This will have a serious impact on enrollment in the on-campus DE academy and will result in a loss of FTE next fall. The local high schools will also be affected because they will be unable to offer enough classes to make up the loss of the academy due to lack of qualified instructors to teach the DE classes on their campuses.

Programs

MECC has submitted a POWER Grant proposal to help us fund the start-up of a Power Groundman/Lineman program. We have partnered with the town of Big Stone Gap to help secure funds from the Community Block Development Grants program of \$200,000 to help with the matching funds required. We will need to secure additional matching funds if our Power Grant proposal is successful.

Budget

In the September meeting I mentioned that there was a shortfall in state revenues that would require all state agencies to reduce their budgets by 5.5% for FY 2017 – the current fiscal year. At that time higher education was being exempted from those cuts. Later, the VCCS was notified that they would be required to make targeted cuts this year. MECC's share of those cuts would be about \$28,000. We were able to absorb that cut in our FY2017 budget without significant impact on operations.

Since the September meeting the Governor's Office has notified all agencies, including the VCCS, that we should develop our FY 2018 plan to accommodate a 7.5% decrease in funding. The administrative team at MECC has already begun planning to deal with the budget cut. It is too early to tell exactly what is going to happen next fiscal year but we should know more once the Governor announces the budget on December 16. The last time we were told cuts were coming the reductions were first stated to be 5% year one and 7.5% year two. In actuality the cuts turned out to be 2.2% and nothing the second year because the state wound up with a budget surplus. We will plan for the worst and hope for the best.

**FALL SEMESTER 2016
NOVEMBER ENROLLMENT REPORT**

HEADCOUNT	11/17/15	11/15/16	% CHANGE
Full-Time	1,270	1,119	(12)
Part-Time	1,448	1,537	3
Male	1,070	1,044	(2)
Female	1,648	1,612	(2)
Total	2,718	2,656	(2)

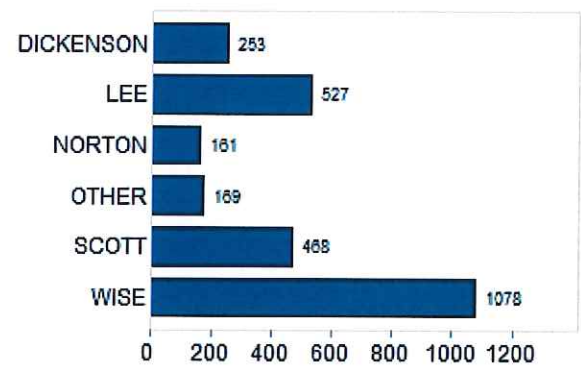
FTES	11/11/14	11/17/15	% CHANGE
	1,694	1,601	(5)

MECC Enrollment Report - November 15, 2016

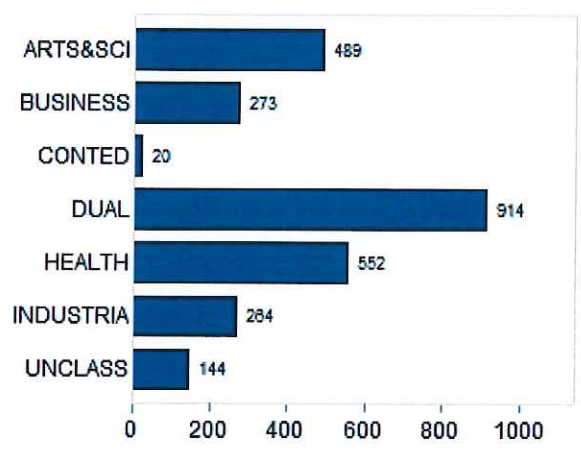
Headcount and FTES by Division

DIVISION	HC	FTES
ARTS&SCI	489	382.33
BUSINESS	273	200.20
CONTED	20	12.93
DUAL	914	402.40
HEALTH	552	372.13
INDUSTRIA	264	207.00
UNCLASS	144	23.93
Totals	2656	1600.93

