

Eastern Shore Community College Board

Minutes

April 14, 2015

The Eastern Shore Community College Board met on Tuesday, April 14, 2015 at 6:00 pm in the Business Development and Workforce Training Center conference room.

I.e Call to Ordere

Chair Jeff Holland called the meeting to order. He commended the Board Members on the full show of attendance and thanked them for their time. Mr. Holland then acknowledged State Board Liaison Dorcas Helfant-Browning and thanked her for traveling many miles to the join members this evening.

Members present: Barbara Coady, Peggy Corbin, Richard Drury, Terry Ewell, Joyce Falkenburg, Dee Fitch, Jeff Holland, Aaron Kane, Lloyd Kellam, Lisa Lewis, Ted Lewis, Glenn Muhle, Bill Payne, Jack Van Dame, and Dorcas Helfant-Browning. College staff present: Dr. Linda Glover, Eve Belote, Annette Edwards, Judith Grier, Janet Justis, Melody Moore, Eddie Swain, and Roshell Brown.

II.e Recognitions & Presentationse

Dr. Linda Thomas-Glover presented the March Shore Lights Award to Nancy Lewis, Administrative Office Assistant at ESCC. Dr. Glover presented Board Member Peggy Corbin with a Certificate of Appreciation for her time served, and a framed picture of ESCC. During the presentation Mrs. Corbin acknowledged ESCC as being a tremendous asset to the whole community. She shared that it has been her honor to serve on ESCC's board.

III. Minutes of January 13, 2015 Meeting

Motion made by Dee Fitch, seconded by Joyce Falkinburg, that the minutes of the January 13, 2015, meeting be approved as distributed. Motion carried.

IV.eAction Itemse

A.e College Board Meeting Dates for 2015-16e

Jeff Holland presented the College Board Meeting Dates for 2015-2016 for approval.e Motion was made by Dee Fitch that the College Board Meeting Dates for 2015-2016 be approved, seconded by Joyce Falkinburg. Motion Carried.e

B.e Approval of College Board Discretionary Fund Account for 2015-16e

Annette Edwards presented the proposed College Board Discretionary Fund Account for 2015-2016 for approval. Motion was made by Terry Ewell, seconded by Joyce Falkinburg that the College Board Discretionary Account for 2015-2016 be approved as presented. Motion carried.

C.o Approval of President Discretionary Fund Account for 2015-16o

Annette Edwards presented for approval the proposed President's Discretionary Fund Account for 2015-2016. Joyce Falkinburg made a motion to approve the President's Discretionary Account for 2015-2016 as presented, seconded by Dee Fitch. Motion carried.o

D.o Approval of Student Government Association Budget for 2015-16o

Annette Edwards presented the Student Government Association Budget for 2015-2016o for approval. Discussion was held on a proposed fee increase from \$1.50 to \$2.00 too reflect a fifty-cent difference. Dee Fitch made a motion to approve the Student Government Association Budget for 2015-2016 as presented, seconded by Joyce Falkinburg. Motion carried.o

E.o Approval of Increase in Student Activity and Parking Feeso

Annette Edwards presented for approval a proposed increase in the Student Activity and Parking fee for 2015-2016. Discussion was held on the proposed increased cost too students per credit hour and comparison of ESCC fees to other Colleges in the VCCS. .o Dee Fitch asked exactly how much of an increase was requested. Annette Edwards reported a fifty cent increase from \$1.50 to \$2.00. A motion to approve was made by Dee Fitch, seconded by Joyce Falkinburg. Motion Carried.o

F.o Approval of Local Fund County Allocationso

Annette Edwards presented for approval the proposed 2015-2016 Local Fund County Allocations. Discussion was held on the proposed 2015-2016 Local Fund County Allocations. Chairman, Jeff Holland, asked what factors are causing the rate increase.o Annette Edwards cited several factors that may be affecting funding. Joyce Falkinburg made a motion to approve the Local Fund County Budget, seconded by Dee Fitch.o Motion Carried.o

G.o Annual Approval of the ESCC Emergency Operations Plano

Annette Edwards presented for approval the proposed 2015-2016 ESCC Emergency Operations Plan. Discussion was held on the proposed changes to the Emergencyo

Operations Plan. Annette Edwards stated that very few changes were need to the existing plan. Joyce Falkinburg agreed that changes were minimal and asked if proposed changes could possibly be highlighted in the future for easier detection. Joyce Falkinburg also requested word processing refinements as well. Annette Edwards conceded to the request. Bill Payne made a motion to approve the changes to ESCC's Emergency Operations Plan as after edits, seconded by Joyce Falkinburg.

H. Discontinuation of Programs

Dr. Melody Moore reported that there were no New Career Studies Certificates just Discontinuation of Programs for discussion. She updated everyone on what trends are revealing about what employers are seeking in a potential employee. She reported that employers are looking for a class or two of CADD rather than completion of an entire CADD program. Dr. Moore indicated that enrollment was down in the CADD Program so the College would like to integrate CADD into an existing program, thereby reducing the overhead for providing a program that focuses solely on CADD. Discussion was held on the proposed discontinuance of programs. Jeff Holland inquired as to how the College handles faculty issues such as, when there is no faculty member to provide a class that a student needs. Dr. Linda Thomas-Glover addressed his question by explaining how a similar scenario like that has been addressed in the past. Chairman, Jeff Holland, made an inquiry into dual enrollment numbers. Discussion was held on factors that may play a part in the changes of dual enrollment numbers. A motion was made by Barbara Coady to approve proposed discontinuation of programs, seconded by Joyce Falkinburg. None opposed. Motion carried.

