

**EASTERN SHORE COMMUNITY COLLEGE BOARD**

**MINUTES**

**OCTOBER 12, 2010**

The Eastern Shore Community College Board met on Tuesday, October 12, 2010 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, Richard Drury, Maury Enright, Joyce Falkinburg, Dee Fitch, Jeff Holland, Bill Jones, Lloyd Kellam, Lisa Lewis, Mary Walker and Marcie White. College staff present: Cynthia Allen, Eve Belote, Dr. Linda Thomas-Glover, Judith Grier, Pat Phillips, Bryan Smith, Eddie Swain, Mary Anne Wells and Dick Wilt.

At the opening of the meeting Dr. Linda Thomas-Glover presented the Shore Lights Award to Dave Hawes, Buildings and Grounds Staff at ESCC.

**II. Minutes**

Jeff Holland made a motion to accept the minutes of the July 13, 2010 meeting as distributed, seconded by Joyce Falkinburg. Motion carried.

**III. Board Appointment**

**A. Accomack County – New appointment**

Mr. Kellam introduced and welcomed Mr. Dee Fitch as the new appointment by Accomack County Board of Supervisors to serve on the Eastern Shore Community College Board.

**IV. Action Items**

**A. Academic Calendars for 2011-12 and 2012-13**

Dr. Linda Thomas-Glover presented the Academic Calendars for 2011-2012 and 2012-2013 for board approval. Motion was made by Mary Walker, seconded by Peggy Corbin that the Academic Calendars for both 2011-2012 and 2012-2013 be approved as presented. Motion carried.

**B. Holiday Calendar for 2011**

Dr. Linda Thomas-Glover presented the college Holiday Calendar for 2011 for board approval. Joyce Falkinburg made a motion that the Holiday Calendar for 2011 be approved as presented, seconded by Marcie White. Motion carried.

**C. Review and Approval of ESCC Mission Statement and Strategic Plan**

Dr. Linda Thomas-Glover reviewed the ESCC Mission Statement and the ESCC 5-year Strategic Plan with board members and asked for board approval on both documents. Dr. Richard Drury commended Judith Grier and other college staff for their work on producing such a well put together 5-year Strategic Plan. A motion was made by Dr. Richard Drury, seconded by Joyce Falkinburg that both the Mission Statement and the Strategic Plan be approved. Motion carried.

**D. Appointment of Executive Committee for 2010-11**

Lloyd Kellam explained that the Executive Committee of the College Board consists of the chair, vice-chair and two additional board members. He presented the following board members, Lisa Lewis and Jeff Holland to serve with him and Marcie White on the 2010-2011 Executive Committee. Motion was made by Mary Walker, seconded by Maury Enright that the 2010-2011 College Board Executive Committee be approved as presented. Motion carried.

**E. Approval to Use Local Funds for Inauguration Expenses**

Cynthia Allen stated that for Dr. Linda Thomas-Glover's inauguration to be held on October 29, 2010 most of the expenses will be covered under existing local fund allocations and thru the generosity of the College Foundation. She asked for board approval to utilize \$2,000 of vending revenues to cover the cost of the reception. Joyce Falkinburg made a motion that \$2,000 from vending revenue be approved for use in covering the expenses of the inauguration reception, seconded by Maury Enright. Motion carried.

**V. Informational Items**

**A. President's Report**

Dr. Linda Thomas-Glover shared recognition items that the college had received from the Census Bureau for our participation during the census taken this past spring and summer. She also shared information on the award our Adult Education Program received from achievement of Tier 1 status on the Fiscal Year 2009-10 Adult Education

Performance Report Card. She announced and extended an invitation to all board members to attend the Annual Advisory Committee Program and Dinner to be held on Wednesday, November 10, 2010 at 6 pm in the Great Hall of the Workforce Development Services building. Dr. Thomas-Glover gave an update on the access road. Bid process has been completed, and bids were higher than expected. She will keep the board posted on how things are proceeding. She announced that the 2010 State Board Annual Meeting will be held at the Boar's Head Inn in Charlottesville, VA on November 16<sup>th</sup> and 17<sup>th</sup>. Anyone interested in attending will need to contact Mary Anne Wells by October 15<sup>th</sup> for hotel reservations and registration for the meeting.

