



Mountain Empire Community College

ADVISORY BOARD MEETING

Tuesday, July 21, 2020 via Zoom

4:30 p.m.

AGENDA

1. Welcome and Call to Order..... Mr. Rodney Baker, Chair
2. Minutes for approval (**Exhibit A**)..... Mr. Baker
3. Administrative Reports
 - A. Chair
 - ✚ Committee Preference Forms
 - B. President's Report.....Dr. Kristen Westover
 - C. Foundation/Institutional Advancement ReportDr. Amy Greear
 - D. Academic Affairs and Workforce Solutions.....Dr. Vickie Ratliff
 - ✚ CHD Advisory Board Members (Needs Board Approval)
 - E. Financial and Administrative Services..... Mr. Ron Vicars
 - ✚ Auxiliary Parking Plan (Needs Board Approval)
4. Committee Reports
 - a. **Executive Committee** (Did not meet).....Mr. Baker
 - b. **Finance and Facilities Committee** (Did not meet).....Mr. Ron Vicars
 - c. **Curriculum and Student Affairs Committee** (Did not meet).....Dr. Vickie Ratliff
5. Old/New Business..... Mr. Baker
 - Board reappointment for Tim Cassell – representing City of Norton
6. Public Comments/Other
7. Next Meeting Date - **September 15, 2020**
8. Adjournment

Meeting Minutes

MECC Local Advisory Board

Tuesday, July 21, 2020, 4:30 p.m., Kline Foundation Boardroom

Meeting held via Zoom due to Declared Emergency COVID-19 Pandemic

MEMBERS PRESENT

SCOTT COUNTY

Rodney Baker
Freda Starnes
Adrienne Hood

WISE COUNTY

Teresa Adkins
Bonnie Elosser
Mike Abbott
Betty Cornett

LEE COUNTY

Emily Kinser
Gary Perdue

CITY OF NORTON

Tim Cassell

DICKENSON COUNTY

MEMBERS ABSENT

Keith Wilson (Scott)
Helen Chadwell (Lee)
Burl Mooney (Dickenson)
Gail Elliott (Lee)

Others Attending

Dr. Kristen Westover - President
Dr. Vickie Ratliff – Vice President of Academic and Workforce Solutions
Mr. Ron Vicars – Vice President of Financial and Administrative Services
Dr. Amy Greear – Vice President of Institutional Advancement/Foundation
Peggy Gibson – Executive Assistant to the President

CALL TO ORDER

The Mountain Empire Community College Advisory Board met on Tuesday, July 21, 2020 at 4:30 p.m. via Zoom meeting due to the ongoing situation with the coronavirus (COVID-19). The meeting was called to order by Mr. Rodney Baker, Chair.

APPROVAL OF MINUTES

A motion was made by Ms. Betty Cornett to accept the May 12, 2020 minutes as presented. The motion was seconded by Mr. Mike Abbott and passed unanimously. (Exhibit 1)

ADMINISTRATIVE REPORTS

Mr. Baker reported on the following information items:

Mr. Baker reminded Board members to let Peggy Gibson know their Committee Preference before our next meeting date. (Exhibit 2)

President's Report – Dr. Kristen Westover

Dr. Westover reported on the following items:

Activities Report

- Due to the COVID-19 Pandemic, all travel has been cancelled at this time and most meetings are held via Zoom.

Enrollment

- Dr. Westover presented and reviewed with Board members the preliminary 2020 Summer enrollment report. As of today, reports show an increase of approximately 3 percent compared to last year at this time. Preliminary Fall 2020 reports show that we current running approximately 19 percent down in FTE; System wide as well (Exhibit 3). Dr. Westover mentioned that right now our challenge is that students are waiting on the decisions made regarding the K12 schools and their current job situations. Data shows that high school graduates have not yet enrolled in classes due to uncertainty of what the 4 year universities are doing. Additionally, our Career Coaches were unable to meet with high school seniors due to schools shutting down but are in the process of connecting with these individuals.

Updates

- Dr. Westover mentioned that MECC employees continue to work virtually unless specifically required to come to campus for instruction or as a requirement of their position. She mentioned that there are a few courses being taught at the CWIA in Appalachia right now such as dental assisting, Power Lineman, and CDL. In addition, some health sciences classes are being taught on our campus all of which are adhering to the current COVID-19 guidelines (social distancing, wearing mask, etc.).
- Dr. Westover and her Staff are planning to meet with the area school superintendents next week via Zoom meeting in order to discuss upcoming plans for K12 and how the college may be able to connect with the schools.
- The College's Re-opening Plan was approved by SCHEV last week. Dr. Westover mentioned that as of right now there is no set date of when employees will return to work but have shared the expectations of what will be required once employees return. Below is some information from the email that was sent to all employees:

Items that require your attention and action when on campus.