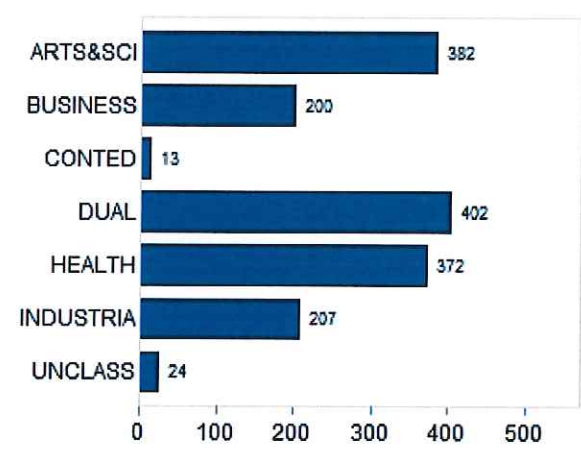
Headcount by Jurisdiction



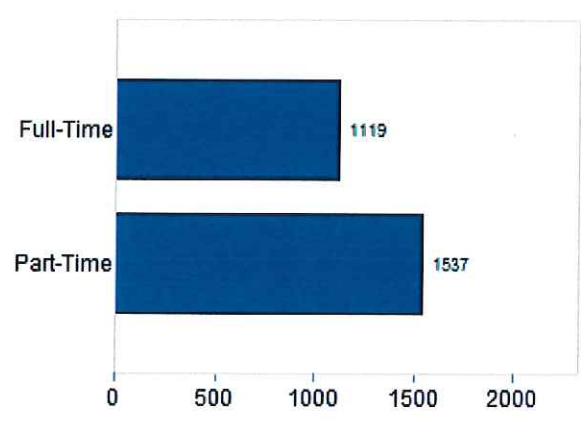
Headcount by Division



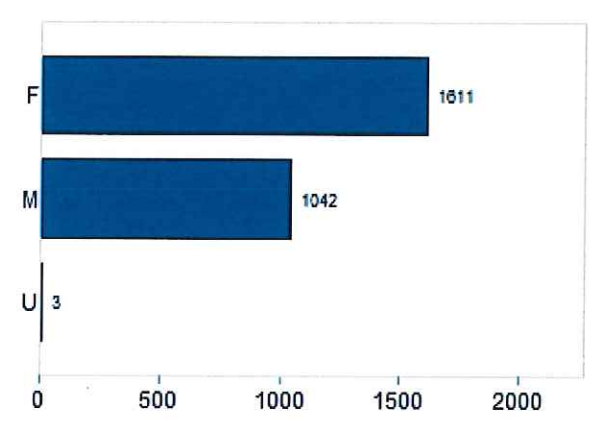
FTES by Division



Full-Time/Part-Time Enrollments



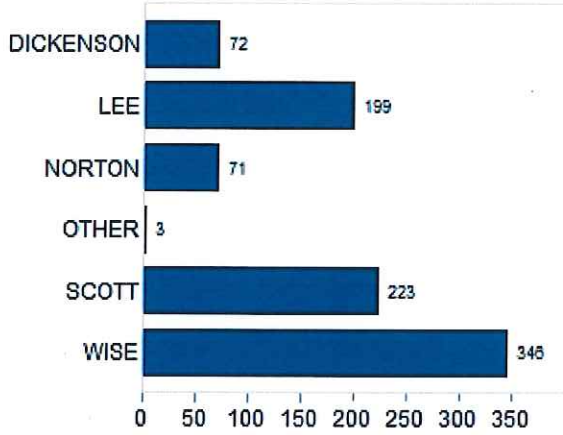
Headcount by Gender



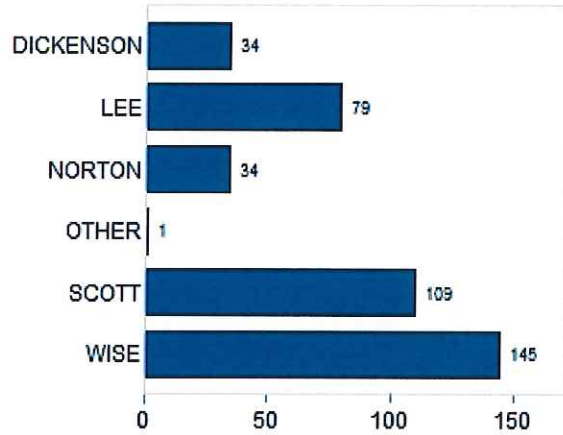
Compared to November 17, 2015: Headcount is down 2.3% (2,656 to 2,718); FTES are down 5.5% (1,601 to 1,694)

