

Meeting Minutes

MECC Local Advisory Board

Tuesday, March 17, 2020, 4:30 p.m.,

Meeting held via conference call due to Declared Emergency COVID-19 Pandemic

MEMBERS PRESENT

SCOTT COUNTY	WISE COUNTY	LEE COUNTY	NORTON	DICKENSON CTY
Rodney Baker Freda Starnes	Bonnie Elosser Mike Abbott Alane Lovern Teresa Adkins	Gail Elliott Emily Kinser Gary Perdue	Tim Cassell	Burl Mooney

MEMBERS ABSENT

David Kindle (Scott)
Keith Wilson (Scott)
Helen Chadwell (Lee)
Betty Cornett (Wise)

Dr. Amy Greear was unable to call in - Dr. Westover will give Dr. Greear's update.

Others Attending:

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 Tuesday, March 17 at 4:30 p.m. via conference call 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. Bonnie Elosser to accept the January 14, 2020 minutes as presented. The motion was seconded by Ms. Alane Lovern and passed unanimously. **(Exhibit 1)**

ADMINISTRATIVE REPORTS

Mr. Baker reported on the following information items:

- | | | | |
|------------------------------|-----------|---------------------|----------------------------|
| ❖ Scholars Recognition Night | Tuesday, | March 24, 5:30 p.m. | Goodloe Center (Cancelled) |
| ❖ Foundation Gala | Saturday, | April 18, 6:00 p.m. | Goodloe Center (Cancelled) |
| ❖ Student Awards Ceremony | Thursday, | April 30, 5:30 p.m. | Goodloe Center (Cancelled) |
| ❖ Celebration of People | Friday, | May 8, 10:30 a.m. | Goodloe Center (Cancelled) |

- ❖ Board Meeting/Graduation/Dinner Friday, **May 15, 4:30 p.m.** Graduation to follow at 6:00 p.m. /Dinner at the John Fox House at approximately 7:30 p.m. **(Cancelled)**

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 January 14, 2020 through March 17, 2020 **(Exhibit 2)**.

Enrollment

The preliminary enrollment report for Spring Semester 2020 MECC headcount is 829 compared to last year's headcount of 877; a decrease of (5) percent. The College's FTE is 1,234 compared to last years, 1,321; reflecting a decrease of (10) percent **(Exhibit 3)**.

Updates

- Dr. Westover updated members of the Board of where the College is in regards to the Coronavirus Disease (COVID-19). She shared that the health and safety of our students and college community is the most important thing to the leadership of this college. The COVID-19 situation is constantly changing and the college is receiving updates almost hourly. In light of the most recent guidance from the VCCS, the Governor's Chief of Staff, and the CDC, MECC is remaining open at this time and are preparing this week to shift to alternate delivery methods beginning next week, March 23rd. She mentioned that MECC employees in positions that can perform telework are preparing to do so this week. Additionally, Dr. Westover mentioned that not all positions within the college will accommodate telework or hybrid telework while continuing to provide services required to keep MECC operations and services operating. Supervisors were instructed to work together with faculty and staff to determine who and what parts may be eligible for full telework.
As of today, the college was directed to limit gatherings to 10 or less if possible and recommended that employees 65 or older with preexisting conditions self-quarantine.
Dr. Westover mentioned that the college is working with students who currently do not have internet access. Nursing faculty are working diligently to offer alternative clinical rotations for our students in clinicals.

Dr. Westover also mentioned the cancelation of several MECC upcoming events such as MECC Graduation, the VATNP Nursing Pinning Ceremony, and the Celebration of People.

Dr. Westover directed Board members to MECC's webpage for updates regarding the Coronavirus <https://www.mecc.edu/coronavirus/>. Password was also provided so that they could look at response to students.

- National Science Foundation (NSF) and ASPEN awards have been postponed at this time.
- SACSCOC - As reported in our last meeting, MECC had just completed the SACSCOC site visit, October 7-10th. The College received only one recommendation which was on the assessment of our QEP. The College's response has been submitted and the SACSCOC Full Board will take action on reaffirmation of our accreditation in June of 2020 which means we should receive notification most likely in July, 2020.

- Dr. Westover mentioned that the Center for Workforce and Innovation of Appalachia (CWIA) is currently open and reported that the dental assisting program is going well. MECC recently hired Mallory Hill as the Title III Coordinator.
- The VCCS has marketed FastTrak Dual Enrollment. Dr. Westover mentioned that our faculty continues to work with the public schools regarding Dual Enrollment.

ACTION ITEM: none

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

Dr. Ratliff reported on the following items:

G3 update – As part of the Governor’s G3 Initiative (Get Skills, Get a Job, Give Back), Dr. Ratliff shared that the new state budget approved by lawmakers’ March 12 included 31.5 million per year for the G3 initiative, for a total of 69M over the two-year budget cycle that begins in July. G3 provides financial assistance at public two-year colleges to eligible low-and middle-income Virginians who enroll in certain programs that lead to a job in a five high demand fields:

- healthcare,
- information technology and computer science,
- manufacturing and skilled trades,
- public safety, and
- early childhood education.

In addition, individuals receiving the funding have to meet the following requirements:

- ❖ maintain the income eligibility requirements proposed by the Governor at 400% of the federal poverty level (meaning applicants would qualify for G3 with a family income of up to \$100,000 for a family of four)
- ❖ does not require students to participate in community service to receive program funding
- ❖ does include students enrolled in eligible noncredit (i.e. FastForward) programs; and
- ❖ includes up to \$2,250 in incentive support to full-time students who are receiving full Pell grants.