- ❖ *The wearing of face masks is expected for all public facing employees and in any situation in which social distancing cannot be maintained.*
- ❖ *Faculty teaching face-to-face courses may opt to not wear a mask while teaching, but must maintain at least 10 feet of distance from students in the classroom.*
- ❖ *Visitors to campus are expected to wear face masks when entering any campus building.*
- ❖ *Students physically coming to campus for courses are expected to wear masks while on campus and in the classroom.*
- ❖ *If for medical reasons, a student cannot wear a mask, the faculty member should ensure the student is socially distanced from other students in the classroom.*

- ❖ *If for medical reasons an employee cannot wear a mask, the employee should contact Human Resources to seek an accommodation.*
- ❖ *Stairwells will be designated as “up” or “down.” Please use the appropriate stairwell.*
- ❖ *Classrooms and labs must be configured in a circular or honeycomb pattern allowing a radius of 8 feet between each desk or workstation.*
- ❖ *The college will be supplying face mask and are looking into some “no touch” thermometers for each building.*
- ❖ *Each employee will be required to sign the Faculty and Staff Health Safety Agreement before being allowed to return to campus for work. The same is true for students in the classroom.*

Re-opening Plan document is located on the MECC website under the coronavirus link.

- Dr. Westover mentioned that we have been informed to prepare for a budget cut and will learn more about our budget in August. Revenue from the State is coming in a little higher than predicted and at this time don't know what those cuts will be. Currently, we have reserved the Institutional portion of our CARES Act funding which is approximately \$520,000. Those funds cannot be directly used to offset State budget cuts but can be used to offset revenue losses (operations).
- Dr. Westover mentioned two upcoming Pro-Art events, both scheduled for this fall on our campus - WannaBeatles rescheduled perhaps in November and Symphony of the Mountains brass quintet scheduled for September 13. Details and information will be sent out at a later date regarding these events.
- Home Craft Days has been changed to a virtual format due to the ongoing situation with the coronavirus. Plans are to showcase some of our past performance on PBS.
- Dr. Westover mentioned that as of right now Fall classes will begin online or in a distance learning format with plans to reevaluate after Labor Day and look at spaces in order to bring students back in a safe manner who will have to come back for performance base courses or lab work.
- Dr. Westover also shared with Board members some information regarding the new Virginia Ready Initiative (VA Ready), a new initiative to help unemployed Virginians across the Commonwealth get back to work quickly as a result of the unprecedented impact of the COVID-19 pandemic. She mentioned that the VA Ready has partnered with the VCCS along with others connecting students to jobs and employers to programs that are certified already as FastForward programs in the VCCS incentivizing those who are unemployed to go back and get a certification in one of the FastForward areas with an incentive of \$1,000 upon completion.
- Dr. Westover shared with Board members that the VCCS unanimously voted and approved a resolution (see below) on July 16, 2020 at the State Board Meeting instructing community college advisory boards to review the appropriateness of the names of our colleges, campuses and facilities. She also mentioned that she had been reviewing the history of the college and that her findings are that Governor's that our buildings have been named after all supported equal opportunity and desegregation.

WHEREAS, the mission of Virginia's Community Colleges and their shared dedication to the principles of diversity, equity, and inclusion demand we examine the names regularly facing our students, faculty, staff, and supporters on their community college journey and determine if those names are consistent with that mission and those values; and

WHEREAS, demonstrations are inspiring institutions in Virginia and beyond to examine, and in many cases exorcise, symbols of systemic racism that have existed in plain sight for years; and

WHEREAS, we feel a responsibility to join that broader conversation and focus a high level of scrutiny on the names

that adorn our facilities; and

WHEREAS, the State Board for Community Colleges has authority to determine the names of community colleges and college campuses; and

WHEREAS, the State Board has delegated authority to local college advisory boards to approve the names of on-campus facilities,

NOW, THEREFORE, BE IT RESOLVED that the State Board ask the local advisory boards of each of our 23 colleges to review the appropriateness of its college, campus(es), and facilities names, and report back on or before the regularly scheduled March 2021 meeting of the State Board with facility name changes it has made and recommendations regarding college and campus names that should be changed by the State Board.