MECC Enrollment Report - November 15, 2016

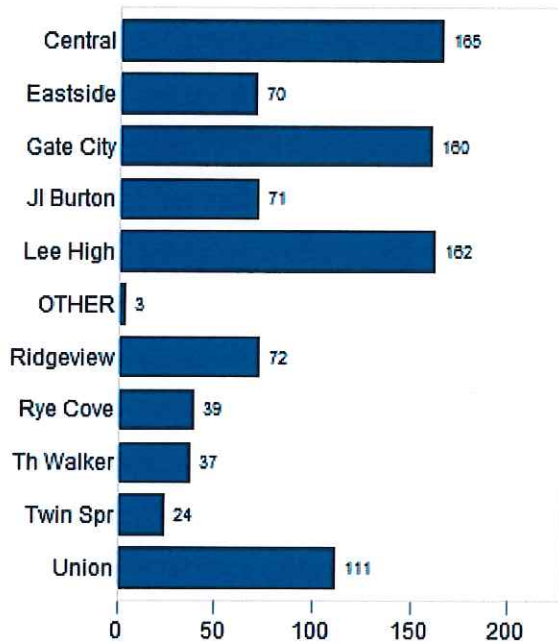
Dual Enrollment Headcount by County



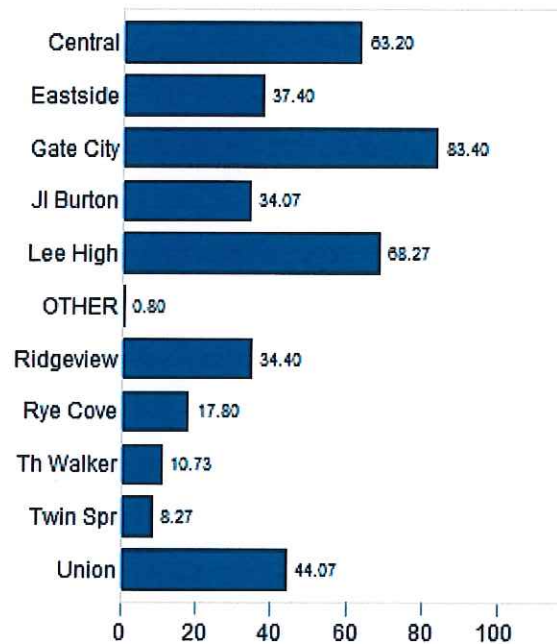
Dual Enrollment FTES by County



Dual Enrollment Headcount by High School



Dual Enrollment FTES by High School



Local Fund Expenditures Ending October 31, 2016

Category	Budget 2016 - 2017	Expenditures To Date	Budget Balance
I. Contributions of Localities:			
A. Maintenance & Operation:			
College Board	\$ 5,000	\$ 2,270	\$ 2,730
President's Office	\$ 23,000	\$ 8,448	\$ 14,552
Fiscal Operations	\$ 3,000	\$ 34	\$ 2,966
Student Aid	\$ 30,000	\$ -	\$ 30,000
Home Craft Days	\$ 35,000	\$ 15,428	\$ 19,572
Mountain Music School	\$ 26,000	\$ 11,016	\$ 14,984
Site Development	\$ 3,000	\$ -	\$ 3,000
Total Maintenance & Operation	\$ 125,000	\$ 37,196	\$ 87,804
B. Small Business Center	\$ 30,250	\$ 7,563	\$ 22,687
Total Contributions of Localities	\$ 155,250	\$ 44,759	\$ 110,491
II. Student Activity Fee & Vending Commissions:			
A. Student Activities	\$ 80,000	\$ 39,081	\$ 40,919
B. Vending Operation Expenses	\$ 10,000	\$ 1,269	\$ 8,731
Total Student Activity Fee & Vending Commissions	\$ 90,000	\$ 40,350	\$ 49,650
III. General Auxiliary Fee:			
	\$ 180,000	\$ -	\$ 180,000
IV. Bookstore			
A. Salaries	\$ 210,000	\$ 60,000	\$ 150,000
B. Textbooks and Supplies	\$ 910,000	\$ 417,905	\$ 492,095
C. Operating	\$ 50,000	\$ 12,213	\$ 37,787
D. Transfer to capital projects - One Stop Center	\$ 300,000	\$ -	\$ 300,000
Total Bookstore	\$ 1,470,000	\$ 490,118	\$ 979,882
V. Contingency and Interest Income			
A. Transfer to capital projects - One Stop Center	\$ 100,000	\$ -	\$ 100,000
Total Contingency and Interest Income	\$ 100,000	\$ -	\$ 100,000
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. One Stop Center	\$ 400,000	\$ -	\$ 400,000
Total Construction Projects	\$ 427,031	\$ -	\$ 427,031
TOTAL ALL	\$ 2,422,281	\$ 575,227	\$ 1,847,054

MOUNTAIN EMPIRE COMMUNITY COLLEGE

PERSONNEL UPDATE NOVEMBER 2016

<u>EMPLOYEE</u>	<u>POSITION</u>
<u>NEW HIRES</u>	
Johnathan Hale Pound	Accepted the wage position, Housekeeping and Apparel Worker I, in Buildings and Grounds effective September 26 replacing Sharon Dickenson