Dr. Ratliff mentioned that this is requiring us to change a lot of our programs some of which have already been approved by our Board earlier in the year; some was only content changes and did not require Board approval. Dr. Ratliff mentioned that the college is working to figure out the processes.

Dr. Ratliff mentioned that MECC is one of eight colleges within the VCCS that is actively involved in the Direct Enrollment Pilot Placement. As of today, the VCCS has suspended the Virginia Placement Test (VPT) due to the ongoing situation with the coronavirus and are now allowing individuals who have been out of high school for five years to self-advise. The Pilot is designed to allow student to enroll directly into college level math and English based on high school GPA’s or test scores they already had. Dr. Ratliff mentioned that MECC is fortunate to have been a part of the Pilot and already been using these measures.

Dr. Ratliff shared that she has been working with faculty to develop a plan as to how they will respond to students during the current situation with the coronavirus.

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

Mr. Vicars reported on the following items:

Information Item(s):

Mr. Vicars reported that Administrative Services have been working hard in the area of sanitization of our campus; identify areas that need to be addressed quickly and providing additional supplies as needed.

Local Funds Expenditure Report – Mr. Vicars reviewed with Board members the Local Funds Expenditure Report ending February 29, 2020. **(See Exhibit 4 with details)** Mr. Vicars shared that the Parking Lot LED Lighting Project is ongoing. Campus Master Plan is complete.

Personnel Report – Mr. Vicars reviewed the personnel report ending January 12, 2020. **(See Exhibit 5 with details)**

Action Item(s)

): None

Vice President of Institutional Advancement – Dr. Amy Greear

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

It has been a tough week in terms of investments as many of you know. MECC Administrators have been in contact with Goldman Sachs (our investment manager) throughout the last few weeks. At best, the status of the market will negatively impact student scholarships in the near future. Just how much of an impact is yet unknown. All fundraising for this spring, including MECC's Gala and Lonesome Pine Golf Tournament has been postponed. Hopefully, we will reschedule the Gala for the fall. In addition, our Scholars Recognition Night, which brings together students and their scholarship donors, has also been cancelled.

On a positive, our Lee County Endowed Scholarship Fundraiser, held February 14, brought in \$5000 to support that scholarship -- with the match provided by the Slemph Foundation, the total raised was more than \$10,000.

The Foundation is also applying for two upcoming Tobacco Commission Grants totaling more than \$500,000 which are due April 2.

Upcoming Events:

Action Item(s): None

COMMITTEE REPORTS

Executive Committee

Action Item(s):

❖ **Presidential Survey Evaluation and Letter of Recommendation to the Chancellor (Confidential Items)**

Mr. Baker shared with Board members before going into Executive Session that the Executive Committee of the MECC Advisory Board had meet via conference call today at 4:00 p.m. to discuss the President’s Evaluation and Letter of Recommendation to the Chancellor. A copy of the Presidential Survey was sent via email to all members of the Executive Committee for review and recommendation of changes (**Exhibit 6- CONFIDENTIAL ITEM**). There was no recommendation for changes.

EXECUTIVE SESSION

A motion was made by Mr. Mike Abbott and seconded by Ms. Gail Elliott that:

“The MECC Local Advisory Board go into Executive Session to discuss the President’s evaluation, 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, roll call was taken and each member present concurred.

RETURN TO OPEN SESSION

A motion was made by Ms. Teresa Adkins and second by Ms. Alane Lovern to return to open session. The motion passed unanimously.

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?

All members concurred to the questions.

The MECC Advisory Board will submit a letter to the Virginia Community College System Chancellor, Dr. Glenn DuBois, confirming their collective high vote of confidence in the leadership of Dr. Kristen Westover.

Mr. Mike Abbott made the motion on behalf of the MECC Advisory Board to submit the Letter of Recommendation, as presented, to the Virginia Community College System Chancellor, Dr. Glenn DuBois, confirming their collective high vote of confidence in the leadership of Dr. Kristen Westover. The motion was seconded by Ms. Gail Elliott and passed unanimously.

Finance and Facilities Committee – Mr. Ron Vicars

- ❖ Local Funds Budget Requests 2020-2021 – Mr. Vicars presented and reviewed with Board members the Local Funds Budget Request for 2020-2021. Mr. Vicars added that, overall, there is no more money than we’ve asked localities in the past, however, locality amounts are built on the number of seniors in each locality so there most likely will be some changes. Ms. Bonnie Elosser made the motion to accept the Budget Request as presented; seconded by Ms. Gail Elliott, and was passed unanimously. (**Exhibit 6**)
- ❖ Continuity of Operations (COOP) Plan – Mr. Vicars presented for review the updated MECC Continuity of Operations (COOP) Plan. The (COOP) Plan is used to direct the majority of college leadership as to how the college will respond and continue to operate during the recovery of an emergency situation. (**Document available on-line only**). A motion was made by Mr. Mike Abbott to accept the COOP plan as presented; seconded by Ms. Alane Lovern and passed unanimously.

Curriculum and Student Affairs Committee ~ (Did not Meet)

OLD/NEW BUSINESS

Mr. Rodney Baker, Board Chair, appointed the following Board members to the 2020 Nominating Committee: Gail Elliott, Keith Wilson, and Emily Kinser. Mr. Baker requested that Peggy Gibson schedule a conference call meeting with these individuals within the next couple of weeks.

OTHER COMMENTS

ADJOURNMENT

With no further business to discuss, the meeting adjourned at 5:30 p.m. Next meeting date will be decided at a later date due to the current coronavirus situation.

Peggy Gibson, Recorder