

*Notes for Chair or Co-Chair
Advisory Board Meeting
Tuesday, January 14, 2020 at 4:30 p.m.*

1. Welcome & Call to Order
2. Ask for approval of minutes of the November Board meeting
(Requires Board Action)
3. Administrative Reports
 - A. Chair – Recognition of Guest
 - Sarah Gilliam – Chair of Faculty Senate
 - Lana Kennedy – President of the Association of Classified Employees
 - Mr. Ron Vicars
 - Dr. Vickie Ratliff
 - Dr. Amy Greear
 - Peggy Gibson
 - B. Remind Board members to complete the **2020 Conflict of Interest** which is **due by February 3**.
If anyone needs assistance completing the form they may contact Pam Giles, HR Director at 276-523-2400, ext. 212.
 - C. President's Report - *Dr. Kristen Westover***
 - D. Foundation and Institutional Advancement – *Dr. Amy Greear***
 - E. Financial and Administrative Services - *Ron Vicars***
 - F. Academic Affairs and Workforce Solutions – *Dr. Vickie Ratliff***
4. Committee Reports –
 - ***Executive Committee***
 - ***2020 Professor & Support Staff Emeritus Nominations***
 - ✚ Support Staff Emeritus – Ms. Jamie Buckles
 - ✚ Professor Emeritus – Ms. Carolyn Reynolds
 - ***President's Evaluation***

(Items will require Board action)

 - ***Finance and Facilities Committee – (did not meet – no report)***
 - ***Curriculum and Student Affairs Committee – (did not meet – no report)***
5. Old/New Business
6. Public Comments/Other
7. Next Meeting Date – **March 17, 2020**
8. Adjournment

Meeting Minutes

MECC Local Advisory Board

Tuesday, January 14, 2020, 4:30 p.m., Kline Foundation Boardroom

MEMBERS PRESENT

SCOTT COUNTY	WISE COUNTY	LEE COUNTY	NORTON	DICKENSON CTY
Rodney Baker	Bonnie Elosser	Gail Elliott	Tim Cassell	
David Kindle	Mike Abbott	Helen Chadwell		
Keith Wilson	Teresa Adkins	Emily Kinser		
Freda Starnes	Betty Cornett	Gary Perdue		

MEMBERS ABSENT

Burl Mooney (Dickenson)
Alane Lovern (Wise)

Dr. Amy Greear was not in attendance due to a previously scheduled meeting in Lee County. Dr. Westover will give Dr. Greear's update.

Others Attending:

Lana Kennedy – Chair, Association of Classified Employees (ACE)
Sarah Gilliam – President, Faculty Senate
Mr. Cameron Cope – President, Student Government Association (SGA)
Dr. Vickie Ratliff – Vice President, Academic Affairs and Workforce Solutions
Mr. Ron Vicars – Vice President, Financial and Administrative Services
Dr. Kristen Westover - President
Peggy Gibson – Executive Assistant to the President

CALL TO ORDER

The Mountain Empire Community College Advisory Board met on Thursday, January 14, 2020 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 November 19, 2019 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:

- Mr. Baker reminded Board members that the 2020 Conflict of Interest is due to be completed by February 3, 2020.

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 November 20, 2019 through January 14, 2020 (**Exhibit 2**).

Enrollment

- Dr. Westover presented and reviewed with Board members the Spring Semester 2020 Preliminary Enrollment Report. MECC headcount for spring is 1,711 compared to last year's headcount of 1,862; a decrease of (8) percent. The College's FTE is 1,106 compared to last years, 1,177; reflecting a decrease of (6) percent (**Exhibit 3**). Dr. Westover mentioned that not all dual enrollment is in at this time and are hoping to make up the gap with some late starting classes.

Dr. Westover also shared with Board members the Fall Semester 2019 Final Enrollment Report. Final headcount for Fall 2019 was 2,313; a decrease of (8) percent compared to 2018. The College's FTE was 1,464 compared to 1,460.