Joseph Roberts Appalachia	Accepted the classified position, Housekeeping and Apparel Worker I, in Buildings and Grounds effective October 10 replacing Janet Johnson
Carol Hickman Kingsport	Accepted the wage position, Library Specialist I, in the Wampler Library effective October 17 replacing Damean Matthews
<u>RETIREMENT</u>	
Jozsef Hunek Big Stone Gap	Retiring effective January 1, 2017, the Faculty position, Chemistry, in the Division of Arts and Sciences with 12 years of service
<u>RESIGNATIONS</u>	
Tracy Miller Big Stone Gap	Resigned effective September 16 the wage position, Administrative and Office Specialist II, in the Business and Information Technology Division to accept a position with the Lee County School Board
Jessica Hall Appalachia	Resigned effective October 14 the wage position, Administrative and Office Specialist II, in the Bookstore
Wayne Beavers Wise	Resigned effective October 18 the wage position, IT Specialist I, in the Computing and Information Technology Center

RESIGNATIONS

(Continued)

**Shane Mullins
Big Stone Gap**

Resigning effective November 23 the classified position, IT Specialist II (Network Engineer), in the Computing and Information Technology Center to accept a Security Analyst position with Virginia Tech

**Noa Sparks
Appalachia**

Resigning effective January 1, 2017, the Faculty position, Biology (Anatomy and Physiology), in the Division of Arts and Sciences

OPEN POSITIONS

Interviews were conducted for the following position:

- Wage position, Administrative and Office Specialist II, Bookstore, on November 7

Screening Committees are reviewing applications for the following positions:

- Classified position, Financial Services Specialist I, Foundation closed September 5 replacing Brad Ketron
- Grant-funded, wage position, Education Support Specialist II (Career and Technical Recruiter/Retention Specialist), Health Sciences Division closed October 24
- Faculty position, Chemistry, Division of Arts and Sciences closed October 25 replacing Jozsef Hunek

Human Resources is accepting applications for the following positions:

- Wage position, Administrative and Office Specialist II, Business and Information Technology Division closed November 10, replacing Tracy Miller

