



Mountain Empire Community College

ADVISORY BOARD MEETING

Thursday, November 8, 2018

4:30 p.m.

Kline Foundation Boardroom

AGENDA

1. Welcome and Call to Order..... Mr. Rodney Baker, Chair
2. Minutes for approval (**Exhibit A**) Mr. Baker
3. Administrative Reports
 - A. Chair
 - ✚ Recognition of Guest
 - ✚ Holiday Luncheon – Monday, December 3rd from 11:30 a.m. to 1:30 p.m.
 - B. President’s Report..... Dr. Kristen Westover
 - C. President’s Staff Reports
 - ✚ Academic and Student Services Dr. Kristen Westover
 - ✚ Financial and Administrative Services..... Mr. Ron Vicars
 - ✚ Foundation and Institutional Advancement..... Ms. Amy Greear
4. Committee Reports
No Reports
5. Old/New Business..... Mr. Baker
6. Public Comments/Other
7. Next Meeting Date – **January 15, 2019**
8. Adjournment

Meeting Minutes

MECC Local Advisory Board

Tuesday, November 8, 2018, 4:30 p.m., Kline Foundation Boardroom

MEMBERS PRESENT

SCOTT COUNTY

Rodney Baker
David Kindle
Keith Wilson

WISE COUNTY

Bonnie Elosser
Mike Abbott
Alane Lovern
Betty Cornett

LEE COUNTY

Gail Elliott
Helen Chadwell

CITY OF NORTON

DICKENSON COUNTY

MEMBERS ABSENT

Teresa Adkins (Wise)
Vickie Brown (Lee)
Tim Cassell (Norton)
Burl Mooney (Dickenson)
Freda Starnes (Scott)

Dr. Vickie Ratliff was not in attendance due to attending the ASAC meeting in Richmond, VA. Dr. Westover will give Dr. Ratliff's update for her area.

Others Attending:

Lana Kennedy – Chair, Association of Classified Employees (ACE)
Sarah Gilliam-Burrell – President, Faculty Senate
Dr. Kristen Westover - President
Peggy Gibson – Executive Assistant to the President

CALL TO ORDER

The Mountain Empire Community College Advisory Board met on Thursday, November 8, 2018 at 4:30 p.m. in the Kline Foundation Boardroom at Mountain Empire Community College. The meeting was called to order by Mr. Rodney Baker, Chair.

APPROVAL OF MINUTES

A motion was made by Mr. Keith Wilson to accept the September 18, 2018 minutes as presented. The motion was seconded by Ms. Bonnie Elosser and passed unanimously. **(Exhibit 1)**

ADMINISTRATIVE REPORTS

Mr. Baker reported on the following information items:

- The MECC Christmas Luncheon is planned for Monday, December 3, 2018 at 11:30 p.m. in the Goodloe Center of Phillips/Taylor Hall.

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 September 18, 2018 through November 8, 2018 (Exhibit 2).

Updates

- Dr. Westover shared that she had been working with the United Way of Southwest Virginia who are doing great things in the K-12 system and the middle schools with their Career Expo. She mentioned that this group is also working with our Career Coaches to try and help our middle school students connect to our programs and understand what the employment opportunities are after our programs.
- The third session of the President's Institute class was held a couple weeks ago. Members of this class will be attending the VCCS State Board Meeting next week, November 15th. Class focus is built around leadership capacity within the college and knowledge of college functions within the VCCS.
- Dr. Westover shared that MECC is in the early stages of collaborating with Southwest Virginia Community College and Virginia Highlands regarding an opportunity to partner with their strong engineering program. She mentioned that SWVCC is one of the few guaranteed articulations to Virginia Tech's engineering program and could provide a pathway to V-Tech and would strengthen the opportunity for engineers in our area.
- Dr. Westover shared with Board members a list of MECC's current Program Advisory Committees and requested that they let Peggy Gibson know if interested in serving in an ex-officio capacity for any of these Committees. Advisory Committees usually meet twice a year - fall and spring.
- Dr. Westover shared with Board members that the College has been working to secure grants and matching funds for the Center for Workforce & Innovation of Appalachia initiative which will allow us to expand our Workforce offerings.