Updates

- Direct Enrollment Pilot- Dr. Westover shared that MECC is one of seven colleges within the VCCS that are actively involved in the Direct Enrollment Pilot Placement. The Pilot is designed to allow students to enroll directly into college level math and English, eliminating developmental education prerequisites and providing co-requisite support in order to shorten the time that students take to get to college level completion of their college math or English courses. She mentioned that this model has proven to be more productive.
- Customer Service Initiative – MECC employees participated last fall in some customer service training sessions contracted through PALS (recipient of the Malcolm Baldrige Award). Through the sessions, MECC identified five customer requirements that are key business drivers. They are:
 - Accessibility
 - Attentiveness
 - Empathy
 - Quality
 - Responsiveness

The College identified three steps that over the course of the next year will be everyone's initiative:

- Identify a customer service skill to personally work to improve and formally add to EWP
 - Develop department/division strategies for core business process that incorporate MECC's five business drivers
 - Complete 1 credit Marketing 170 class by Fall 2021
- Aspen Top 150 - MECC has once again been named to the ASPEN Top 150 which puts MECC in the top 10 percent of colleges across the nation. She mentioned that Dr. Ratliff has led the effort in completing seven sections of the narrative in competing for this prize. In addition, we were also eligible for a NSF – Siemens STEM prize in which we applied for also. Results should be back by mid-March.
 - Title III Grant - Dr. Westover shared that MECC was recently the recipient of a \$2.2 million-dollar Department of Education Title III Grant. MECC's Pathways to Student Success grant which will be used to support expansion of academic programs, renovation of classroom spaces, and additional student advising support. The five-year grant will enable MECC to:

- Hire four new full-time faculty members in science and health science program areas
- Renovate laboratories in biology, anatomy, phlebotomy, dental assisting and pharmacy tech courses
- Endowment Challenge to raise \$225,000 over a five-year period, with all funds raised to be matched by the Title III grant

MECC recently hired Mallory Hill as the Title III Coordinator.

- SACSCOC - As reported in our last meeting, MECC just completed the SACSCOC site visit, October 7-10th. The College received only one recommendation which was on the assessment of our QEP.
 - Off-Site Committee originally found 12 standards (of over 80) that were non-compliant upon first review
 - On-Site Committee found MECC compliant in all 12 standards that the Off-Site Committee questioned
 - Five areas of the QEP reviewed at On-Site visit
 - Only ONE small recommendation on 7.2.e. – QEP Assessment plan

Next Steps are:

- Spring 2020 – respond to how we will make changes to comply with section 7.2.e
- Summer 2020 –SACSCOC Full Board will take action on reaffirmation of our accreditation
- The College will continue with our QEP implementation and assessment
- Follow up in five years

Dr. Westover shared that during the SACSCOC Annual Meeting in December she learned of some changes to the Accreditation process. She mentioned that the college is on track to do the newly created Differentiated Review Process which means that colleges meeting certain criteria may submit a Modified Certification Document at the 10-year reaffirmation cycle which is about ½ of the normal accreditation standards.

- IPEDS - Dr. Westover also shared with Board members some survey student performance results from the Postsecondary Education Data System (IPEDS). **See Attachment 5 for details**

Results show that we are performing in most instances better than our peers.

- Governor’s G3 Budget Initiative – Dr. Westover shared some information regarding the Governor’s \$145 million G3 Budget Initiative “Get Skilled, Get a Job, Give Back”. She mentioned that we are surrounded by states with free tuition which makes it really difficult for us to be competitive. The report shows that six out of the top ten states ranked highest for economy and workforce had free community college. The G3 is a proposed investment in making community college more affordable for low-income and middle-income Virginians who are interested in enrolling in high-demand, high-value workforce education pathways that lead to jobs with good wages. There are no age restrictions and both credit and non-credit programs in healthcare, technology, skilled trades, early childhood education, and public service will be eligible for the funding.

Dr. Westover mentioned that there has been some discussion regarding whether or not this proposal would benefit our transfer students.

Dr. Westover encouraged Board members to look at today’s handout for more information regarding the G3 Initiative.

ACTION ITEM: none

Vice President, Academic Affairs and Workforce Solutions – Dr. Vickie Ratliff

Dr. Ratliff reported on the following items:

Dr. Ratliff shared with Board members that MECC again has the highest numbers within the VCCS of the number of credentials earned on industry certifications and licensures. Total MECC is 824 (as of December 17, 2019 and does not reflect a lot of the December numbers) with the next highest being 581; a combination of two colleges within the VCCS. In addition, the 2018/2019 reports also reflect that MECC is the highest within the VCCS.

Dr. Ratliff encouraged Board members to visit the Center for Workforce and Innovation in Appalachia. She mentioned that the Dental Assistance program is up and running and that there had been numerous renovations.

