Meeting Minutes

**MECC Local Advisory Board**

Tuesday, May 12,2023 4:30 p.m.,

**Kline Foundation Boardroom**

# MEMBERS PRESENT

**Scott County Wise County** **Lee County Dickenson CTY Norton**

Rodney Baker Mike Abbott Emily Kinser

Freda Starnes Mike Hatfield Scott Napier

Keith Wilson Kristi Taylor

Adrienne Hood Joyce Williams

# MEMBERS ABSENT

Betty Cornett (Wise)

Roy Munsey (Wise

Carolyn Strouth (Dickenson)

Carol Caruso (Norton)

Dr. Kristen Westover

# Others Attending:

Dr. Bill Brownsberger – Vice President, Academic Affairs and Workforce Solutions

Ms. Kristy Hall – Interim Vice President, Financial and Administrative Services

Dr. Amy Greer – Vice President, Institutional Advancement

Ms. Angela Nauss – MECC Student Speaker of tonight’s Commencement Ceremony

Ms. Becky Nicole Sturgill – MECC Student Speaker of tonight’s Commencement Ceremony

Peggy Gibson – Executive Assistant to the President

# CALL TO ORDER

The Mountain Empire Community College Advisory Board met on Friday, May 10, 2024, at 4:30 p.m. in the Kline Foundation Boardroom. The meeting was called to order by Mr. Mike Abbott, Chair.

# APPROVAL OF MINUTES

A motion was made by Mr. Keith Wilson to accept the March 19, 2024, minutes as presented. The motion was seconded by Mr. Scott Napier and passed unanimously. **(Exhibit 1)**

# ADMINISTRATIVE REPORTS

Mr. Abbott reported on the following information items:

* Mr. Abbott shared with Board members that he had attended the college’s 21st Annual Celebration of People event. He mentioned that the event was well attended and was in recognition of employee accomplishments such as service awards, employee of the year, emeriti, and others. He encouraged all that could to attend next year’s event.
* Mr. Abbott welcomed two special guests at tonight’s Board meeting, MECC students, Angela Nauss, and Becky Nicole Sturgill. Angela and Becky will be speakers at tonight’s commencement event.

**President’s Report – Dr. Kristen Westover**

Dr. Westover was unable to attend tonight’s Board meeting due to a family emergency. Dr. Brownsberger reported on her behalf the following item:

Enrollment

The Spring Semester 2024 Final Enrollment headcount is 1,837 compared to last year’s headcount of 1,779: an increase of (3) percent. The College’s FTE was 1,174 compared to last year’s 1,084, reflecting an increase of (8) percent. Dr. Brownsberger is hoping that there will also be an increase in the Fall 2024 semester enrollment as well. **(See Exhibit 2 with details)**

# Vice President, Academic Affairs and Workforce Solutions – Dr. Bill Brownsberger

Dr. Brownsberger reported on the following items:

Action Item(s):

Dr. Brownsberger mentioned two curricular changes that will be presented by the Curriculum and Student Affairs Committee for approval at tonight’s meeting:

* Curriculum Name Change of Technical Studies in Welding to Welding (AAS) – Dr. Brownsberger mentioned that the Technical Studies degrees were phased out some time ago but continued as an artifact in our catalog. However, it was brought to our attention that it needed to be changed.
* New Curriculum – Health Sciences Certificate – Dr. Brownsberger mentioned that we have had a Career Studies Certificate that prepares students who will be entering Health Sciences at MECC. A Career Studies Certificate is fewer than 30 credits and we found that it was not adequate for preparing our students (particularly those in our high schools) who wanted a very prescribed track for what they needed to be taking as a dual enrollment student in order to prepare them to enter MECC’s Health Sciences. Dr. Brownsberger stated that the Career Studies Certificate will remain, however, MECC would like to add a Health Sciences Certificate which is between 32 to 34 credits. This will help high school students to complete a lot of their general education credits.

A motion was made by Mr. Mike Hatfield to accept the proposal to change the name of our current Computerized Manufacturing Technology Electromechanical Specialization to Mechatronics. The motion was seconded by Ms. Betty Cornett and passed unanimously.

# Interim Vice President, Financial and Administrative Services – Ms. Kristy Hall

Ms. Hall reported on the following items:

Local Funds Expenditure Report – Ms. Hall reviewed with Board members the Local Funds Expenditure Report ending April 30, 2024. **(See Exhibit 3 with details)**

Personnel Report – Ms. Hall reviewed the personnel report through April 2024 (See Exhibit 4 with details)

# Vice President of Institutional Advancement/Foundation – Dr. Amy Greear

Dr. Greear reported on the following items:

* Dr. Greear reported the Foundation Board recently met and approved the FY 2024/2025 scholarship budget that will exceed $1M and includes the MECC Promise Program which fully funds our 2024 high school graduates in our service region.
* Dr. Greear reported that we are making progress on our Amphitheater project. We recently had a facilities director from the VCCS visit our campus and have contracted with a firm for the design of this project and are hoping to break ground and begin work sometime next year.

**COMMITTEE REPORTS**

Executive Committee (Mr. Mike Abbott, Chair)

Action Item(s):

1. Presidential Item

EXECUTIVE SESSION

A motion was made by Mr. Rodney Baker and seconded by Mr. Mike Hatfield 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 Ms. Freda Starnes and seconded by Mr. Rodney Baker to return to open session. The motion passed unanimously.

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

After returning from executive session, 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?

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

* **Curriculum and Student Affairs Committee** – **Dr. Bill Brownsberger**
  + Curriculum Name Change of Technical Studies in Welding to Welding (AAS)
  + New Curriculum – Health Sciences Certificate

Mr. Keith Wilson, chair of the Curriculum and Student Affairs Committee, shared that the Committee met prior to this meeting and considered both of the above recommendations.

Mr. Keith Wilson shared that the new Health Sciences Certificate is targeting the dual enrollment high school students and adds a clear definition and path for their preparation to Health Sciences at MECC. The welding name change is simply cleaning up the language required by the VCCS. **(See Exhibit 5 with details)**

Mr. Wilson made the motion to accept both changes as presented by this Committee, the motion was seconded by Mr. Rodney Baker and passed unanimously.

* Finance and Facilities Committee: (did not meet)
* **Report from the Nominating Committee:** (Mr. Keith Wilson, Ms. Carol Caruso, and Mr. Scott Napier)

Mr. Keith Wilson reported that the Nominating Committee met on Monday, May 6, 2024, via email to discuss recommendation for chair and vice chair for 2024-2025. After discussion, the Committee recommended that Mike and Rodney continue in their current roles as chair and vice chair:

* Mr. Mike Abbott – Chair
* Mr. Rodney Baker – Vice Chair

The recommendation was made by Mr. Keith Wilson to accept the nominations for Chair and Vice Chair. The nomination was seconded by Mr. Mike Hatfield and passed unanimously.

# OLD/NEW BUSINESS

# OTHER COMMENTS

# ADJOURNMENT

Due to the MECC Commencement this afternoon at 6:00 p.m., no further business was discussed. The meeting was adjourned at 4:00 p.m. Next meeting date will be July 16, 2024.

Peggy Gibson, Recorder

Respectfully Submitted,

Diagram

Description automatically generated

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Kristen Westover, President & Secretary to the Board

APPROVED:

A black and white image of a letter

Description automatically generated

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_July 16, 2024\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_