

# Meeting Minutes

## MECC Local Advisory Board

Tuesday, September 27, 2022, 4:30 p.m.,

Kline Foundation Boardroom

### MEMBERS PRESENT

SCOTT COUNTY	WISE COUNTY	LEE COUNTY	NORTON	DICKENSON CTY
Rodney Baker	Kalen Hunter	Emily Kinser		Vacant
Adrienne Hood	Mike Abbott	Kristi Taylor		
Keith Wilson	Roy Munsey			
	Mike Hatfield			

### MEMBERS ABSENT

Freda Starnes (Scott)  
Betty Cornett (Wise)  
Tim Cassell (Norton)  
Joyce Williams (Lee)

### Others Attending:

Mr. Ron Vicars – Vice President, Financial and Administrative Services  
Dr. Amy Greer – Vice President, Institutional Advancement  
Mr. Jake Gilly – President of Faculty Senate  
Ms. Vicki Rufledge – President of Association of Classified Employees  
Peggy Gibson – Executive Assistant to the President

### CALL TO ORDER

The Mountain Empire Community College Advisory Board met on Tuesday, September 27, 2022, at 4:30 p.m. in the Kline Foundation Boardroom. The meeting was called to order by Mr. Rodney Baker, Chair.

### APPROVAL OF MINUTES

The May 2022 minutes were distributed and approved via email. **(Exhibit 1)**

### ADMINISTRATIVE REPORTS

Mr. Baker reported on the following information items:

- Mr. Baker reviewed with Member the 2022-2023 Committee Assignments **(Exhibit 2)**. Due to several vacancies on the Board, the decision was made that assignments would remain the same for this year.
- Mr. Baker reminded the Board to continue to keep the family of Mr. Les Ritchie in their thoughts and prayers as Mr. Ritchie passed away last month. Mr. Ritchie represented Dickenson County on our Board.
- Mr. Baker welcomed the following new Board members recently appointed:
  - Ms. Kalen Hunter – Representing Wise County
  - Ms. Kristi Taylor – Representing Lee County
  - Ms. Joyce Williams – Representing Lee County (Ms. Williams was unable to attend tonight's meeting due to another meeting scheduled during this time.)

## President's Report – Dr. Kristen Westover

Dr. Westover was unable to attend tonight's meeting. Mr. Ron Vicars gave the following update on behalf of Dr. Westover:

### Activities Report

The Board received an overview of Dr. Westover's internal and external activities over the last couple of months.

### Enrollment

The Fall 2022 semester enrollment as of 9/26/22 was 6% down in total FTE (-6.3 in regular FTE and -5.24 in dual enrollment FTE)

Fall 2022 headcount is down 8.13% (-10.26 in regular headcount and -4.26 in dual enrollment)

Regionally, SWCC is down 2%, WCC is even, NRCC is down 2% and VHCC is down 19.7% in FTE.

Overall, the VCCS is up 1.71% in headcount and up 0.66% in FTE at this point in time.

### Other Updates

Since the last Board meeting, much has been happening at the college:

Last year this Board approved a Resolution to provide a tuition free "promise" program for recent high school graduates. Dr. Westover is happy to share that the Foundation Board acted on that resolution. With the help of a kick-off grant from the Genan Foundation, MECC is gearing up to announce a free college program for the class of 2023. Dr. Greear will provide additional information in her report as well.

Mountain Music School was held the week of July 25th, with a strong attendance. The college will likely be having more activities during the week of Mountain Music School on campus next year, since one of the main goals of the experience is to help participants feel connected, comfortable and like they belong on our college campus.

Dr. Westover continues to lead the Teaching and Learning Group of the Opportunity 2027 System-wide strategic plan for the VCCS. As a result of those activities, a small group of student services employees who will be attending a neuro-informed leadership academy in Richmond on September 29th and 30th.

MECC was accepted as a pilot College for the Community Colleges of Appalachia Rural Educator Academy. A group will be traveling to Knoxville later this week for the kick-off of the academy. Somerset Community College, Tri-County Technical College, and Isothermal Community College are also colleges we will be connecting with during this pilot. Upon the completion of the pilot, we hope to be able to identify and outline the many barriers preventing rural student success, reframe this experience through the lens of equity, and create a plan that centers the rural Appalachian experience throughout the campus student support systems.

MECC had a very dynamic speaker for our fall Inservice who stressed the importance of our QEP (Quality Enhancement Plan), which is all about applying mathematical problem solving to everyday decisions (AMPED).

The Fall student back to school BBQ/picnic was held on September 14th. There was approximately 220 students, faculty and staff that attended the event.