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

Mr. Vicars reported on the following items:

Information Item(s):

Project Updates:

- Mr. Vicars reported the following ongoing projects:
 - Holton Hall – HVAC replacement project. First project meeting is scheduled for January 22nd.
 - Godwin/Robb/Phillips Taylor Hall – Life Safety upgrades which will be an approximate \$1.1 to \$1.2-million-dollar safety upgrade for the college. This has been sent to the Department of Engineering and Bureau (DEB) for approval and comments.
 - Phillips-Taylor Hall HVAC renovation is still on drafting board.

A draft of the Local Budget Request will be sent for Board review before our next meeting in March.

The Preliminary Budget will be forthcoming.

- Mr. Vicars updated Board members regarding the encroachment issue on the college's property reported some time ago as a result of the Boundary Survey. He shared that 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.

Local Funds Expenditure Report – Mr. Vicars reviewed with Board members the Local Funds Expenditure Report ending December 31, 2019. (See Exhibit 5 with details) Mr. Vicars shared that the Parking Lot D LED Lighting Project is near completion other than a few landscaping items.

Personnel Report – Mr. Vicars reviewed the personnel report ending January 12, 2020. (See Exhibit 6 with details)

Action Item(s): None

Vice President of Institutional Advancement – Dr. Amy Greear

Information Item(s): Dr. Westover gave the Foundation update on behalf of the Dr. Amy Greear

- Special events in 2019 raised almost \$775,266; total increase of \$128,072 more than last year.
- Five (5) new scholarships were established
- Secured \$300,000 in private scholarship funds
- \$315,000 in Tobacco Region Revitalization Commission (TRRC) grand funds
- \$100,000 set aside from the Buchanan Estate gift for supplemental scholarships

The Foundation assisted the college in securing over \$2 million in grants

- Great Expectations
- Career Navigators

The “Giving Tuesday” social media campaign raised \$1,800 for MECC’s Emergency Assistance Fund

Upcoming Events:

- Lee County Endowed Scholarship Valentine’s Fundraiser – Friday, February 14, at 6 p.m. - MECC Goodloe Center
- John Fox Jr. Festival – featuring Silas House, - Wednesday, March 4 at 10 a.m. – MECC Goodloe Center

Action Item(s): None

COMMITTEE REPORTS

Executive Committee

Action Item(s):

- Emeritus Recommendations:

Mr. Rodney Baker presented for review and approval the following names for 2020 Professor and Support Staff Emeritus:

- ✚ Ms. Jamie Buckles – Support Staff Emeritus (Exhibit 7 – Recommendation)
- ✚ Ms. Carolyn Reynolds – Professor Emeritus (Exhibit 8 – Recommendation)

The motion was made by Mr. David Kindle and seconded by Ms. Bonnie Elosser to approve the recommendations. The motion passed unanimously.

Both individuals will be asked to participate in the 2020 Graduation Ceremony.

- Presidential Survey:

Mr. Baker shared with Board members that the MECC Advisory Board, Executive Committee, had meet to discuss the upcoming President’s Evaluation process. A copy of the Presidential Survey was sent via email to all members of the Executive Committee for review and recommendation of changes (**Exhibit 9**). The Executive Committee recommended the following evaluation process and timeline:

- ❖ The Survey will be administered electronically sometime in February by MECC’s Human Resources Director, Ms. Pam Giles, and will be sent to all MECC employees, (staff, faculty, and administrators), as well as all members of the MECC Advisory Board to complete.
- ❖ Results will be sent to members of the MECC Executive Committee for review upon which ~~and~~ a “Letter of Recommendation” will be compiled and presented for full Board approval at the ~~Mayareh~~ meeting.
- ❖ The Executive Committee also made the recommendation that the results would only be viewed by the Executive Committee but could be available for a member(s) of the Advisory Board to review upon request.

After some discussion, with no recommendations for change, a motion was made by Mr. Keith Wilson; seconded by Ms. Betty Cornett, and the motion passed unanimously.

Finance and Facilities Committee – (Did not meet)

Curriculum and Student Affairs Committee - (Did not Meet)

OLD/NEW BUSINESS

OTHER COMMENTS

Dr. Westover shared that an MECC Healthy Day is planned for Tuesday, January 21. The Health Wagon will provide free various health and dental services to all current MECC students and employees.