Dr. Westover mentioned that she is willing to appoint a committee within the college to conduct a review of our building/facility names with plans to report findings at our next Advisory Board meeting in September. Consensus of Board members was that MECC would have the background and history of the naming of our buildings and facilities and gave their approval for Dr. Westover to proceed with appointing a committee within the college.

Vice President of Institutional Advancement – Dr. Amy Greear

Dr. Greear reported on the following:

Events

Dr. Greear shared that most events have been cancelled due to the current situation with the coronavirus. However, there is still one fundraising event, the Dickenson County fundraiser, which is scheduled for November that has not yet been cancelled. She mentioned that they are waiting to decide on the Dickenson County event which will be decided closer to the event and based on the health and safety of the community. In response, she shared that they have sent letters announcing the cancellations to our past patrons of those events and asking for donations in lieu of event attendance. Dr. Greear mentioned that the Foundation has received donations for both the Lee County Endowed Scholarship and Scott County Endowed Scholarship event. To date, the Foundation has raised a little more than \$210,000 which is about \$90,000 lower than this time year to date 2019 minus our Gala, Cedar Hill Golf Tournament, Auto World Golf Tournament and the Scott County Event. Many colleges are struggling with the same challenges and have postponed active fundraising at this time.

Scholarships

COVID-19 has not impacted our scholarship numbers for 2020-2021, however market conditions could impact scholarships in the future. The only scholarship negatively impacted thus far is the Auto World Golf Tournament Scholarship but mentioned that she has made contact with the volunteers for that scholarship fund and they have agreed to make a donation so that we can distribute that scholarship this year. The Foundation's endowed assets are currently at 27.2M, down 1.7 percent year to date.

The Foundation have made two significant asks for funds in order to support our Title III grant endowment. Dr. Greear mentioned that she is expecting news of that funding soon.

Grants

The Foundation has received three grants recently supporting college programs.

- RSVP for \$250,000 (to support short-term workforce training)
- RVHI (to support our high school career navigator program) in the amount of \$42,000
- Power Lineman/CDL/Dental Expansion for \$253,593

Additionally, Dr. Greear mentioned that the Foundation has applied for grants with the Department of Justice and for the Great Expectations Program.

Personnel Update

The Foundation is currently advertising for an Administrative Support position to replace Samantha Bevins who is on long-term disability. She also shared that they have continued to support contracts with Clara Harris for Financial Service Specialist and Derek Whisman for Grants Coordinator which not only have saved the Foundation money, but also resulted in improved services during the last fiscal year.

ACTION ITEM(s): None

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

Dr. Vickie Ratliff gave the following report:

Information Item(s):

- In addition to Dr. Westover's report of an increase in summer enrollment, she reported that there is still one large class set to enroll. She mentioned that the Governor School program was changed to an online academy which normally had approximately 75 in-person students. However, this year the college was able to change some of the normal strands to an on-line format but a lot could not switch to on-line. In this situation, we retained those that could and compensated for the other loses by offering students who were on their way to earning a degree the option or choice of the six credits going toward classes that would help them achieve their degree. A total of 66 students took advantage of this opportunity with approximately half enrolling in classes leading toward their degree and are hoping to continue this opportunity in the future.
- Mountain Music School was cancelled due to the current coronavirus situation but are hopeful that some of those students will enroll in our fall music classes using a hybrid format.
- Dr. Ratliff mentioned that normally during the summer, MECC offers an Advanced Technology Institute for our public school teachers and guidance counselors. This year, these individuals have requested that we offer classes with help in transitioning their classes to an on-line format. The College is currently working with those individuals in helping them to change/transition into the fall to an on-line format. Class ends on July 31st. Dr. Ratliff mentioned that the College will continue to support the public schools during this transition.
- Dr. Ratliff mentioned that our Power Lineman and CDL classes were able to resume in mid-June; combining March and July cohorts. Some of the students on the waiting lists for those classes were reluctant to start due to the coronavirus situation or issues with childcare and/or current jobs. Some of those individuals have requested to be placed on another waiting list which now makes the waiting lists for November and March full at this time.
- Some of our clinical classes have been allowed to resume adhering to current guidelines.
- Dr. Ratliff mentioned that she is hopeful that Fall enrollment will increase as college personnel continues to reach out to individuals (especially high school seniors) encouraging them to enroll. In addition, the college is working on a mass mailer that will be mailed out to our general population with the message of "The Best Journey Begins at Home". The college has also sent out an email to approximately 1400 students who are within 12 credits of graduating and will follow-up with a letter to those students who have not responded.
- Fall In-service will be conducted virtually on August 17 and 18. Several training sessions are scheduled for that week. SDV 100 classes will also be on-line. Regular classes will begin virtually on August 24th with several class offerings in September and October. Hands on class sessions will not begin until after September 14th.