OPEN POSITIONS

CONTINUED

- Grant-funded wage position, Education Support Specialist II (Cyber Security), Business and Information Technology Division, closed November 10
- Grant-funded Faculty position, Computer Information Systems, Business and Information Technology Division, closing November 17 replacing Nick Edwards
- Wage position, IT Specialist I, Computing and Information Technology Center, closing November 17 replacing Wayne Beavers
- Classified position, IT Specialist II (Network Engineer), Computing and Information Technology Center, closing November 17 replacing Shane Mullins
- Faculty position, Biology, Division of Arts and Sciences closing November 23 replacing Noa Sparks

Cybersecurity Career Studies Certificate

Course Descriptions

BUS 106 - Security Awareness for Managers

Covers concepts and terminology related to information security and risk assessment. Topics cover perspective from a manager and end-user's point of view and will include the identification of security threats, types of hardware/software solutions available and identifying policies and procedures to reduce the severity of security attacks. Includes the completion of a risk assessment and security plan for an organization and/or department.

Lecture 3 hours per week.

3 credits

ITE 105 - Careers and Cyber Ethics

Career paths in Information Technology will be explored to help the student determine the appropriate degree plan. Career paths will include but not be limited to software development, computer science, database, networking, system administration and operations, end user support, web design, and management. The student will learn ethical concerns in business and information technology including the ACM Code of Ethics.

Lecture 2 hours per week.

2 credits

ITN 101 - Introduction to Network Concepts

Provides instruction in networking media, physical and logical topologies, common networking standards and popular networking protocols. Emphasizes the TCP/IP protocol suite and related IP addressing schemes, including CIDR. Includes selected topics in network implementation, support and LAN/WAN connectivity.

Lecture 3-4 hours per week.

3-4 credits

ITN 111 - Server Administration (Specify Version)

Covers installation, configuration, administration, management, maintenance, and troubleshooting of a server in a networked environment.

Lecture 3-4 hours per week.

3-4 credits

ITN 112 - Network Infrastructure (Specify Version)

Covers planning, installation, configuration, administration, management, maintenance, monitoring, and troubleshooting of network infrastructure components.

Lecture 3-4 hours per week.

3-4 credits

ITN 171 - Unix 1

Provides an introduction to UNIX operating systems. Teaches login procedures, file creation, UNIX file structure, input/output control, and the UNIX shell.

Lecture 3-4 hours per week.

3-4 credits

ITN 260 - Network Security Basics

Provides instruction in the basics of network security in depth. Includes security objectives, security architecture, security models and security layers; risk management, network security policy, and security training. Includes the five security keys, confidentiality integrity, availability, accountability and auditability.

Lecture 3-4 hours per week.

3-4 credits

ITN 261 - Network Attacks, Computer Crime and Hacking

Encompasses in-depth exploration of various methods for attacking and defending a network. Explores network security concepts from the viewpoint hackers and their attack methodologies. Includes topics about hackers, attacks, Intrusion Detection Systems (IDS) malicious code, computer crime and industrial espionage.

Lecture 3-4 hours per week.

3-4 credits

ITN 262 - Network Communication, Security and Authentication

Covers an in-depth exploration of various communication protocols with a concentration on TCP/IP. Explores communication protocols from the point of view of the hacker in order to highlight protocol weaknesses. Includes Internet architecture, routing, addressing, topology, fragmentation and protocol analysis, and the use of various utilities to explore TCP/IP.

Lecture 3-4 hours per week.

3-4 credits

ITN 275 - Incident Response and Computer Forensics

Prepares the student for a role on an organizational IT support staff where the need for resolving computer incidents is becoming increasingly common. Includes legal and ethical issues of search and seizure of computer and peripheral storage media leading to laboratory exercises examining computers configured with mix of both simulated criminal and other activities which are not criminal in nature, but do violate scenario-driven organizational policy. Requires the student to make choices/recommendations for further pursuit of forensics evidence gathering and analysis. Students will select and gather the utilities and procedures necessary for a court-acceptable forensics toolkit which will then be used to gather and examine specially configured desktop computers. Students will then participate in a mock court proceeding using the collected evidence. Credit will be given to either ITN 275 or ITN 276 and ITN 277, but not all three courses.