ADJOURNMENT

With no further business to discuss, the meeting adjourned at 5:55 p.m. Next meeting date is scheduled for March 17, 2020.

Peggy Gibson, Recorder

Respectfully Submitted,



Kristen Westover, President & Secretary to the Board

APPROVED:



Chair/Vice Chair of the Board

17 MAR 2020

Date

**SPRING SEMESTER 2020
PRELIMINARY ENROLLMENT REPORT**

HEADCOUNT	1/15/19	1/14/20	% CHANGE
Full-Time	872	812	(7)
Part-Time	990	899	(9)
Male	710	570	(20)
Female	1,152	1,141	(1)
Total	1,862	1,711	(8)

FTES	1/15/19	1/14/20	% CHANGE
	1,177	1,106	(6)

**FALL SEMESTER 2019
FINAL ENROLLMENT REPORT**

HEADCOUNT	2018	2019	% CHANGE
Full-Time	944	1,028	9
Part-Time	1,561	1,285	(18)
Male	1,000	886	(11)
Female	1,505	1,427	(5)
Total	2,505	2,313	(8)
FTES	2018	2019	% CHANGE
	1,460	1,464	0

ANNUALIZED FULL-TIME EQUIVALENT STUDENTS

	2015-16	2016-17	2017-18	2018-19	2019-20
Summer Annualized FTES	177	175	165	175	178
Fall Annualized FTES	847	806	794	730	732
Spring Annualized FTES	761	703	660	660	
Total Annualized FTES	1,784	1,683	1,619	1,563	

(Totals may differ slightly from official data due to rounding)

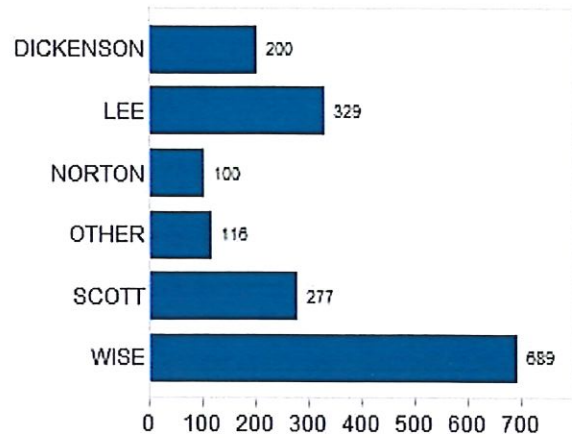
MECC Enrollment Report, Preliminary Spring 2020

Headcount and FTES by Division

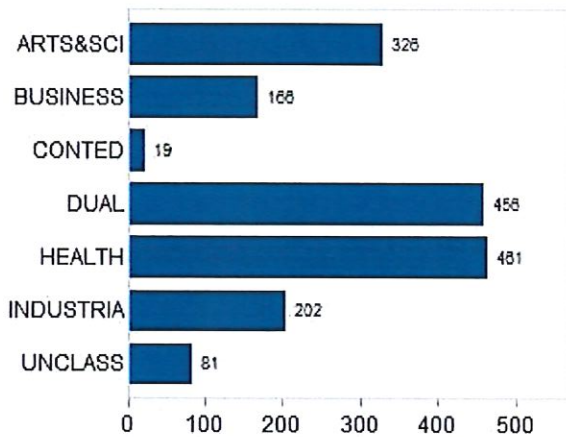
DIVISION	HC	FTES
ARTS&SCI	326	256.40
BUSINESS	166	129.07
CONTED	19	15.33
DUAL	456	210.47
HEALTH	461	317.53
INDUSTRIA	202	157.60
UNCLASS	81	19.53
Totals	1711	1105.93

Totals on January 15, 2019:
 Headcount: 1862 (down 8.1%)
 FTES: 1,177 (down 6.0%)