- Home Craft Days has been changed to a virtual event and we are planning to record live sessions of our musicians, demonstrations of our craft artisans, and highlights of some of our previous performances. Discussions with PBS are going well.

ACTION ITEM: Dr. Ratliff presented for approval a new member recently appointed to the Childhood Development Advisory Board, Ms. Mona Baker. Ms. Baker is going to be the new Director of Head Start for Lee County Schools. She mentioned that Ms. Baker will be replacing Janet Owen who has moved out of our region (Exhibit 5). Motion was made by Ms. Bonnie Elosser to approval the additional member to the CHD Advisory Board; seconded by Mr. Gary Perdue and passed unanimously.

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

Mr. Vicars reported on the following:

- ❖ Mr. Vicars mentioned that his Staff had done a great job in getting the college into this position due to the extremely hard end to FY19/20 due to the current COVID-19 situation.
- ❖ Mr. Vicars shared that the HVAC project for Holton Hall was completed and are right now balancing the air in those areas. He also mentioned two additional major projects that are still in the design phase; Phillips/Taylor Hall and an Emergency Umbrella program for Godwin Hall.
- ❖ Mr. Vicars mentioned that there had been a lot of reporting required for the CARES Act funding and how those funds are being spent - Staff continues to work on this reporting.

Local Funds Expenditure Report – Mr. Vicars shared with Board members the Local Funds Expenditure Report ending June 30, 2020. (See Exhibit 5 with details)

Personnel Report – Dr. Westover reviewed the personnel report ending July 15, 2020. (See Exhibit 6 with details) There were no questions or comments regarding these reports from Board members.

ACTION Item: Mr. Vicars presented for discussion and approval the Auxiliary Reserve Plan for College Parking Facilities 2020-2022 Biennium (FY 2021 and FY 2022). Mr. Vicars shared that the Auxiliary Plan is a projection of what the college is expecting to spend over the next couple of years. After some discussion, a motion was made by Mr. Gary Perdue to accept the Auxiliary Reserve Plan as presented. The motion was seconded by Mr. Mike Abbot and passed unanimously. (Exhibit 7 with details)

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

Mr. Baker welcomed and shared with the Board that the Scott County Board of Supervisors recently appointed Ms. Adrienne Hood as a representative of Scott County to the MECC Advisory Board as of July 1, 2020 for a 4-year term.

In addition, Mr. Baker also mentioned that Mr. Tim Cassell was recently appointed by the City of Norton to serve a second 4-year term as a member of the MECC Advisory Board.

PUBLIC COMMENTS

ADJOURNMENT

With no further business to discuss, the meeting adjourned at 5:40 p.m. The next meeting date will be Tuesday, September 15, 2020.

Peggy Gibson, Recorder

Respectfully Submitted,



Kristen Westover, President & Secretary to the Board

APPROVED:


Chair/Vice Chair of the Board

9/15/2020
Date

**FALL SEMESTER 2020
PRELIMINARY ENROLLMENT REPORT**

HEADCOUNT	7/21/19	7/21/20	% CHANGE
Full-Time	721	560	(22)
Part-Time	494	451	(9)
Male	394	290	(26)
Female	821	721	(12)
Total	1,215	1,011	(17)

FTES	7/21/19	7/21/20	% CHANGE
	882	714	(19)

**SUMMER SEMESTER 2020
PRELIMINARY ENROLLMENT REPORT**

HEADCOUNT	7/15/19	7/21/20	% CHANGE
Full-Time	110	151	37
Part-Time	714	694	(3)
Male	301	257	(15)
Female	523	588	12
Total	824	845	3

FTES	7/15/19	7/21/20	% CHANGE
	356	386	8

By unanimous vote on July 16, Virginia's State Board for Community Colleges instructed local community college advisory boards across the commonwealth to review the appropriateness of the names of our colleges, campuses and facilities.

Leading up to the vote, VCCS Chancellor Glenn DuBois had written to college presidents, noting "institutions far and wide are examining, and in many cases exorcising, symbols of systemic racism that have existed in plain sight for years. I believe we must join this conversation and focus a high level of scrutiny on the names that adorn our facilities."