She reported that the college was awarded \$425,905 in September from the Tobacco Commission toward this initiative and shared that the college recently secured a \$50,000 grant from the Slemple Foundation to support the development of a library at this facility. We are still waiting to hear back from the ARC Grant which is very important in order to support personnel.

- Dr. Westover shared with Board members several VCCS System updates.
 - ❖ New Learning Management System – switching from Blackboard to Canvas and will deeply impact faculty in changing courses from one system to another.
 - ❖ EAB's student success management system, Navigate, is a comprehensive technology that links community college leaders, advisors, staff and students in a coordinated care network designed to give students clearer pathways and guidance from application to

graduation. Dr. Westover mentioned that this is a System wide initiative and that MECC will implement in Wave three.

- ❖ Working with UVA-Wise in revamping the AIMS agreement.
 - ❖ Working with Southwest Virginia Community College on the Dickenson County Dual Enrollment Agreements.
 - ❖ SACSCOC annual meeting is scheduled for December 9-11, 2018 in New Orleans.
- Two VCCS System initiatives that she has been heavily involved with are:
- ❖ General Education Task Force Outcomes – Dr. Westover shared that every 5 to 10 years the State Council for Higher Education for Virginia (SCHEV) looks at their assessment plan and determines what they think the outcomes of Virginia college graduates should be. SCHEV policy identified four core competencies that it considered “critical to the success of all Virginia undergraduates, regardless of their field of study or which institution they attend”: critical thinking, written communication, quantitative reasoning, and civic engagement. In addition, each institution was asked to select at least two additional competencies that “shall reflect ongoing institutional priorities for student learning and development, and shall be broadly applicable across an institution’s student population.” The Task Force identified six competencies (the four required by SCHEV plus two judged to be particularly appropriate for our student population): civic engagement, critical thinking, professional readiness, quantitative literacy, scientific literacy, and written communication. Outcomes will go before the VCCS State Board for approval in January.
 - ❖ Direct Enrollment Pilot – Dr. Westover reported that the VCCS is launching a Direct Enrollment Pilot project to determine the feasibility of placing students directly into college-level classes without placement testing. The project will build off of Virginia’s developmental education redesign and Multiple Measures for Placement policy, which already allow co-requisite remediation and college placement based on high school GPA. Colleges in the Direct Enrollment Pilot will examine best practices in states that already use a direct enrollment methodology, develop the academic learning supports that are needed to ensure student success, and enroll students directly in college-level classes with academic learning supports beginning in fall 2019. Data for states that use the direct enrollment methodology such as Florida, Tennessee, and California indicate higher success rates and that more students’ complete college using this method.
- Dr. Westover shared that the college is conducting program reviews and continues to look at program enrollment; building strategies to ensure we have full numbers in all of our programs, and looking at each program’s viability.

ACTION ITEM: Dr. Westover presented for approval three additional members invited to serve on the following Program Advisory Committees:

- Computer Technology (Networking, Software, Cybersecurity)
 - Darren Manners
 - Shane Mullins
- Management
 - Tracy Reece

A motion was made by Ms. Bonnie Elosser to accept the new members as presented. The motion was seconded by Mr. David Kindle and passed unanimously.

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

Dr. Westover reported on behalf of Dr. Vickie Ratliff who was absent due to attending the ASAC meeting in Richmond, VA.

Report is as follows:

Since the September meeting, the Academic Affairs & Workforce Solutions unit has been actively involved in a variety of projects and events, including the following:

- Academic & Administrative Program Planning & Reviews
- Development of MECC's Quality Enhancement Plan
- Compilation of MECC's SACSCOC Reaffirmation Report
- Review/revision of academic and planning policies, student handbook and catalog
- Development of marketing/enrollment management plan
- Review and redesign of MECC Intranet (Fox Connect), rebranding of MECC Online to My MECC; and update of College website – all to be revealed at January in-service
- Identification of grant opportunities and development of applications to support academic and workforce programming
- Participating in multiple economic development presentations/meetings: Virginia Tobacco Commission Special Projects Committee; National HubZone Conference; WIOA Area 1 Board meetings; VCEDA industry recruitment projects; GO Virginia IT and Emerging Technologies Committee; GO Virginia Advanced Manufacturing Committee and Go Virginia Agriculture & Food Manufacturing Work Group.
- Organizing and carrying-out the 47th annual Home Craft Days Festival and Concert
- Continued work on VCCS initiatives: EAB Navigate, Ad Astra, NUDGE, etc.