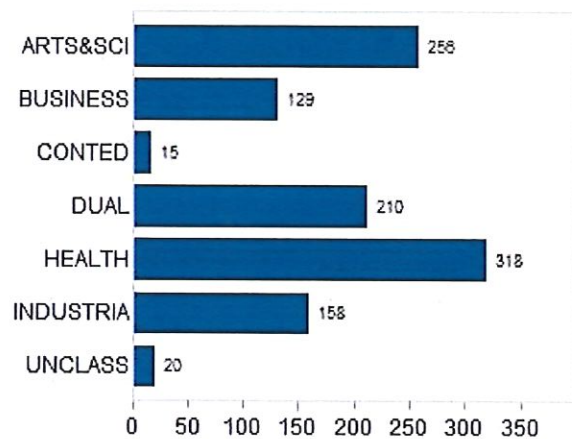
Headcount by Jurisdiction



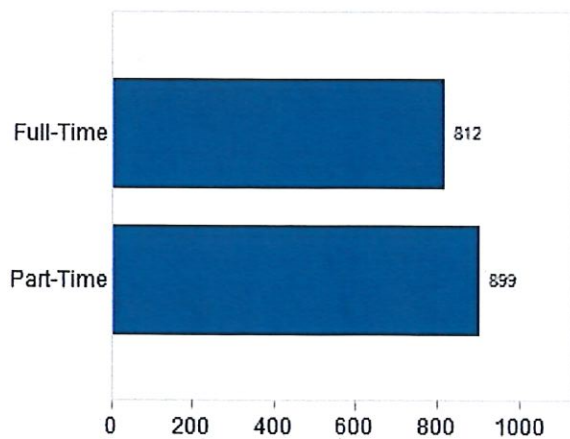
Headcount by Division



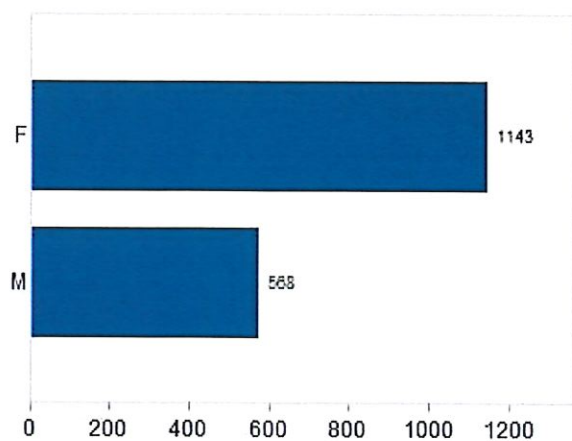
FTES by Division



Full-time and Part-time Enrollment



Headcount by Gender



Internal and External Activities - November 20 - January 14, 2020

Date	Internal/External
20-Nov	Travel to Richmond, VA to attend State Board Meeting with President's Institute Class
21-Nov	State Board Meeting
22-Nov	Travel from Richmond to Marion VA - 33rd Annual Legislative Breakfast
25-Nov	Invest SWVA - UVA Wise
3-Dec.	Travel to Hot Springs, VA
4-6 Dec.	VCCS Hire Ed Conference - Hot Springs, VA
7-10 Dec.	SACSCOC Annual Meeting - Houston Texas
12-Dec.	SWVA Economic Forum - St. Paul, VA
13-Dec.	MECC Christmas Luncheon
16-Dec.	SWVA Higher Ed. Center - Abingdon, VA - Meeting with Senator Warner
16-Dec.	Norton Community Hospital - Ballad Health Wise County Visioning Advisory Committee
17-Dec.	ACC Education Committee Meeting - Bristol, VA
19-Dec.	Communities Forum - Big Stone Gap
23-30 Dec.	Christmas Break
9-Jan.	2020 SWVA Economic Forum - UVA Wise

Peggy Gibson

From: Amy Greear
Sent: Tuesday, January 14, 2020 12:57 PM
To: Peggy Gibson
Subject: FW: Foundation recap for tomorrow

Amy Greear
Vice President for Institutional Advancement
Mountain Empire Community College
3441 Mountain Empire Road
Big Stone Gap, VA 24219
276.523.7480
agreear@mecc.edu



From: Amy Greear
Sent: Thursday, January 2, 2020 10:18 AM
To: Kristen Westover <KWestover@mecc.edu>; Peggy Gibson <PGibson@mecc.edu>
Subject: Foundation recap for tomorrow

Dr. Westover, Here's what I could think of to add if you want to our Foundation recap for tomorrow. If you can think of anything else, please let me know! Thanks!