**B. Vice President of Finance and Administrative Services Report**

Cynthia Allen reported on how funds received by both Accomack and Northampton counties were spent during 2009-10. She announced that due to our enrollment growth, the business office will be hiring a new part-time employee, Kimya Barrett, to help with the increasing workload.

**C. Director of Development Report**

Eve Belote reported on the activities for Dr. Thomas-Glover's inauguration to be held on October 29<sup>th</sup>. She asked that board members arrive by 1:15 pm to robe and get ready for the processional. She also reported that the Foundation will be focusing during the next quarter on their budget, new members to serve on the Foundation Board, new programs and their letter for giving that will be going out soon. Eve stated that to date giving has exceeded last year.

**D. Coordinator of Institutional Research Report**

Judith Grier thanked the board for their review and approval of the college mission statement and five-year strategic plan. She stated that each of the college standing committees will now be reviewing the strategic plan for areas they will be involved in as well as reviewing department one-year plans for approval. We will now start working on the budget process for the strategic plan. More will be shared with the board later.

**E. Dean of Learning Resources Center Report**

Pat Phillips reported on the student success snapshot of library use. She distributed and reviewed a handout showing how ESCC compared to several other community colleges in Virginia that are similar in size, on the number of full-text articles downloaded during 2009-2010.

#### **F. Dean of Student Services Report**

Bryan Smith presented the Fall 2010 Enrollment report and compared headcount and FTE's for the past seven years. He also reported on dual enrollment figures for the past three Fall semesters. It was suggested that a news article be put together with information on our dual enrollment program.

#### **G. Dean of Workforce Development Report**

Eddie Swain distributed a copy of the current Navigator for Fall 2010. He also distributed and reviewed the FY 10 Performance Report for Workforce Development Services.

#### **H. Dean of Instruction Report**

Dick Wilt reported that one of ESCC's faculty members, Kim Grewe, Assistant Professor of English, will be doing a presentation at this year's Master Teacher Seminar. He announced that ESCC and Norfolk State University have signed an articulation agreement in both the transfer area and the applied science degree area. We also have an articulation agreement in the works with Old Dominion University. Both of these agreements are in addition to the guaranteed admissions agreements. We are also working on proposals to work with UMES and NSU to lure students into math and science majors. Dick also reported that a Virginia Space grant is being developed for a summer program for middle school age kids to focus on careers in the math and science areas. ESCC will be working with TCC, TNCC and JTCC on this proposal. He reported on two VCCS projects that have been completed. Bill McCarter, Assistant Professor of Development English, worked with students from Northampton High School that were unable to pass the college placement test to score high enough to place into dual enrollment college English. This was a college readiness pilot program. Seventeen students participated in the program and fourteen were successful in completing the college placement test to place in college English. Another program completed was the development of a 1 credit Career Orientation course. Dick reported that our Early Childhood online program is continuing to grow at a good rate. We went from 17 students enrolled in the program to currently having 55 students enrolled. He also reported on the Met Life Grant – an elderly life training program. Pat Diem, Assistant Professor of Allied Health, and others have put together 10 DVD's that train trainers to go out into the community and be able to give instruction to those who care for the elderly. The DVD's are available at numerous locations on the Shore. Dick also reported that in an attempt to diversify our Fall 2010 course offerings we are now offering

courses in Archeology, Art, Music and Theater. These courses are open to anyone and can be used for credit by our students in transfer programs.

There being no further business, the meeting was adjourned. Next scheduled meeting will be held on January 11, 2011.

Prepared by:

Approved by:

Submitted by:

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Mary Anne Wells  
Stenographer

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Lloyd Kellam  
Chairman

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Linda Thomas-Glover  
Secretary