

**Eastern Shore Community College Board**  
**Minutes**  
**April 27, 2017**

The Eastern Shore Community College Board met on Tuesday, April 27, 2017 at 6:00 pm in the Business Development and Workforce Training Center 130 conference room. Prior to the 6:00 pm meeting the Board met for a work session in 160 Conference room where Dr. Linda Thomas-Glover provided an update on the College and President's Goals for 2016-2017. No action was taken at this work session.

**I. Call to Order**

Chair Jeff Holland called the meeting to order at 6:00 PM. He thanked the board members for taking their time to come out this evening.

Board members present: Willie Randall, Glenn Muhle Jr., Terry Ewell, Dee Fitch, Jeff Holland, Lisa Lewis, Aaron Kane, Joyce Falkinburg, Ted Lewis, Bill Payne, and Jack Van Dame. College staff present: Dr. Linda Glover, Eve Belote, Annette Edwards, Janet Justis, Elbert Fuller, and Roshell Brown.

**II. Minutes of January 10, 2017 Meeting**

Motion made by Willie Randall, seconded by Ted Lewis, that the minutes of the January 10, 2017 meeting be approved as distributed. Motion carried.

**III. Recognitions**

**A. Shore Lights**

Dr. Linda Thomas-Glover presented the March Shore Lights Award to Mr. Elbert Fuller, member of the Building and Ground team at ESCC. Dr. Glover shared several comments listed on Mr. Fuller's nomination sheets that were submitted by his peers and presented him with a check that is awarded to all Shore Lights recipients. Mr. Fuller stated that he was so happy and honored to receive such a prestigious award.

**B. Out-going board member recognitions**

Chairman Jeff Holland presented outgoing Board members, Joyce Falkinburg and Lisa Lewis, with a framed photo of ESCC. Jeff thanked them both for their time served and briefly highlighted accomplishments and milestones of each member. Dr. Glover then presented each with a Certificate of Appreciation for their years of dedicated service. Joyce Falkinburg and Lisa Lewis thanked everyone and shared a few moments that they enjoyed most during their tenure as board members.

#### **IV. Action Items**

##### **A. College Board Meeting Dates for 2017-18**

Jeff Holland presented the College Board Meeting Dates for 2017-2018 for approval. Motion was made by Joyce Falkinburg that the College Board Meeting dates for 2017-2018 be approved, seconded by Jeff Holland. Motion Carried.

##### **B. Approval of Increase in Student Activity and Parking Fees**

Annette Edwards presented for approval the proposed increase in both the Student Activity and Parking Fees from the current \$2.50 to \$3.00 per credit hour for a total increase of \$1.00 for both effective for 2017-2018. She stated that SGA had provided support for the increase. Discussion was held in order to clarify any questions that board members had on the topic. Board member Glenn Muhle noted that he wished to abstain from commenting and voting on the topic since he had grandchildren that were students at the institution. Jeff then asked if there were additional questions or comments; being none a motion was made by Terry Ewell to approve, the motion was seconded by Willie Randall that the increase in student activity and parking fees for 2017-2018 be approved as presented. Motion carried.

##### **C. Approval of College Board Discretionary Fund Account for 2017-18**

Annette Edwards presented for approval the proposed College Board Discretionary Fund. Dee Fitch asked about the status of his request at the last board meeting to increase the Shore Light's award from one-hundred dollars to two-hundred dollars. Additional discussion was held on the topic. Vice-chair Lewis asked if the budget increase could possibly be voted on during the next fiscal year. The Board decided to vote on the topic during the next fiscal year. Joyce Falkinburg made a motion to approve the College Board Discretionary Fund Account for 2017-2018 as presented, seconded by Bill Payne.

##### **D. Approval of President Discretionary Fund Account for 2017-18**

Annette Edwards presented for approval the proposed President's Discretionary Fund Account for 2017-2018. Jack Van Dame made a motion to approve the President's Discretionary Account for 2017-2018 as presented, seconded by Willie Randall. Motion carried.

##### **E. Approval of the Student Government Association Budget for 2017-18**

Annette Edwards presented for approval of the Student Government Association Budget for 2017-2018. A motion to approve was made by Joyce Falkinburg, seconded by Aaron Kane. Motion Carried.

#### **F. Annual Approval of the ESCC Emergency Operations Plan**

Annette Edwards presented for approval the proposed 2017-2018 ESCC Emergency Operations Plan. Discussion was held on the proposed changes to the Emergency Operations Plan. Bill Payne made a motion to approve the plan; the motion was seconded by Joyce Falkinburg. The item was approved as presented.

#### **G. Request to deactivate in active Programs**

In Dr. Britt's absence, Dr. Dr. Glover asked the Board for approval to remove programs from the college listing that had been and or need to be discontinued. She requested that the changes be carried out as follows: (1) RAD-Tech program (CIP 51.0911) (terminate existing agreement with Riverside School of Health Careers ; program terminated); (2) Administrative Assistant program (CIP 52.0499) (terminate; re-launch as a specialization); (3) Discontinue Web Design (CIP 11.0801) (re-launch as specialization under Business Management); (4) Discontinue Human Services CSC (CIP 51.1599); (5) Discontinue AA&S in Education (CIP 24.0101); re-launch as specialization under Liberal Arts.