In 2019, the Foundation raised more than \$680,000. The total is down slightly from previous years, as 2018 was the last year of a three year, \$400,000 per year commitment from the Slemph Foundation. Minus the Slemph contribution, the total raised was slightly higher than 2018. We are pleased to announce the establishment of three new endowed scholarships for 2019, the Debra Rene Greene Memorial Scholarship, the Morris T. and Velda M. Fannon Memorial Scholarship and the Sharon Carter Marrs Memorial Buccaneer Scholarship. In addition, the college established two new annual scholarships, as well as the Dr. Kristen Westover Student Success Fund. The Foundation distributed more than \$300,000 in private scholarship funds, as well as an additional \$315,000 in TRRC grant funds, and more than \$100,000 in funds set aside from the Buchanan estate for supplemental scholarships. In addition, the Foundation assisted with securing more than \$2M in grants in 2019, benefitting college infrastructure, scholarships and programming to include programs such as Great Expectations and our Career Navigator program. Recently, the Foundation held a #GivingTuesday social media campaign to raise money for MECC's emergency assistance fund. We raised close to \$1,800 in one day for our students in need!

In the next year, we are facing a fundraising challenge for the Title III grant that we will need your help. Every dollar we receive, up to \$40,000 will be matched for the college. More details will follow soon! We will hold an additional fundraiser in February, benefitting the Lee County Endowed Scholarship, and we will work to navigate the changes needed in scholarships if the tuition-free program is implemented in Virginia.

Amy Greear
Vice President for Institutional Advancement
Mountain Empire Community College
3441 Mountain Empire Road

MOUNTAIN EMPIRE COMMUNITY COLLEGE
BOARD EXECUTIVE COMMITTEE MEETING
Tuesday, January 14, 2020, 4:00 p.m.
President's Office, Dalton Cantrell Hall

Committee Members Attendance

Dickenson County:

Scott County:
Rodney Baker

Wise County:
Teresa Adkins
Mike Abbott

City of Norton:

Lee County:
Gail Elliott

Others:
Dr. Kristen Westover
Peggy Gibson

1. Welcome and Call to Order

Mr. Rodney Baker welcomed everyone and called the meeting to order at 4:00 p.m., Tuesday, January 14, 2020.

2. Professor and Support Staff Emeritus Recommendations

Dr. Kristen Westover presented to the committee the following recommendations:

- Ms. Carolyn Reynolds to be recognized as the 2020 Professor Emeritus and
- Ms. Jamie Buckles to be recognized as 2020 Support Staff Emeritus (**See Attachment Number One and Two**).

A motion was made by Ms. Teresa Adkins to recommend the two nominations to the MECC Advisory Board for full Board approval. The motion was seconded by Ms. Gail Elliott and passed unanimously.

3. Review of Presidential Survey/Evaluation

Mr. Rodney Baker presented for review and discussion the 2020 Presidential Survey which will be administered electronically at the end of January 2020 by the Director of Human Resources, Ms. Pam Giles. Dr. Westover mentioned that the Survey was built around the college's Strategic Plan.

A copy of the survey results will be sent to Dr. Westover and to Board chair, Mr. Rodney Baker. The Executive Committee will meet to review and discuss the results before compiling a "Letter of Recommendation" to be approved by the full Board in March. (**See Attachment #3**). With full Board approval, the Recommendation Letter will be sent on to the VCCS Chancellor, Glenn DuBois.

The Executive Committee discussed and a decision was made that the survey results would only be reviewed by the Executive Committee with the exception that if a Board member wanted to review the results they could do so upon request. Arrangements would then be made for them to review and discuss with a member of the Executive Committee.

A motion was made by Mr. Mike Abbott to present the Presidential Survey recommendations for full Board approval; seconded by Ms. Gail Elliott and passed unanimously.

Adjournment


There being no further items for discussion, the Executive Committee meeting adjourned at 4:35 p.m.

Respectfully submitted,



Dr. Kristen Westover, President
and Secretary to the Board

APPROVED:



Chair, Vice Chair of the Board

17 MAR 2020

Date

PRESIDENTIAL EVALUATION

MOUNTAIN EMPIRE COMMUNITY COLLEGE

Category	Rating				
	Exceeds Expectations	Meets Expectations	Improving	Needs Improvement	Not Observed
<i>BOARD RELATIONS</i>					
Keeps local board well-informed, e.g., strategic plan progress, budgeting, enrollment, instructional programming, completion, and ongoing college initiatives					
Seeks and is open to input from the board					

Category	Rating				
	Exceeds Expectations	Meets Expectations	Improving	Needs Improvement	Not Observed
<i>LEADERSHIP</i>					
Campus Climate					
Creates a learner-centered environment					
Creates and maintains a positive, supportive work environment					
Supports professional development for faculty, staff, and board members					
Demonstrates effective leadership and management style					
Maintains open communication with faculty, staff, students and board					
Planning					
Engages in annual planning					
Develops and monitors strategic plan					
Maintains and implements a master facility plan					
Uses data for planning					
Oversees implementation of strategic marketing objectives					

