

Eastern Shore Community College
Minutes
April 12, 2011

The Eastern Shore Community College Board met on Tuesday, April 12, 2011 at 6:00 p.m. in the Business Development and Workforce Training Center conference room.

I. Call to Order

Chairman, Lloyd Kellam called the meeting to order.

Members present: Peggy Corbin, Dr. Richard Drury, Maury Enright, Gene Erb, Dee Fitch, Jeff Holland, William Jones, Lloyd Kellam, Lisa Lewis, Robert Turner, Mary Walker and Marcie White. Guest present: Dr. Barbara Johnsen, State Board Liaison. College staff present: Dr. Linda Thomas-Glover, Cynthia Allen, Eve Belote, Judith Grier, Pat Phillips, Bryan Smith, Eddie Swain, Dick Wilt and Mary Anne Wells.

II. Presentation of Shore Lights Award

Dr. Linda Thomas-Glover presented the January Shore Lights Award to Carole Read, Financial Aid Coordinator at ESCC and the April Shore Lights Award was presented to Pat Diem, Assistant Professor, Allied Health at ESCC.

III. Minutes of January 26, 2011

Jeff Holland made a motion to accept the January 26, 2011 minutes as distributed, seconded by Gene Erb. Motion carried.

IV. Action Items

A. College Board Meeting Dates for 2011-2012

Lloyd Kellam presented the 2011-2012 College Board Meeting Dates for approval. A motion was made by Maury Enright, seconded by Dr. Richard Drury, to approve the College Board Meeting Dates for 2011-2012 as presented. Motion carried.

B. Revised College Board Manual

Dr. Linda Thomas-Glover reviewed the process of revising the College Board Manual and By-Laws. The current College Board By-Laws were presented with revisions. Gene Erb

made a motion to approve the changes to the College Board By-Laws with revisions, seconded by Peggy Corbin. Motion carried.

Discussion was held concerning the combining of the revised College Board By-Laws with the College Board Manual there by having only one document to distribute to Board members. As requested by Board members at the January meeting, Dr. Thomas-Glover received legal counsel from Rita Woltz in the Systems Counsel office at the VCCS, concerning the combining of the By-Laws with the College Board Manual. This information was shared with Board members. A question was raised concerning Section 2.500 of the College Board Manual on the Composition of the Board. Jeff Holland made a motion that the College Board Executive Committee communicate with the Systems Office to discuss this issue, and once clarification is given the Executive Committee will then have the authority to vote on approval of the revised College Board Manual. Motion was seconded by Dr. Richard Drury. Motion carried.

V. Informational Items

A. President's Report

Dr. Linda Thomas-Glover reviewed budget items approved by the Governor and discussed how they will affect ESCC. She stated that there is still hope that ESCC will receive funds needed for renovations to the main building. Dr. Thomas-Glover reported on internships that have been established with Wallops Flight Facility. Currently three electronics students are participating in the 6-8 week internship program. Three additional students will participate in a fall internship program. The College Foundation is providing support for the students participating in the internships. Dr. Thomas-Glover stated that she is also talking with representatives from Lockheed Martin and Northrup Grumman in the hopes of developing more internships for our students. Dr. Thomas-Glover announced that ESCC's Honor Society, Phi Theta Kappa, received notification that one of their members is in the top ten for the All Virginia Team. She stated that on April 14, 2011 she will be speaking to the Cape Charles Rotary Club and on May 21, 2011 she will be the featured speaker at the 1st Annual Parent University – "Building Strong Families, Schools and Communities" meeting to be held at Nandua High School.

B. Vice President of Finance and Administration Report

Cynthia Allen announced that the Accounts Payable/Purchasing position in the Business Office has been filled by Vera Dixon from Cape Charles. She stated that her department has been spending considerable time on the new Human Resources Management System that will go live by the end of April.

C. Director of Development Report

Eve Belote gave an update on the activities of the Foundation. She announced that Dr. Barbara Johnsen and her husband, Steve Johnsen, are recipients of the Chancellor's Award for Leadership in Philanthropy and will receive their award at a luncheon to be held in Richmond on April 19, 2011. The Foundation's first annual Scholarship Luncheon will be held on April 29th. At this luncheon scholarship recipients and donors will get a chance to meet face to face. Eve also discussed the benefits of being part of a centralized system where we as a small school can take advantage of consultants in different areas. She is currently working with a consultant concerning planned giving. She also stated that the VCCS is hiring a fund raising counsel which will help us with future fundraising campaigns. Eve announced that the Foundation Golf Tournament will be held on Friday, June 10th at the Eastern Shore Yacht and Country Club.

D. Coordinator of Research, Planning and Assessment Report

Judith Grier distributed and reviewed the February 2011 VCCS Student Success Snapshot report. She stated that through the re-engineering of the developmental math and English programs, ESCC will participate in the pilot program to test the new math placement tool. This pilot program is one of many that we have participated in throughout the System. Judith also reviewed the internal planning processes for the college. She stated for 2010/11 program reviews were done for the Electronic Technology, Administrative Assistant and Clerical Studies programs. For 2011/12 plans are for program reviews in Business Administration, Science, Medical Assisting and HVAC programs.

E. Dean of Learning Resources Center Report

Pat Phillips in her role as Affirmative Action Officer for the college reviewed the new Diversity Recruitment Plan for both faculty and staff.

F. Dean of Student Services Report

Bryan Smith gave an enrollment report for Spring 2011 that compared the current semester to the past five years. He stated that we have seen a consistent rise in our spring enrollments. Also included on the report were headcounts and FTE's for the past five years for Fall and Summer terms. Bryan stated that registration for Summer 2011 and Fall 2011 begins on Wednesday, April 13th. He plans to have an end of year enrollment report on Dual Enrollment at the July meeting.

G. Dean of Workforce Development Report

Eddie Swain gave an update on Workforce Development focusing on Workforce Investment Act (WIA) Services and the Eastern Shore One-Stop Center Services. He distributed and reviewed contributions to ESCC from WIA in tuition/fees and FTE's as well as some student success stories. Eddie shared a copy of the Annual Report from the Virginia Workforce Council for 2009-10 in which ESCC's Summer Youth Program was highlighted.

H. Dean of Instruction Report

Dick Wilt gave a report on enrollment figures in some of our new career tech education programs. He also reported on grants received by numerous programs at ESCC. Dick stated that we have completed articulation agreements for all our programs with Norfolk State University, and we also have an articulation agreement with Old Dominion University for our electronics technology program.

I. State Board Report

Barbara Johnsen, our liaison to the State Board for Community Colleges, gave a report for the State Board focusing on the support the VCCS received from the Governor in the budget. She stated that Virginia is becoming a leader though out the country in re-engineering.

Chairman, Lloyd Kellam, announced that Gene Erb's term with the College Board will expire in June 2011, and recognized Mr. Erb for his dedication and service to this Board.

VI. Closed Session – Report from the Committee to Evaluate the President

The College Board went into closed session to receive the report from the Presidential Evaluation Committee.

There being no further business, the meeting was adjourned. Next scheduled meeting will be held on Tuesday, July 12, 2011.

Prepared by:

Approved by:

Submitted by:

Mary Anne Wells
Stenographer

Lloyd Kellam
Chairman

Linda Thomas-Glover
Secretary