In the words of the resolution approved by the VCCS governing body, "the mission of Virginia's Community Colleges and their shared dedication to the principles of diversity, equity, and inclusion demand we examine the names regularly facing our students, faculty, staff, and supporters on their community college journey and determine if those names are consistent with that mission and those values."

Personnel Update

July 2020

New Hires

Devan Young joined the bookstore team as a student employee on June 10, 2020.

Clyde Quillen joined the Workforce Team at CWIA on June 15th as adjunct CDL Instructor.

Position Changes

Andrew Barrier resigned his position as student employee at the bookstore effective May 13, 2020. He graduated and will continue his education.

Tera Hulse resigned her part-time position at the bookstore effective May 14th, and she moved from the area.

Tracy Gilliam, Health Sciences Temporary Faculty member, left the employ of MECC on May 15th, the end of her contract period.

Cheryl Tankersley requested and received a demotion to part-time career navigator, from a full-time lead navigator position effective June 5, 2020.

Emily Campbell's part-time position in the Business Office was eliminated on June 11, 2020. She remains in the area.

Madelon Ginger Helms, part-time career navigator, took a medical retirement on June 30, 2020.

Terence Michael Gilley, Director of Library Services and Music Instructor, received a promotion to the rank of Professor on July 1, 2020.

Margaret Shepherd's last day in MECC's Business Office was July 2, 2020. She retired to be able to take care of aging parents and was replaced by Rebecca Campbell, whose new hire was reported in the last meeting.

Linda Gilliam, Retail Specialist, was promoted from part-time to full-time at the Bookstore on July 10, 2020.

Samantha Bevins, Foundation Administrative and Office Specialist, transitioned to long-term disability on July 15, 2020. Her position has been posted for hire.

Open Positions

IT Manager – Exception being sought from the System Office for change of current employee from a full-time faculty position to a 12-month administrative position.

Administrative and Office Specialist III – Student Services – This position is on hold with the hiring freeze but has been sent to DHRM to fill as an exception to the hiring freeze.

Education Support Specialist II – Library – Grant funded – This position is on hold due to the hiring freeze mandated by the Governor.

Grant Writer – position on hold but duties being filled currently by faculty member Derek Whisman.

Coordinator of Institutional Effectiveness – new position – Title III Grant funded – Position was opened for applications without a qualified candidate identified. Position on hold at this time with duties being fulfilled by two full-time faculty members, Bethany Arnold and Ken Tucker.

Administrative and Office Specialist III – Foundation – This position is posted for applications through July 31, 2020. This position replaces Samantha Bevins.

Law Enforcement Manager – Position replacing Russell Cyphers, who resigned earlier this year, is temporarily being filled by Interim Police Chief Grayson Cothron. Interviews are set for next week. Several qualified regional residents applied.

Financial Aid Coordinator – Position replacing retiring Della Bays has posted, and interviews will be completed next week for an August 1 hire date.

Category	Budget 2019 - 2020	Expenditures To Date	Budget Balance
I. Contributions of Localities:			
A. Maintenance & Operation:			
College Board	\$ 5,000	\$ 2,953	\$ 2,047
President's Office	\$ 23,000	\$ 11,172	\$ 11,828
Fiscal Operations	\$ 3,000	\$ 113	\$ 2,887
Student Aid	\$ 30,000	\$ 30,000	\$ -
Home Craft Days	\$ 35,000	\$ 36,821	\$ (1,821)
Mountain Music School	\$ 26,000	\$ 26,586	\$ (586)
Site Development	\$ 3,000	\$ -	\$ 3,000
Total Maintenance & Operation	\$ 125,000	\$ 107,645	\$ 17,355
B. Small Business Center	\$ 30,250	\$ 30,249	\$ 1
Total Contributions of Localities	\$ 155,250	\$ 137,894	\$ 17,356
II. Student Activity Fee & Vending Commissions:			
A. Student Activities	\$ 81,000	\$ 57,144	\$ 23,856
B. Vending Operation Expenses	\$ 4,000	\$ 6,572	\$ (2,572)
Total Student Activity Fee & Vending Commissions	\$ 85,000	\$ 63,716	\$ 21,284
III. General Auxiliary Fee:	\$ 100,000	\$ 3,293	\$ 96,707
IV. Bookstore			
A. Salaries	\$ 284,000	\$ 280,000	\$ 4,000
B. Textbooks and Supplies	\$ 1,005,000	\$ 644,442	\$ 360,558
C. Operating	\$ 53,000	\$ 39,881	\$ 13,119
Total Bookstore	\$ 1,342,000	\$ 964,323	\$ 377,677
V. Contingency and Interest Income			
A. Contingency	\$ 50,000	\$ -	\$ 50,000
Total Contingency and Interest Income	\$ 50,000	\$ -	\$ 50,000
VI. Construction Projects			
A. Parking Lot Pole and LED Replacement Project	\$ 66,000	\$ 58,530	\$ 7,470
B. Revised Campus Master Plan	\$ 100,000	\$ 64,581	\$ 35,419
C. Parking Lot B Improvements	\$ 80,000	\$ -	\$ 80,000
Total Construction Projects	\$ 246,000	\$ 123,111	\$ 122,889
TOTAL ALL	\$ 1,978,250	\$ 1,292,337	\$ 685,913