Category	Rating				
	Exceeds Expectations	Meets Expectations	Improving	Needs Improvement	Not Observed
<i>COMMUNITY RELATIONS</i>					
Maintains a presence at a representative sample of community events across the service region each year					
Actively engages to attract the general public to campus through various activities with the goal of making people more familiar with MECC					

Category	Rating				
	Exceeds Expectations	Meets Expectations	Improving	Needs Improvement	Not Observed
<i>ADMINISTRATION</i>					
General					
Oversees the interpretation and implementation of local and state board policies					
Ensures college maintains regional accreditation through SACSCOC					
Ensures the college maintains program accreditation as required for specific programs, e.g., health sciences, IT					
Fiscal					
Oversees the development and implementation of the college budget					
Ensures college operates within the college budget					
Works to ensure that there are no substantial audit findings					
Seeks to identify and pursue new funding sources (grants, donors, etc.)					
Facilities					
Ensures college facilities are maintained, in good appearance, in good working order, and attractively landscaped and maintained					
Ensures college and off-site facilities provide a positive and safe learning environment					

Category	Rating				
ADMINISTRATION	Exceeds Expectations	Meets Expectations	Improving	Needs Improvement	Not Observed
Development					
Engages in MECC Foundation activities to obtain new funding, build donor and alumni relations, and increase scholarship and grant awards.					
Programmatic					
Ensures ongoing review of academic and workforce programming to ensure program viability, sustainability, and alignment with student, business, and community needs.					
Engages and coordinates with the public schools, e.g., annual meetings with regional superintendents, AAC- Education committee, SWVA Education consortium, etc.					
Engages and coordinates with University partners and transfer institutions through meetings with presidents, chief academic officers, transfer counselors, continuing education, and others to ensure a smooth transition for transferring students					
Promotes customized training and workforce development opportunities for individuals, businesses and industries (Supports Complete 2021/tripling credentials)					
Engages with business and industry, e.g., touring facilities, participating in economic development recruitment efforts, promoting regional entrepreneurial and small business opportunities, attending openings or expansions, etc.					
Category	Rating				
ADMINISTRATION	Exceeds Expectations	Meets Expectations	Improving	Needs Improvement	Not Observed
Technology					

Oversees campus technology plan that keeps classroom and programmatic technology current, protects digital information, and increases efficiencies					
Engages the college in innovation as timely and appropriate					

Category	Rating				
	Exceeds Expectations	Meets Expectations	Improving	Needs Improvement	Not Observed
LEADERSHIP					
Planning					
Engages in annual planning					
Develops and monitors strategic plan					
Maintains and implements a master facility plan					
Uses data for planning					
Oversees implementation of strategic marketing objectives					

Category	Rating				
	Exceeds Expectations	Meets Expectations	Improving	Needs Improvement	Not Observed
PERSONAL ATTRIBUTES					
Effective Communication Skills					
Tactfulness					
Ability to represent and promote the college to the community					

Additional comments:

MEMORANDUM

To: Dr. Kristen Westover

From: Della Bayes

Subject: MECC 2020 Support Staff Emeritus Nomination (Ms. Jamie Buckles)

Date: January 4, 2020

CC: Pam Giles

Approved
KW 1/10/20

Dear Dr. Westover:

On behalf of the Support Staff Emeritus Committee, I am glad to present to you the 2020 nomination for Support Staff Emeritus, Ms. Jamie Buckles.

Jamie began her employment on April 4, 1986 as the secretary in the GAIN Program. In July of 1987, Jamie became the Administrative Assistant to the Vice President of Institutional Advancement and Director of Community Relations.

Some of Jamie's duties included:

- Secretary for the Foundation Board which entailed all aspects of Board Meetings, committee meetings, retreats, etc.
- Responsible for recording and depositing the Foundations donations and accurate bookkeeping and reporting.
- Responsible for working with the Cultural & Humanities Committee in coordinating the logistics of the John Fox, Jr Festival.
- Assisted with events such as Capital Campaigns, 15 Galas, two Golf Tournaments each year, as well as the annual Home Craft Days Breakfast and fundraising events - over a span of 16 years.