Dr. Westover is offering again this fall the President's Institute which is a one credit hour class geared toward growing leadership capacity in our current workforce. There are currently 7 MECC employees engaged in the course. At the end of the course, these individuals will travel to Richmond and attend a State Board meeting, where they can see VCCS governance in action.

Dr. Westover was recently part of an evaluation team for the SACSCOC reaffirmation of a community college in North Carolina. While these evaluations are a lot of work, there is always so much to learn about our accreditation process and what other colleges are doing across the region. Participation helps us to recognize strategies, programs, and ways to improve that we might be able to utilize at MECC.

The VCCS has named Dr. Sharon Morrissey (Executive Vice Chancellor for Academic and Workforce Services) as Interim Chancellor until the search for a new Chancellor concludes. The system office has the search underway and recently held numerous zoom meetings to glean feedback from different constituent groups concerning the knowledge, skills, and attributes of our next system Chancellor. The State Board is working more cooperatively with the Governor’s Office in this search, and Dr. Morrissey has done an excellent job in strengthening some relationships between the State Board and the Governor’s office.

**Goals**

MECC continues to enact the strategic plan we adopted in 2021. Our goals for this academic year include:

- Ensure student access to needed technology. Listed below is supporting goals for goal #1:
  - The college will provide a Robust and Secure IT Infrastructure that supports On-Demand Access to information.
    - Modernize IT infrastructure by replacing aging technologies and resolving the colleges technology debt.
    - Protect the integrity of the colleges information and IT assets by strengthening our cybersecurity posture.
    - Enhance collaboration across departments through digital solutions to inform and engage internal and external audiences.
    - Improve secure mobile and remote access to appropriate department resources.
    - Ensure the availability of and access to information that enables students, faculty, and staff to make timely, informed decisions by strengthening data and knowledge management approaches.
- Create a sustainable model for funding free community College to all populations within MECC’s service region. (MECC has secured funding to establish a “promise” program for regional high school graduates, beginning with the graduating class of 2023. The College will concentrate on marketing and communication of this new opportunity.)
- Evaluate effectiveness of 8-week terms, flexible hybrid course delivery, and online course delivery to respond to the changing needs of students; explore year-round scheduling to improve retention and persistence.
- Align curricular content with the expressed business needs of employers, including periodic review and updates by business advisory groups; develop methods and schedules to update all credentialing programs to ensure alignment with industry changes.
- Utilize a career concierge approach that guides students to the right educational choices for their career goals and upon which students may continue to rely on over the course of their academic career.
- Create a component within the existing Distance Education and Instructional Technology peer review rubric and within the full- and part-time faculty observation form relating to diversity and inclusion in course content, delivery, and teaching practices.

**Upcoming events:**

- Mr. Vicars reminded everyone of the upcoming Home Craft Days event scheduled for October 21-23.
- VCCS Interim Chancellor, Dr. Morrissey and Del. Terry Kilgore plan to attend this year Gala and will be guest speakers at the event. Dr. Greear will provide more information later in her update.

**ACTION ITEM:** None

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

Due to other meetings scheduled during this time, Dr. Brownsberger was unable to attend today's College Council. Mr. Ron Vicars gave the following update on behalf of Dr. Brownsberger:

- ACEN accreditation visit--lots of hard work from Kim Dorton, Deb Clarkston, and their team. The visiting team is going to recommend continued accreditation/reaffirmation for MECC.
- Exploring transfer partnerships with Bluefield University and West Virginia University
- Wise County Correctional Facility--Project WELD encountered an unexpected snag with the current electrical wiring in the welding building, but we are on track to begin in October.
- MECC has received a HRSA Grant for approximately \$900,000 for Health Information Technology. This grant is a three-year grant and will go toward funding a clinical data research program which builds on our Health Information Management certificate that we currently offer. The Clinical Data Research will be a certificate program not a degree program. Funds will pay for student tuition and a coordinator for this program.
- The Amazon Web Services (AWS) splicing workshop is scheduled for November 14-15 at CWIA.
- United Way Careers EXPO for Youth is scheduled for September 27 and 28.

**ACTION ITEM(s): None**

### Vice President, Financial and Administrative Services – Mr. Ron Vicars

Mr. Vicars reported on the following items:

- Mr. Vicars reported that his area continues to work with system upgrades and transitions such as eVA and Cardinal. Cardinal Payroll has been a huge undertaking on our Human Resources area but is hoping the transition will go smoothly and should finish within the next couple of days.

Local Funds Expenditure Report – Mr. Vicars reviewed with Board members the Local Funds Expenditure Report ending August 31, 2022. **(See Exhibit 3 with details)**

Personnel Report – Mr. Vicars reviewed the personnel report ending September 25, 2022. **(See Exhibit 4 with details)**  
There was no discussion or questions from the Board regarding these reports.