Lecture 2-3 hours. Laboratory 2 hours. Total 4-5 hours per week.
3-4 credits

Cybersecurity Projected Annual Job Openings

State and National Trends

United States	Employment		Percent Change	Projected Annual Job Openings ¹
	2014	2024		
Information Security Analysts	82,900	97,700	+18%	2,550
Virginia	Employment		Percent Change	Projected Annual Job Openings ¹
	2014	2024		
Information Security Analysts	10,290	13,030	+27%	410

¹Projected Annual Job Openings refers to the average annual job openings due to growth and net replacement.

Detailed Work Activities

All 10 displayed

- Implement security measures for computer or information systems. +
- Develop computer or information security policies or procedures. +
- Monitor the security of digital information. +
- Update knowledge about emerging industry or technology trends. +
- Collaborate with others to resolve information technology issues. +
- Test computer system operations to ensure proper functioning. +
- Train others in computer interface or software use. +
- Troubleshoot issues with computer applications or systems. +
- Coordinate project activities with other personnel or departments. +
- Document operational procedures.

National Data Source: [Bureau of Labor Statistics, Office of Occupational Statistics and Employment Projections](#)

State Data Source: [Virginia Employment Commission](#)

Cybersecurity Consortium Project

Budget Categories and Allocations for MECC

Description of budgeted item	Funding available	Source of funding
IT faculty member	\$273,272 for salary;\$117,275 for benefits over 3 years	ARC POWER grant
Education Support Specialist III to manage grant, collect data, and recruit students	\$14 per hour X 20 hours per week X 50 weeks = \$14,000 for one year, plus \$1,071 for FICA; 3 year total = \$42,000 + \$3,213 FICA	ARC POWER grant
Travel and fees for professional development	\$43,770 for 3 years	ARC POWER grant
Instructional equipment	\$49,215	Tobacco Commission
Supplies	\$6,000 over 3 years	ARC POWER grant
Marketing funds	\$66,000 over 3 years	ARC POWER grant
Scholarship funds for Governor's School	\$45,347	From MECC over 3 years (in-kind for tuition)
Certifications for students annually: (10)Certified Ethical Hacker; (5) CompTIA Security+; (5) CompTIA A+; (5) GIAC-GSEC Security Essentials	\$42,120 over 3 years	Tobacco Commission

Purpose: The Cybersecurity Career Studies certificate will provide students with essential cybersecurity training, focusing on the strategies, techniques, and defense mechanisms required to mitigate global cyber threats.

Program Requirements: Students are required to take the English placement test. Students may receive college credit for verified on-the-job experience.

Required Courses						
<i>Course #</i>		<i>Course Title</i>	<i>Cr</i>	<i>Pre-Requisite Courses (if applicable)</i>	<i>Approved Course Substitutions</i>	<i>Course Availability</i>
ITN	101	Introduction to Network Concepts	3		ITN 154	
ITE	105	Careers and Cyber Ethics	2			
ITN	260	Network Security Basics	3	ITN 101 or ITN 154	ITN 211	
ITN	261	Network Attacks, Computer Crime and Hacking	3	ITN 101 or ITN 154		
ITN	262	Network Communication, Security and Authentication	3	ITN 101 or ITN 154		
ITN	111	Server Administration	3			
ITN	171	Unix 1	3			
ITN	112	Network Infrastructure	3	ITN 111; ITN 101 or ITN 154		
ITN	275	Incident Response and Computer Forensics	3	ITN 260; ITN 101 or ITN 154		
BUS	106	Security Awareness for Managers	3			
Total Minimum Credits for Certification			29			

For further information contact: Nasser Maksoud- nmaksoud@mecc.edu, Fred Coeburn- fcoeburn@mecc.edu, Terri Lane, - tlane@mecc.edu, Fran Doyle, Assistant Dean – fdoyle@mecc.edu

Sponsorship - Ticket Order Form

Mountain Empire Community College Foundation
2016 Dickenson County Endowed Scholarship Event
Tuesday, November 29, 2016 at Ridgeview High School



An evening with Dale Jett & "Hello Stranger"

Name: _____

Address: _____

City: _____

State, Zip: _____

Telephone: _____

E-Mail: _____

Tickets I/we would like to purchase tickets to the Dickenson County Endowed Scholarship Event. I understand that tickets are **\$30 each**.