As part of Community Relations, Jamie was assigned special projects such as The LINK. Jamie is most proud of the two MECC College Catalog and Handbooks (1990 & 1991) that she created on one of the first MAC computers on campus using a desktop publishing program called *Pagemaker*. From that experience, she was asked to teach 2-day Beginning and Advanced *Pagemaker* software classes for several semesters.

As part of the Phi Beta Lambda Club, Jamie won the award in desktop publishing at the region and state level and also competed at the national level.

In July of 2003, Jamie applied for and was selected as the Administrative Assistant to the President by Dr. Teri Ice Suarez. She also served in that capacity under Dr. Scott Hamilton.

- Duties included managing meeting calendars, scheduling all travel, completing all correspondence for his signature, recording and distributing accurate minutes for all President's Staff meetings and other relevant meetings.
- She was responsible for preparing and executing all Local Board Meeting material, managing retreats, dinners, etc. as well as coordinating the annual Celebration of People and Graduation events.

Jamie also served on many committees such as:

- Four Inaugurations (Dr. Smith, Dr. Sandal, Dr. Suarez, and Dr. Hamilton)
- Three SACS Reaffirmations (1989, 1999, and 2009)
- All Foundation Committees
- Many screening committees
- Student Affairs Committee
- College Council
- Inn on the Mountain and Amphitheatre Committee
- Association of Classified Employees Committee
- Special Events Committees (Lip Sync, Alumni Association, etc.)
- Professional Development Committee,
- Affirmative Action Committee
- Slemp Gallery Committee

Jamie also assisted in administrating the ACT and SAT tests for nine years.

As a member of ACE (Association of Classified Employees), Jamie made many significant contributions to the growth and development of the organization. During the years that MECC hosted the annual Christmas Cartoons, Jamie volunteered to assist with serving popcorn and assisting Mel Bullock and his Learning Resources staff with other duties involved with this production for the weeks of the cartoons. At one time, ACE took on the role of preparing lunches for the Cumberland District Forensics Competitions held on MECC's campus. Jamie volunteered by either donating food items, helping prepare lunches or serving the students involved. ACE was able to raise thousands of dollars to add to our treasury which was used to provide scholarships to MECC students and to aid ACE members during their time of need.

Jamie saw the campus grow and change in many ways while making valuable contributions in all the areas in which she served. She was one of the most respected and well liked employees at MECC. The Support Staff Emeritus Committee chose Jamie for this honor because of her length of service to both the College and to the community in which she lives. Jamie's positive attitude and commitment made her a clear choice for the Support Staff Emeritus Committee.

The 2020 Classified Emeritus Committee is proud to make this recommendation.

cc: Pam Giles

MEMORANDUM

TO: Dr. Kristen Westover
FROM: Jeri Bledsoe, Committee Chair for Professor Emeritus
DATE: December 10, 2019
SUBJECT: Professor Emeritus 2020

*Approved
KAN 12/10/19*

The MECC Professor Emeritus Committee recommends retired Assistant Professor Carolyn Reynolds for Professor Emeritus for 2020.

Carolyn was hired on September 16, 1977 as an instructor of Developmental English. She was promoted to Assistant Professor of Developmental English on September 16, 1982, and promoted to Division Chair of Arts and Sciences on August 16, 1999. In 2002, she was promoted to Dean of Arts and Sciences.

Carolyn retired as the Dean of Arts and Sciences on January 1, 2016, having served over 39 years at MECC. She was actively involved on various committees and in many activities of the college, which include:

- VCCS Professional Development
- Research Grant Subcommittee
- MECC Professional Development Committee
- Ad Hoc Committee for Faculty Evaluation Redesign
- Tech Prep Steering Committee
- Instruction and Curriculum Committee
- Chair of the Faculty Committee for SACSCOC reaccreditation
- Testing Implementation Committee
- New Horizons Conferences
- Forum on Education
- Judge for PACE, the John Fox, Jr. Festival Short Story Contest, Region D and Lonesome Pine District Forensics competitions, and Scholastic Bowl
- Significant involvement in writing many grants
- Coordinating advising updates
- Assisting in proctoring core competency testing

For her many years of devoted service to MECC as referenced above, we recommend Ms. Carolyn Reynolds for Professor Emeritus 2020.

cc: Ms. Pam Giles
Dr. Vickie Ratliff
Mr. Ron Vicars