

**Eastern Shore Community College Board
Minutes
October 25, 2017**

The Eastern Shore Community College Board met on Wednesday, October 25, 2017 at 5:30 pm in the Business Workforce Services Building's 130 Conference Room. Prior to that meeting the Board met for a Work Session at 5:00 pm in the 150 Conference room for a Workforce Development Services update. No action was taken at this work session.

I. Call to Order

Vice-Chairman, Ted Lewis, called the meeting to order. He thank everyone for coming out to tonight's meeting.

Members present: Paul Bibbins Jr., Barbara Coady, Marianne Elebash, Terry Ewell, Dee Fitch, Aaron Kane, Ted Lewis, Robie Marsh, Bill Payne, Willie Randall, and Earline Washington.

College staff present: Roshell Brown, Dr. Linda Glover, Thomas Johnson, and Janet Justis.

Guest: Sandy Williams (Shore Lights recipient)

II. Recognitions & Presentations

Vice-Chairman, Lewis, asked Dr. Glover to proceed with the Shore Lights recognition. Dr. Linda Thomas-Glover presented this quarter's Shore Lights Award to Sandy Williams. Dr. Glover then shared a few excerpts from the nomination form submitted for Sandy.

Dr. Glover shared that Sandy was a pleasure to work with. Sandy thanked Dr. Glover and shared with the Board that she was happy to serve. She stated that she was a people person and that she takes delight in making people happy.

III. Board Appointments

Vice-Chairman, Lewis, recognized the newly appointed member of the board, Marianne Elebash. Ted then thanked Marianne for joining the Board and asked her to introduce herself. Ms. Elebash introduced herself to the Board and stated that she looked forward to working with everyone.

IV. Action Items

Minutes of July 11, 2017 Meeting

Vice-Chairman, Ted Lewis, asked the members of the Board to consider the approval of the minutes of the July 11, 2017 meeting. A motion for approval was made by Dee Fitch, and seconded simultaneously by Willie Randall and Terry Ewell. Motion carried; the minutes were approved.

Holiday Calendar

Dr. Glover held discussion on the draft proposed ESCC 2018 Holiday Calendar. Vice-Chairman Lewis asked that the calendar be approved as presented. A motion to approve was submitted by Earline Washington, the motion was seconded by Paul Bibbins. The motion carried.

Local Funds Request Distribution

Dr. Glover asked the Board to view the funding documents that were previously distributed. She reviewed the FY2019 Local Funds Budget Request document, as well as, the actual FY19 Local Fund County Allocations Budget. She discussed in detail some of the expenses that were slated to be covered by the budget.

Board member, Willie Randall asked for additional clarifications as to when the last time an increase in funds was requested from Accomack and Northampton Counties. He stated that perhaps ESCC should be requesting an increase in funding to offset inflation and provide additional funds.

Additional discussion was held on the topic. Board member, Dee Fitch stated that in the future, perhaps next year the Board should consider asking for an increase of funding from the counties. Vice-Chair, Lewis asked that the Local Funds Request Distribution be approved as presented, Dee Fitch made a motion to approve the request. The request was seconded by Earline Washington, the motion carried.

Endorsement of ESCC and President's Goals for 2017-19

Dr. Glover provided the Board with an overview of the proposed ESCC and President Goals for 2017-2019. Dr. Glover informed the Board that the goals are in alignment with the 2017-2019 goals from the Chancellor of the VCCS.

Dr. Glover shared that two new programs the College has been working to get

established in Workforce will start soon. She stated that the two programs are: Customer Service and Emergency Medical Services (EMS). Thomas Johnson stated that Workforce Development Services (WDS) has actually secured an instructor, site, and equipment for said programs. He stated that he anticipated a Fall 2018 implementation date. Dr. Glover shared that the CDL class is set to resume in March 2018.

Dr. Glover began discussing retention rates, both current rates and future rates. She shared with the Board a few plans geared toward increasing retention. Dr. Glover informed the Board that more information on the topic will be made available at the January meeting. Vice-Chair Lewis asked that the Board approve the Goals as presented. Board member, Dee Fitch motioned to approve the goals, the motion was seconded by Paul Bibbins. The motion carried.

Program Discontinuance

Dr. Glover reminded the Board that three programs are set to become discontinued: Information Systems Technology Certificate, Systems Development CSC, and Web Development CSC. Ted Lewis moved that the discontinuances be approved. Dee Fitch made the motion to Approve the requested program discontinuance; Earline Washington seconded the motion. The motion carried.

V. Information Items

President's Report

Dr. Glover discussed the recent groundbreaking event. She thanked everyone for attending the event. She stated that she hoped that everyone enjoyed the photos, and complimented the local Newspapers for coverage and the wonderful articles. She announced that a site manager had recently been hired to oversee the event, Mr. Mike Balance of Parksley, VA. Dr. Glover also shared that major progress on the site for the new building has begun. She stated that currently there is heavy equipment on site, trees coming down, and parking patterns being altered.

Dr. Glover announced that Robin Rich Coates, with PTK, hosted the annual Transfer Fair for Students on October 24th. She informed the Board that 24 Colleges were in attendance to include: Universities represented from Maryland, North Carolina, and VA. She stated that the event was well attended by ESCC students. She informed the Board the visiting Colleges were at Nandua High School in the morning, then they came down to join ESCC in the afternoon.

Dr. Glover announced that on November 9th, ESCC will have two significant functions. She stated that at 1:00 pm ESCC is hosting a curriculum development workshop in response to its recent notification of NSF Award. She shared that the objective for the event is to develop a technical scholars program for CTE programs: Welding, Electronics, and Industrial Technologies. She

informed the Board that ESCC has invited reps from its K-12 partners, from local business and industries and ODU to a work session to help lay out the specifics of the curriculum.