Our Workforce team continues to see growth in enrollment. Between July 1 and September 30, MECC's Workforce unit served 737 students compared to 590 during the same period of 2017. The number of contact hours rose from 3,567 in 2017 to 16,626 in 2018 – a 366% increase.

Both the Workforce and Academic teams have been heavily involved in planning and development of the Center for Workforce & Innovation of Appalachia with plans to occupy the new facility in January, 2019. This is a multifaceted project that involves almost all departments on campus to ensure the project's success.

Vice President of Financial and Administrative Services – Mr. Ron Vicars

Mr. Vicars reported on the following items:

Information Item(s):

Local Funds Expenditure Report – Mr. Vicars reviewed with Board members the Local Funds Expenditure Report ending August 31, 2018. **(See Exhibit 3 with details)**

Personnel Report – Mr. Vicars reviewed the personnel report ending September 17, 2018. **(See Exhibit 4 with details)**

- Mr. Vicars updated Board members regarding the encroachment issue on the college's property reported earlier in the year as a result of the Boundary Survey. He shared that in their investigation of the property, the road has been identified as a private road instead of a public one and has now been turned over to the VCCS for review. Mr. Vicars mentioned that he is hopeful that there can eventually be a land swap even if the additional emergency exit does not happen and that the property issue will be resolved.
- Mr. Vicars also reported that an opening kickoff meeting which included Thompson & Litton was held this morning for the college's Master Plan. He explained that the Master Plan is a report that is conducted every 10 or so years and lays out the projection of where we need facilities or what types of facilities are needed in order to support the academic programs on campus. He mentioned that Board members will be invited to take part in the "Blue Sky" sessions in order to include their ideas for the college. Dates for these sessions are not yet scheduled but will be sent out to Board members for their participation once they are confirmed.

Action Item(s): None

Vice President of Institutional Advancement – Ms. Amy Greear

Information Item(s):

- Special events in 2018 raised almost \$116,000 – an increase of 183% from 2017 and the highest amount raised at our events in at least the last eight years. Ms. Greear reported donor matches for two of these events and mentioned that being able to have a match leverage has made all the difference in raising these funds.
- Multiple grant applications are under development at this time:
 - Center for Workforce & Innovation of Appalachia Initiative
 - \$425,000 awarded in September (Virginia Tobacco Commission Grant)
 - Applied for GO Virginia grant; more than \$300,000
 - Waiting to hear from ARC regarding a \$1.4 million grant. Work has begun on this facility using the grant money already received; proposed phases will depend on whether or not grants are awarded.
 - VCCS Wells Fargo Grant for health-related equipment; approximately \$12,000 – supporting Fast Forward credentialing programs for EMT and CNA programs.
 - Lonesome Pine Auxiliary Board for NCLEX testing at \$30,000 - money will assist with testing fees for RN and LPN students. Grant was originally awarded in 2013. Money has been spent over the last 5 years and is hopeful it will be awarded again.
- Ms. Greear reported that so far this year the Foundation has received approximately \$2 million dollars in grant funds, including grants that were applied for in the past and are receiving this year's round of funding, and \$1.9 million in grants still out to hear from.
- Special events in 2018 raised almost \$116,000 – an increase of 183% from 2017 and the highest amount raised at our events in at least the last eight years. Ms. Greear reported that there have been donor matches for two of these events and that being able to have a match leverage has made all the difference in raising these funds.
- The MECC Foundation has been successful in raising approximately \$400,000 this year. There have been two recently established scholarships for students – the Burdette family scholarship

and the Lorraine C. Turner/Kara Kennedy Scholarship – an addition of more than \$60,000 in scholarship funds to support our students.