**ACTION ITEM(s): None**

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

#### Information Item(s):

- The Foundation's 50th anniversary gala will be held on Saturday, October 22 at 6:30 p.m. in the Goodloe Center. Dr. Greear mentioned that formal invitations have been sent to all board members and honorees and will open ticketing to the public this week. This will be a nice black tie optional event featuring entertainment by John McCutcheon. Dr. Greear encouraged all members to attend. Tickets are \$50 each. MECC Interim Chancellor, Dr. Sharon Morrissey and Delegate Terry Kilgore is planning to attend this event.
- MECC Promise Program - Dr. Greear shared that with the help of a kick-off gift in the amount of \$750,000 from the Genan Foundation, MECC is gearing up to announce a free college program for the class of 2023. She mentioned that Dr. Westover and herself have been attending local Board of Supervisors meetings to request funding for the annual gap between what our regional high school graduates owe and the cost of tuition. Currently, they have presented to Lee, Wise, and the city of Norton. The Columbus Phipps Foundation has agreed to provide support for Dickenson County students. Initially, Wise and Norton have both expressed support for additional funding and believe there will be enough funds to launch the program for all high school graduates in

2023. There is a 20% disparity between the number of individuals with degrees or some college experience. Our goal is to have skilled trained workers for our area. Some of the requirements are:

- student must have a 2.0 or higher GPA
- must be continuously enrolled for 2 years
- we will cover the cost up to the completion of their first degree
- must reside in our service area
- must complete a FAFSA and scholarship application
- Marketing Coordinator – With the new high school promise program, Dr. Greear mentioned that we expect to produce a lot of marketing materials in the next year for this initiative. MECC is in the process of hiring a marketing coordinator that will coordinate all marketing and communications efforts on campus. We would like to have that person in place within the next month.
- Dr. Greear mentioned that she participated in a meeting last week regarding the MECC Amphitheater project. An RFP was just awarded for the engineering and design services to a Charlotte, North Carolina architectural firm with experience in amphitheater construction. The project was administered by Opportunity Appalachia, an initiative of the Appalachian Regional Commission. MECC received a grant of \$50,000 to pay for these services. Dr. Greear mentioned that the group is expecting to host a design session at the college within the next several months. The exact location will be determined later.
- Dr. Greear is planning to attend a Tobacco Commission meeting next week. Dr. Greear mentioned that we have applied for funding a precision machining program in conjunction with Komatsu of Duffield, VA. That program will be housed at the CWIA.

**ACTION ITEM(s): None**

## COMMITTEE REPORTS

- Executive Committee: (did not meet)
- Finance and Facilities Committee – Mr. Ron Vicars
  - **(Crisis and Emergency Management Plan & Resolution)**  
 Mr. Vicars shared that the Finance and Facilities Committee meet previously before this meeting to discuss our current Crisis and Emergency Management Plan, previously known as the Emergency Operations Plan. Mr. Vicars mentioned that this past year there has been a lot of terminology changes which includes a resolution template offered by Virginia Department of Emergency Management. The full Plan was sent to all Board members to review before this afternoon’s meeting. **(See Exhibit 5 with details)**  
 Mr. Vicars shared that it is required by the Code of Virginia to have this manual and important that members of our Emergency Management Team know where to find information in the event of an incident.  
 As a part of the Code, MECC is requesting that the Advisory Board accept the CMP for this year and vote that MECC will exercise and keep this manual up to date for the next two years.  
 Mr. Roy Munsey, Chair of the Finance and Facilities Committee, made the motion to accept the Crisis and Emergency Management Plan & Resolution as presented. The motion was seconded by Mr. Mike Hatfield and passed unanimously by the full Board.  
 Mr. Mike Abbott brought to the Boards attention a grammatical correction that needs to be noted in the Resolution template. Mr. Vicars will make sure the correction is made.
- Curriculum & Student Affairs Committee (did not meet)

OLD/NEW BUSINESS

OTHER COMMENTS

ADJOURNMENT

With no further business to discuss, the meeting adjourned at 5:47 p.m. Next meeting date will be September 27, 2022.

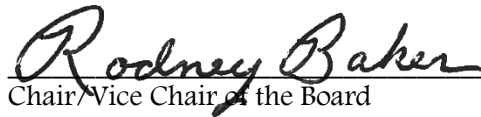
Peggy Gibson, Recorder

Respectfully Submitted,



Kristen Westover, President & Secretary to the Board

APPROVED:

  
Chair/Vice Chair of the Board

11/18/22  
Date