Dee Fitch made a motion to approve the changes; the motion was seconded by Jack Van Dame. The changes were approved as presented.

### **V. Information Items**

#### **A. President's Report**

Dr. Glover shared that ESCC is currently working to prepare their decennial report to SACSCOC. She stated that they are in the process of making sure that the institution is in alignment with the agencies that govern the requirements. Dr. Glover informed the members of the board that Judith Grier will be conducting a review of SACSCOC at the next meeting in July.

Dr. Glover shared that two individuals (Beth Perry and Paul Cutis) recently received promotions which entitled each with a small raise and title change. She informed the Board that Beth is now an Associate Professor of Allied Health and Paul Custis is now the Associated Professor of Mathematics.

Dr. Glover stated that she hoped that the members of the board had the opportunity to see the article recently printed in the Eastern Shore News about how the ESCC Foundation Supports the Mission Of The College.

Dr. Glover informed the Board that on Tuesday, April 25<sup>th</sup> ESCC hosted a Counselors Open House. She also shared that plans are underway to hold a Dual Enrollment orientation on campus during the Fall. She and the Board also held discussion on the Governor mandated three percent raise that will be put in place during the coming Fall.

Dr. Glover shared that she was in the process of exploring implementation of an EMS program in conjunction with Northampton County. She then shared that on May 18<sup>th</sup> the Unmanned Aerial Vehicle (UAV) runway ribbon cutting ceremony will be held at Wallops. Chairman Holland asked Dr. Glover to please extend the invitation for members of the Board to attend.

Lastly, Dr. Glover announced that ESCC came home with two of four prizes awarded at the recent New Horizons Conference. She shared that ESCC won the People's Choice award and placed second for the Excellence in Education award.

#### **B. VP Academic /Student Services Report**

Dr. Glover reviewed several topics on behalf of Dr. Britt who was away on College Business. She reviewed the enrollment report that Dr. Britt submitted. The report indicated an increase in dual enrollment for 2016-2017; however, the overall enrollment was still significantly down over the same time period.

Board member Willie Randall asked if an investigation had been done into the declining enrollment. He then asked Dr. Glover what could be the cause of the decline. Dr. Glover shared that while there could be multiple factors she thought that the decline was most likely due to increased job availability. She shared that potential students are instead choosing to go into the workforce instead of seeking education.

Board member Muhle shared a few thoughts and made a comment on current trends that he has noticed in his field throughout the region.

#### **C. Director of Development Report**

Eve Belote informed the board that ESCC's golf tournament is slated to take place on June 17<sup>th</sup>. She informed the board that she is waiting to hear back about the National Science Foundation (NSF) grant. Eve also reported that Upward Bound grant has been sent out for consideration.

Eve reported that the ESCC Foundation has almost met its Major Gifts campaign goal of two million dollars. Lastly, Eve reminded the board of the upcoming Pandolfi concert that is slated to take place on May 20<sup>th</sup>.

#### **D. Report of the Board Handbook Review Committee**

Joyce Falkinburg, Chair of the Handbook Review Committee, requested that ESCC's Board Handbook review report be deferred until July when the VCCS has made its changes to their policies and procedures.

#### **E. Ad Hoc Committee Reports**

**Building Committee:** No report was given by the committee members; however, Annette Edwards informed everyone that a recent pre-bid meeting produced several contractors all interested in possibly bidding on the contract to construct the new building. She shared that three companies, which were well-known for their quality craftsmanship, actually submitted bids. Annette shared that a June ground breaking is most likely conceivable.

**Advocacy Committee:** Committee chair Bill Payne distributed a handout that provided an overview of the Advocacy Committee's working initiatives and a brief discussion was held on the initiatives. Eve Belote thanked the members of the committee for their ideas, comments, and time that they put into crafting possible initiatives for exploration. Mrs. Belote then shared that she intends to share the committees working initiatives with the ESCC Foundation as well.

#### **F. Commencement**

Roshell Brown reminded the board that this year's commencement will take place on Friday, May 12<sup>th</sup> at 4:00 pm. She asked that those who planned to attend please arrive by 3:15pm for robing. She then announced that she had received the regalia ordered for the occasion available for distribution following the meeting.

### **VI. Closed Session**

#### **Report of the Committee to Evaluate the President**

The Board went into a closed session to receive the report from the Presidential Evaluation Committee. After discussion, the Board came back into open session, verified that only topics related to the presidential evaluation were discussed. The Board then voted to submit the letter compiled by the Presidential Review Committee to the Chancellor.

There being no further business, the meeting was adjourned. Next scheduled meeting will be held on July 11, 2017.

Prepared by:

Approved by:

Submitted by:

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Roshell Brown  
Stenographer

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Jeff Holland  
Chairman

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Linda Thomas-Glover  
Secretary

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