- The Foundation Board held its strategic planning retreat yesterday. The goal for the retreat was to have the beginning of a strategic plan for the foundation. Foundation members reviewed the college's strategic plan, historical data for the foundation, and the foundation's financial commitments. Although the foundation has a \$27M endowment, less than 5M is unrestricted funds, meaning the rest is designated for use in scholarships or other programmatic funding. Ms. Greear shared that when making a future gift to the foundation, she hopes that everyone will consider an unrestricted gift as a way to provide funds for other needs of the college, such as supporting student success programs or cultural events, as well as the operations of the foundation.

Action Item(s): None

COMMITTEE REPORTS

Executive Committee (Did not meet)
Finance and Facilities Committee – (Did not meet)
Curriculum and Student Affairs Committee (Did not Meet)

OLD/NEW BUSINESS

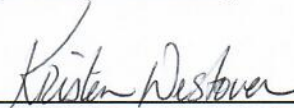
PUBLIC COMMENTS

ADJOURNMENT

With no further business to discuss, the meeting adjourned at 5:40 p.m. Next meeting date is scheduled for January 15, 2019.

Peggy Gibson, Recorder

Respectfully Submitted,



Kristen Westover, President & Secretary to the Board

APPROVED:



Chair/Vice Chair of the Board

1/10/19

Date

Internal and External Activities - September 18 - November 8, 2018

Date	Internal/External
Sept. 20	United Way of Southwest Virginia Meeting - Abingdon, VA
Sept. 21	LEAD Virginia (Presenter) - Wis , VA
Sept. 21	President's Institute (Session 2)
Sept. 24	School Superintendents Breakfast - MECC
Sept. 26	Operation Tomorrow's Workforce (Leaders Breakfast) - Abingdon, VA
Sept. 27-28	Direct Enrollment Steering Committee Task Force Meeting - Charlottesville, VA
Oct. 1 - 4	On-Site SACSCOC Visit to Ogeechee Technical College, Statesboro, VA
Oct. 9-11	ACOP and Chancellor's Retreat - Founders Inn, Virginia Beach
Oct. 12	President's Institute (Session 3)
Oct. 16	Lee County Board of Supervisors
Oct. 19 - 21	2018 Inauguration Ceremony/Concert/Breakfast/Home Craft Days
Oct. 22 - 23	GPAC/Council of Presidents Meetings - Richmond, VA
Oct. 24	Southwest Virginia Public Education Consortium Board Meeting - Higher Ed Center, Abingdon, VA
Oct. 25	MECC Foundation Board Meeting
Oct. 26	Inauguration of Dr. Tommy Wright - Southwest Virginia Community College
Oct. 29-30	Direct Enrollment Task Force Meeting - Charlottesville, VA
Oct. 31	General Education Task Force Meeting - Richmond, VA
Nov. 6	SVAM - CoE - Board Member Training Session - Abingdon, VA
Nov. 7	MECC Foundation Strategic Planning Meeting - Cove Ridge Center