Virginia Community College System
Auxiliary Reserve Plan for College Parking Facilities
2020-22 Biennium (FY 2021 and FY 2022)
FY 2021

College: Mountain Empire Community College																									
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Peggy Gibson

From: Vickie Ratliff
Sent: Tuesday, June 30, 2020 4:40 PM
To: Peggy Gibson
Cc: Angelia Reynolds
Subject: FW: CHD Advisory Board Members
Attachments: Members 3.2.20.docx

Peggy, could you include this as an item for our Local Advisory Board agenda? We will need to have the Board's approval for her appointment.

Thanks!

Vickie

From: Harriette Arrington
Sent: Tuesday, June 30, 2020 4:32 PM
To: Vickie Ratliff <VRatliff@mecc.edu>
Cc: Angie Lester <ALester@mecc.edu>; Angelia Reynolds <AReynolds@mecc.edu>; Dana DeFoor <DDeFoor@mecc.edu>
Subject: FW: CHD Advisory Board Members

Dear Dr. Ratliff,

I am pleased to announce that we would like to add Mrs. Mona Baker to the CHD advisory board effective as soon as approval has been granted. Mrs. Baker replaces Janet Owen (who moved out of the region/state in the February 2020). Janet was the Western Regional Manager with Child Care Aware of Virginia.

- Mrs. Mona Baker is going to be the new Director of Head Start for Lee County Schools. She is currently transitioning from principal of Dryden Primary to her new role. She has a wealth of knowledge about early childhood issues and practices.
- Contact info: mona.baker@lee.k12.va.us ; Lee Co Public Schools ; 276-690-6513

If more information is need, I will be happy to supply. Please let us know when approval has been granted.

Thank you so much!

Harriette J. Arrington, Ph.D.
Dean, Division of Arts and Sciences

From: Harriette Arrington
Sent: Monday, March 09, 2020 8:47 AM
To: Vickie Ratliff <VRatliff@mecc.edu>
Cc: Angelia Reynolds <AReynolds@mecc.edu>
Subject: FW: CHD Advisory Board Members



*Childhood Development Program
Advisory Board Members*

Dr. Harriette Arrington

Patsy Brimelow

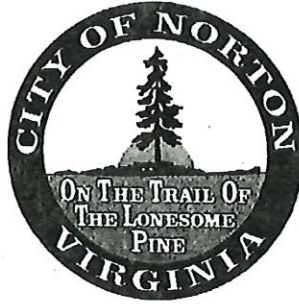
Dana DeFoor

Kathy Wilcox

Dr. Gina Wohlford

Ms. Mona Baker

City of Norton
618 Virginia Avenue
P. O. Box 618
Norton, Virginia 24273-0618



(276) 679-1160
fax: (276) 679-3510
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email: cityhall@nortonva.gov

July 1, 2020

Tim Cassell
714 Laurel Lane SE
Norton, VA 24273

Dear Tim:

The Norton City Council, at its meeting on June 16, 2020, reappointed you to another four-year term on the Mountain Empire Community College Board. This term will expire June 30, 2024.

Please find attached a copy of the Virginia Freedom of Information Act and the Virginia Conflict of Interest Act.

Thank you for your willingness to continue to serve the City and congratulations on your appointment. If I can be of service to you or the Board, please feel free to contact me.

Sincerely,

Fred

Fred L. Ramey, Jr.
City Manager

RECEIVED

JUL 15 2020

Mountain Empire Community College
Presidents Office

FLR

✓ Cc: Dr. Kristen Westover, President

Enclosures: Virginia Freedom of Information Act, Virginia Conflict of Interest Act, Virginia Public Records Act, and the City of Norton Board Appointment Agreement

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