Dr. Moore reported that the Financial Aid Department had two audits recently. One audit was an APA audit. The other was a VCCS audit. She informed the Board that the result of the audit indicated no violations only a few minor suggestions. Dr. Moore acknowledged the hard work of Carole Read to resolve any issues and comply with any suggestions. Board member, Lisa Lewis, asked if the audits were random and it was Dr. Moore indicated that they were. Board member, Dee Fitch, asked if the College had to pay for the audits. Annette Edward answered that we had to pay for the APA audit preformed; but not the VCCS audit performed.

I. Report of the Handbook Review Committee

Joyce Falkinburg reviewed her edits to the Report of the Handbook Review Committee. She issued kudos to the past review committee. She reported minimal changes were need to the document. She implied only a few changes in wording were needed and an update to the appendix section. The committee was in favor of the approval of the Handbook with no one opposed.

V. Information Items

A. President's Report

Dr. Linda Thomas-Glover reported that she will attend the Access College Foundation Luncheon slated for April 28th at the Barrier Island Center. The event will celebrate the Access College Foundations expansion to Northampton County Schools; and will feature a special scholarship announcement. She also shared with the Board that both classes Intro. to Business and Psychology that were offered at Wallops last fall and this spring have been a great success. She shared her delight that the college will be able offer Business 160 & General Education classes up at Wallops in the coming fall semester.

Dr. Glover reported that she recently attended the Wallops Island Regional Alliance at The Jackspot in Chincoteague, VA. She shared that she sat in for the Cyber Security Round Table which identified skill sets needed for Lynx, Cisco, and Database.

Discussion was held on the role of ESCC in the community. Dr. Glover noted that ESCC is a part of the Wallops Higher Education Partnership Web. She stated that she feels good about the connections ESCC is making with Wallops, as well as, the other institutions in the web (Wor-Wic, Old Dominion, and Wilmington University). Dr. Glover explained that ESCC will serve as the face-to-face contact in the partnership while the other colleges will serve in an on-line capacity. She indicated that students will be able to complete their first two years here at ESCC and then transition to the other institutions.

Dr. Glover reported that Phi Theta Kappa will be going to San Antonio, Texas. She informed the members of the board that she had been selected to receive Phi Theta Kappa's prestigious Shirley B. Gordon Award of Distinction. Dr. Glover shared with the members of the board that Dr. Bell of UMES was able to negotiate reduced tuition for students of the Delmarva Peninsula. The discount would allow for a reduction in tuition by about fifty percent for student's from the Delmarva Peninsula who are interested in transferring to UMES.

Dr. Glover revealed renderings (both outside and inside) of the new building and went over the layout. Chairman, Jeff Holland asked if the board could get a breakdown of anticipated milestones for the project. Eve Belote gave a possible timeline that highlighted major events. She indicated that midyear 2017 the building may be completed.

B. Ad Hoc Committee Reports

Advocacy Committee Chair, Dee Fitch, reported that the advocacy committee met recently and discussed several items. Dee Fitch announced that Bill Sterling would like to write an article in which ESCC will to be highlighted in A & N Electric Company's

monthly magazine. Dr. Glover stated that she thought it to be a great opportunity to use the article as a platform to talk about our new buildings proposed energy efficiency.

C. ESCC Diversity Report Update

Janet Justis gave a diversity report update. She stated that ESCC is the smallest of 23 community colleges and that this sometimes this can bring about challenges in recruiting students, as well as, and recruiting, hiring, and retaining a diverse group of faculty. She stated ESCC is being proactive in its ways to make sure that we follow Diversity and Inclusion protocols. She reported that Professor Paul Weitzel serves as ESCC's VCCS Officer on a board that fosters' diversity and inclusion in ESCC's hiring. She discussed ESCC's goals and timelines in the four components of promoting diversity and inclusion which are: Communication and Vision Sharing, Retirement and Recruitment, Community Engagement, and Integration.

Janet informed the board members that ESCC is taking part in the Great Colleges to Work for Survey. She stated that this survey is being taken by faculty members and their peer groups.

D. Review of Draft 2015-2-2021 ESCC Strategic Plan

Judith Grier reported that there was a deadline for the Mission Statement Approval. She stated that the deadline was May 30, 2015; so that it will be completed before the next board meeting. Chairman, Jeff Holland, comment that he liked the formatting of the mission statement.

E. Commencement

Roshell Brown announced that commencement will be held on Friday, May 15, 2015 at 4:00pm here on the college campus. Board members are asked to arrive on campus at 3:15pm that day. Commencement cap and gowns have arrived and will be distributed to members at the end of the board meeting tonight.

VI. Closed Session

Chairman, Jeff Holland, closed the open session of the Board meeting and went into a closed session to receive the report form the Committee to Evaluate the President.

There being no further business, the meeting was adjourned. Next scheduled meeting will be held on July 14, 2015.

Prepared by:



Roshell Brown
Stenographer

Approved by:



Jeff Holland
Chairman

Submitted by:



Linda Thomas-Glover
Secretary