Mountain Empire Community College

Local Fund Expenditures Ending October 31, 2018

Category	Budget 2017 - 2018	Expenditures To Date	Budget Balance
I. Contributions of Localities:			
A. Maintenance & Operation:			
College Board	\$ 5,000	\$ 838	\$ 4,162
President's Office	\$ 23,000	\$ 5,899	\$ 17,101
Fiscal Operations	\$ 3,000	\$ 1,014	\$ 1,986
Student Aid	\$ 30,000	\$ 5,613	\$ 24,387
Home Craft Days	\$ 35,000	\$ 23,932	\$ 11,068
Mountain Music School	\$ 26,000	\$ 31,967	\$ (5,967)
Site Development	\$ 3,000	\$ 914	\$ 2,086
Total Maintenance & Operation	\$ 125,000	\$ 70,177	\$ 54,823
B. Small Business Center	\$ 30,250	\$ 16,562	\$ 13,688
Total Contributions of Localities	\$ 155,250	\$ 86,739	\$ 68,511
II. Student Activity Fee & Vending Commissions:			
A. Student Activities	\$ 80,000	\$ 35,812	\$ 44,188
B. Vending Operation Expenses	\$ 10,000	\$ 194	\$ 9,806
Total Student Activity Fee & Vending Commissions	\$ 90,000	\$ 36,006	\$ 53,994
III. General Auxiliary Fee:	\$ 180,000	\$ -	\$ 180,000
IV. Bookstore			
A. Salaries	\$ 270,000	\$ 100,000	\$ 170,000
B. Textbooks and Supplies	\$ 1,005,000	\$ 296,047	\$ 708,953
C. Operating	\$ 46,000	\$ 11,396	\$ 34,604
Total Bookstore	\$ 1,321,000	\$ 407,443	\$ 913,557
V. Contingency and Interest Income			
A. Transfer to capital projects - ADA Compliance	\$ 50,000	\$ -	\$ 50,000
Total Contingency and Interest Income	\$ 50,000	\$ -	\$ 50,000
VI. Construction Projects			
A. Dalton-Cantrell Hall Renovation Site Work	\$ 18,585	\$ -	\$ 18,585
B. Solar Training Roof	\$ 5,075	\$ -	\$ 5,075
C. Parking Lot A-B Improvements	\$ 3,371	\$ -	\$ 3,371
D. Parking Lot Pole and LED Replacement Project	\$ 66,000	\$ -	\$ 66,000
E. Property Line Resolution	\$ 10,000	\$ 351	\$ 9,649
F. One-Stop Center	\$ 100,000	\$ 11,069	\$ 88,931
G. Revised Campus Master Plan	\$ 100,000	\$ -	\$ 100,000
Total Construction Projects	\$ 303,031	\$ 11,420	\$ 291,611
TOTAL ALL	\$ 2,099,281	\$ 541,608	\$ 1,557,673

Personnel Update

November, 2018

New Hires

Samantha Bevins accepted the position of Administrative and Office Specialist III in the Foundation office, replacing Brandi McAfee effective 10/1/18. Ms. Bevins lives in Pound.

Melissa Harper accepted the wage position of Education Support Specialist III/Career Navigator effective 10/15/18. Ms. Harper lives in Gate City.

Chelsey Wallen accepted the wage position of Trades Tech I replacing David Mabe effective 11/5/18. Ms. Wallen lives in Big Stone Gap.

Kevin Stanley accepted the wage Help Desk Analyst replacing Jason Kilgore effective 10/8/18. Mr. Stanley lives in Duffield.

Changes

Vicki Percy accepted the position of Education Support Specialist III/Assistant Registrar replacing Melissa McKinney effective 10/8/18. Ms. Percy lives in Duffield.

Cheryl Tankersley accepted the position of Education Support Specialist III/Lead Career Navigator effective 10/22/18. Ms. Tankersley lives in Duffield.

Open Positions

Grant Writer – replaces Heather Mayes – position on hold.

Housekeeping Supervisor – posted until filled.

Food Server – posted until filled.

Peggy Gibson

From: Angie Lester
Sent: Wednesday, November 7, 2018 4:26 PM
To: Vickie Ratliff
Cc: Angelia Reynolds; Peggy Gibson; Thomas Clements
Subject: New Advisory Committee Members - Business Tech

Importance: High

Dr. Ratliff,

Here are the newest members on our Advisory Committee. From my understanding, the Local Board meeting is tomorrow evening. I apologize for waiting so late.

- Darren Manners – Computer Technology (Cybersecurity, Networking, Software)
- Shane Mullins - Computer Technology (Cybersecurity, Networking, Software)
- Tracy Reece – Management

If you need further information, I'll be happy to provide it.

Best,

Angie

Angie Lester, Administrative Office Specialist III
Business & Information Technology Division
Phillips-Taylor Hall, Office 244
Mountain Empire Community College
3441 Mountain Empire Road
Big Stone Gap, VA 24219
(276) 523-7462

