

Meeting Minutes

President's Leadership Team

Tuesday, December 7, 2021, 9:00 a.m.; Kline Foundation Boardroom

MEMBERS PRESENT

Kristen Westover	Val Lee
Bill Brownsberger	Ritchie Deel
Amy Greear	Peggy Gibson
Ron Vicars	

MEMBERS ABSENT

CALL TO ORDER

Dr. Kristen Westover called the meeting to order at 9:00 a.m.

MINUTES

Meeting minutes for November 30, 2021, were distributed electronically. A motion was made by Dr. Bill Brownsberger to approve the minutes as presented; seconded by Ms. Val Lee, and the motion carried.

PRESIDENT'S UPDATE – Dr. Kristen Westover

Information/Discussion Item(s):

- Dr. Westover shared with Team members that she is planning to meet with Mr. Travis Staton, President and CEO of United Way of Southwest Virginia, regarding a proposal for a regional hub and spoke model for childcare in our region. Dr. Westover mentioned that a meeting to discuss this initiative is scheduled for tomorrow following the ACOP meeting and will include all college presidents. Following today's Team meeting, Dr. Westover shared Randy Stamper's budget pieces and the economic development infrastructure. She requested that Team members feel free to vet with others and let her know if there are any concerns, unrealistic ideas/amounts, etc. Updates regarding this initiative will be forthcoming.
- The VCCS Solar RFP is moving forward. Secure Futures received a notice of intent to award along with 4 other solar companies. At this time, we are unsure of which campuses have been included in the award and will stay tune as the awarding from the VCCS moves forward. Dr. Greear and Dr. Westover will also work to schedule a meeting with Appalachian Voices and SWCC concerning our recent award for solar training tuition and internships.
- There was also some discussion regarding the STEM grant opportunity to address disparities in STEM education. Dr. Greear discussed that she does not mind writing the grant but that we would need to address the disparity in the grant.

Action Item(s):

VICE PRESIDENT OF ACADEMIC AFFAIRS AND WORKFORCE – Dr. Bill Brownsberger

QEP Update: Another training is scheduled for January 2022

Information/Discussion Item(s):

- Dr. Brownsberger brought to Team's attention that his area has been reviewing certain policies to make sure they align with practices.
- There was further discussion regarding the use of flipbooks for marketing programs. Cost is \$315 a year for 3 users/levels which could be multiple people logging in. Cost is \$315 a year for 3 users/licenses which could be multiple people logging in. The cost of using our logo is an additional \$200. Consensus of Team was to move forward with this purchase and that it would be worth the additional cost in order to use MECC's logo.

Action Item(s):

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

Mr. Vicars provided the following update(s):

- Mr. Vicars shared dates regarding the eVA conversion; eVA orders can be received up to December 17th and integration will stop on December 22nd. Official blackout starts on December 31st and eVA will not be back up until January 2022.
- Ms. Kim Hobert, VCCS Campus Safety Representative will be visiting our campus on December 14th.
- The Governor's budget will be available on December 16th, a summary call is scheduled for December 17th.

Action Item(s): None

VICE PRESIDENT OF INSTITUTIONAL ADVANCEMENT – Dr. Amy Greear

Dr. Greear provided the following update(s) –

- Dr. Greear mentioned that the individuals that are building the mini golf course in our area has inquired if the college would donate the small house that MECC's Buildings and Grounds constructed for display at Miner's Park during Big Stone Gaps Christmas celebration. After discussion, Team members suggested that our construction class might be able to replicate the house for the mini golf course as an opportunity for advertisement for our college. Dr. Greear will let Becki O'Quinn know what was suggested.
- Dr. Westover suggested that Dr. Greear invite the four (4) student Phi Theta Kappa (PTK) representatives to attend the legislative sessions in the Spring, 2022.

Action Item(s):

DIRECTOR OF INFORMATION TECHNOLOGY – Mr. Ritchie Deel

Information Item(s):

- Mr. Deel mentioned that the Multi Factor Authentication (MFA) for students will begin after Christmas break. Mr. Deel is putting together a workshop where he has volunteered to visit the classrooms to help students with the process if instructors will allow. Mr. Deel suggested that Microsoft Authenticator be the MFA everyone uses.

He also mentioned that he had ordered 40 fido keys for loan to students who may not have a cell phone; his area will help set them up for students.

- Technology orders seem to be getting harder to get with longer waits. Mr. Dell mentioned that he had placed an order for 85 desktops for student labs back in August but has yet to receive them.
- The HyFlex classrooms are on hold right now due to not being able to receive the equipment needed to set those rooms up.
- Mr. Deel recommended there be a discussion soon after Christmas break regarding Title III funds and how these funds need to be utilized due to the delay in receiving technology equipment. He also suggested that folks check with their Deans regarding any request they may have in order to move forward with getting the orders placed.

DIRECTOR OF HUMAN RESOURCES – Ms. Val Lee

Ms. Lee provided the following update(s) -

- VCCS AI Chatbot Project – Ms. Lee brought to Team's attention that the VCCS has undertaken a new project – a System Integrated Artificial Intelligence Chatbot project to enable our students to seek answers to commonly-asked questions relating to their Student Information System (SIS) information. She mentioned that the VCCS has requested each college to put together a project team for each college in order to work with the IntraSee team for their college's Wave activities. After some discussion, Chatbot Project Team members are Lelia Bradshaw, Kristy Hall, Amy Greear, Ritchie Deel, and Jason "T-Bone" Kilgore

ACTION Item(s):

- Minimum wage and in-band adjustment discussion - Ms. Lee mentioned that as discussed in previous meetings, minimum wage will increase to \$11 per hour in January resulting in increases for those making less than \$11 per hour as well as several others who have been employed for some time making close to the minimum wage rate. Ms. Lee reviewed and discussed with the President's Leadership Team the minimum wage increases as well as in-band adjustment spreadsheets. After discussion, Ms. Lee made the motion to approve the minimum wage and in-band adjustments as presented; seconded by Mr. Ritchie Deel and passed unanimously.

ADJOURNMENT

With no further business to discuss, the meeting adjourned at 10:50 a.m.

Peggy Gibson, Recorder