Dr. Glover stated that the second event on November 9th is the annual Program Advisory Committee Diner at 6:00 pm. She invited the Board to attend; she asked them to let Roshell know if will be in attendance. Dr. Glover shared that the speaker for the evening will be Dr. James Schafer, Founding Dean of the College of Continuing Education and Professional Development at ODU.

She informed the Board that her objective is to highlight to the community the relationship between ODU. Dr. Glover reminded the Board that most of our students who transfer, as well significant numbers of local high school students, enroll at ODU.

Dr. Glover shared that she felt this will strengthen the already existing relationship with ODU and that ODU is developing a partnership with NASA to offer graduate programs. ESCC is working in concert to provide classes for technician training. ODU offered two classes this fall. ESCC offered a pre-calculus class which did not get enrollment. She stated that ESCC will try again in the spring and will participate in an information session at Wallops on Monday Nov. 13.

Dr. Glover shared that ESCC was well represented at the recent Northampton County Education Foundation meeting. Dual enrollment was mentioned frequently in a positive vein. Still many not aware that DE also applies to students in CTE areas – focus of the Technical Scholars program.

Dr. Glover indicated that she and Mr. Lawrence, Superintendent with Northampton County Schools, spoke about the DOE “Teacher Training Program”. She shared that Mr. Lawrence has made the plans in AY 18-19 to do the first courses at NHS; in AY 19-20 and 20-21, ESCC would offer dual enrollment classes and allow students to work on an Associates’ degree.

Dr. Glover reminded the Board that reaffirmation of accreditation for SACSCOC will begin next year. She stated that the Commission has undergone a review of the standards that were in place in the early mid 90’s. So effective Jan. 2018, new standards will be addressed. One of the new standards requires demonstration that College Boards conduct self-assessments of their effectiveness. The State Board does this.

Dr. Glover stated, “To ensure that we are fully in compliance within the next two weeks I will send out a survey similar to the one the State Board uses asking for your responses to some questions”. She informed the Board, “We will be able to include in our report and will report back to you at the January meeting”.

Academic & Student Services Report:

Dr. Glover informed the Board that ESCC has said good bye and best wishes for continued success to Dr. Britt as she has moved to Reynolds Community College in Richmond and we welcomed Dr. Daniel Lewis who is with us on loan from the VCCS three days per week.

Dr. Glover shared that Dr. Lewis is currently the Director of Educational Programs & Policy with the VCCS and we are fortunate to have him as a resource as we develop the Technical Scholars Program. Dr. Glover informed the Board that Dr. Lewis is in DC with the Team on the NSF grant (John Floyd, Eve Belote, and Debbie Daniels) so she suggested that he go home to his family tonight instead of traveling back to attend tonight's meeting; she stated he will be back on Monday.

Dr. Glover shared that ESCC is actively engaged in the VCCS effort to improve student success and program completion. She stated that the VCCS has contracted with a company, EAB Navigate, to provide software and training to faculty and staff to help our colleges become more efficient and effective in ensuring student success and credential completions. She shared that ESCC has a team coming to work with the faculty and staff on November 6th and to help us examine and explore its processes ranging from student interest to student enrollment and completion. She stated, "This resource will help us to increase student completion and effectiveness for transfer – areas of concern from the JLARC study". She explained that this process was well underway before the JLARC study was initiated.

Dr. Glover informed the Board that ESCC has recently filled several of its vacancies. She informed them that Alfonso Destro and Kevin Schwenk have joined ESCC as College Success Coaches. She also stated that Ms. Grace Pratt has been hired in a support position; and Chris Alvarado and Dexter Dennis have joined ESCC as new Building and Ground Technicians part-time.

Lastly, Dr. Glover informed the Board that registration for Spring credit classes will begin Monday, Nov 6th.

Workforce Development Report:

Mr. Johnson delivered a FastForward update. He explained that the grant formerly known as the Workforce Credentials Grant is now known as the FastForward. He delivered an update on the recent non-credit credentials that were awarded. He shared with the board that his unit has seen a 168% increase from FY15/16 to FY 16/17. He shared with everyone that it is his goal to have an increase of 15% for FY 17/18.

Mr. Johnson informed the Board of the recent Career Checkup event. He stated that it was free to the public and that the event offered sessions on resume writing, skills assessment, soft skills and interviewing skills.

The WDS Dean informed the Board that WDS has hired new staff as well to fill positions that were previously vacant. Dean Thomas informed the Board that the ESCC Spring Navigator will have 16 different classes offered. He also gave the Board a sneak preview of what the cover of the Navigator will look like once it is printed.

Board Committee Reports:

Board member, Dee Fitch, stated that he had a question for his committee, the Advocacy Committee. Mr. Fitch asked who he should speak to at the institution about possibly providing A&N Electric Cooperative with information and photos for a potential article in their Cooperative Living Magazine that would highlight the college's recent progress in the building of the new facility. He said that he would love to see ESCC make the front cover again as well.

Vice-Chair, Ted Lewis gave an overview of some of the highlights from the Chancellor's Retreat that he and Board Chair, Jeff Holland attended. He stated that it was a wonderful event and encouraged other members of the Board to partake in should they have the opportunity.

Dee Fitch moved that the meeting be adjourned, Earline Washington seconded the motion.

There being no further business, the meeting was adjourned. The next scheduled meeting will be on January 9, 2018.

Prepared by:

Approved by:

Submitted by:

Roshell Brown
Stenographer

Ted Lewis
Vice-Chairman

Linda Thomas-Glover
Secretary