Enclosed is payment of \$ _____ for _____ tickets at **\$30 each**.

Sponsor Yes, I/we will sponsor the event to benefit the Dickenson County Endowed Scholarship at MECC.

Sponsorship Level: _____
(Sponsorship Levels are listed on the right side of page.)

Yes, please send the complimentary tickets.

No, thank you. Please do not send the tickets.

Please make check payable to MECC Foundation and mail to:
MECC Foundation
3441 Mountain Empire Road
Big Stone Gap, VA 24219

Sponsorship Levels

Bronze Sponsor - \$1 to \$99

- Name of individual(s) or organization will be listed in the Sponsor section of the event program and recognized at the event

Silver Sponsor - \$100 - \$249

- Name of individual(s) or organization will be listed in the Sponsor section of the event program
- Recognition at the event
- Two (2) complimentary tickets to the event

Gold Sponsor - \$250 - \$499

- Name of individual(s) or organization will be listed in the Sponsor section of event program
- Recognition at the event
- Four (4) complimentary tickets to the event

Platinum Sponsor - \$500 - \$999

- Name of individual(s) or organization will be listed in the Sponsor section of event program
- Recognition at the event
- Six (6) complimentary tickets to the event

Underwriters - \$1,000 - \$2,999

- Name of individual(s) or organization will be listed in the Sponsor section of the event program
- Recognition at the event
- Eight (8) complimentary tickets for the event

Benefactors - \$3,000 and above

- Name of individual(s) or organization will be listed in the Sponsor section of the event program
- Recognition at the event
- Speaking opportunity at the event
- Twelve (12) complimentary tickets to the event

Thank you for your support of
Dickenson County students attending MECC.

Dale Jett and "Hello Stranger"



Dale Jett, singer and musician, is a native of Southwest Virginia. He is a third generation member of the legendary Carter Family. The son of Janette Carter, the grandson of A.P. and Sara Carter, Dale's roots have been heavily steeped within the heart of his family's musical heritage.

"Hello Stranger" provides the closest link to the music of the original Carter Family. The group includes Dale, his wife Teresa, and longtime friend Oscar Harris.

Dale and Oscar have been musical partners and friends for over twenty years. Teresa joined them a few years back and the three have been playing and recording together since.

The Carter Family influence is evident as they continue the unbroken circle of music that Dale grew up in, and that their fans demand. The group also adds an electric mixture from songwriters they admire and original tunes, resulting in a true Appalachian Americana experience.

Growing up within the Carter Family, Dale has been influenced by many musicians and styles of music. He began playing guitar in his late teens when Elizabeth Cotten taught him his first chords - left handed, upside down. Later, he added his own style of Autoharp playing to his repertoire. But, it is ultimately his voice that captures you. It is powerful and compelling, yet at the same time, delicate and haunting.

Like his grandfather, Dale is a "collector" of songs. His dedication to the preservation of traditional music, his love of Carter Family songs, and his admiration of other songwriters are evident in his performances. His performances and recordings encompass a unique combination of traditional songs blended with a mix of others that extend the boundaries of conventional country. Whether playing an original tune, or that of others, "Hello Stranger's" music will ring true to the soul.

Their performances have included the Carter Family Fold, Barter Theater, Mountain Stage, the California Autoharp Gathering, the Smithsonian, the Marty Stuart Show, the Grand Ole Opry, Irish Arts Council of New York City, and many other venues and events across the nation and in Canada. They have also performed at festivals, concerts, colleges, workshops, private gatherings, etc. around the country and in Canada.