

**Eastern Shore Community College Board**  
**Minutes**  
**January 10, 2017**

The Eastern Shore Community College Board met on Tuesday, January 10, 2017 at 5:30 pm in the Business Development and Workforce Training Center 130 conference room. The Board met prior to the 5:30 pm meeting in the 130 Conference room for a work session in the 160 Conference room where no action was taken, but a presentation entitled "Take 13" was presented by Dr. Kimberly Britt.

**I. Call to Order**

Chair Jeff Holland called the meeting to order. He thanked the attendees for venturing out in the weather this evening in order to attend the meeting.

Members present: Paul Bibbins, Jr., Barbara Coady, Dee Fitch, Jeff Holland, Aaron Kane, Ted Lewis, Bill Payne, Willie Randall, and Jack Van Dame. College staff present: Dr. Linda Glover, Dr. Kimberly Britt, Eve Belote, Judith Grier, and Roshell Brown.

**II. Minutes of October 17, 2016 Meeting**

Motion made by Willie Randall, seconded by Paul Bibbins, that the minutes of the October 17, 2016 meeting be approved as presented. Motion carried.

**III. Recognitions & Presentations**

Dr. Linda Thomas-Glover presented the January Shore Lights Award to Judith Grier, Coordinator of Research Planning and Assessment at ESCC. Dr. Glover shared a few comments from Judith's nomination. Mrs. Grier thanked Dr. Glover and shared a few additional words of thanks with the committee in appreciation for receiving the award.

**IV. Action Items**

**A. Appointment of Committee to Evaluate the President**

Board Chair, Jeff Holland, appointed Aaron Kane, Terry Ewell, and Ted Lewis to serve on the President's Evaluation committee. He designated Aaron Kane to serve as committee chair. Chairman Holland informed the selected committee members that Roshell Brown will be contacting them with the information needed to complete the evaluation process.

**B. Appointment Committee to Review College Board Manual**

Board Chair, Jeff Holland, appointed Joyce Falkenburg, Aaron Kane, and Dr. Paul Bibbins, Jr. to serve on the College Manual Review committee. He designated Joyce Falkenburg to

serve as committee chair. Chairman Holland informed the selected committee members that Roshell Brown will be contacting them with the information needed to complete the manual review process.

## **V. Informational Items**

### **A. President's Report/Workforce Development –**

Dr. Glover informed the Board that in the Spring ESCC will be advertising various positions. She shared that four positions will be filled due to retirements and three positions will be filled due to resignations.

She shared that there is currently insufficient data to address Spring semester enrollment as dual enrollment numbers are not in. She informed the board that the schedule adjustment period is still underway. She stated that she anticipates that the numbers will still probably be down this year around 10-12%. She shared that this trend is not one that ESCC faces alone; in-fact the Chancellor has called a special session at the February ACOP meeting to discuss the decline in numbers that are affecting many institutions in the VCCS. She shared that the VCCS must now prepare for a 7.5 % reduction in state funding.

Dr. Glover announced that the VCCS staff are getting closer to reviewing items with Bureau of Capital Outlay Management (BCOM). She shared that the bidding process for the new building may be able to start as early as late March 2017.

Dr. Glover gave a brief overview on workforce programs. She shared that Workforce is currently offering Pharmacy Tech classes that have been State Board approved. She shared that 15 students are slated to begin later this month and that work is currently underway to find some clinical sites for work hours. Dr. Glover informed the board that Workforce is trying to pilot and use Incumbent Worker funds for special pricing to get the Hospitality Readiness program off the ground and running smoothly.

Dr. Glover addressed an issue with dual enrollment and a Nandua student. She shared that the issues were brought to her attention just before Christmas break and that she had indicated to the student's parents that she could not indicate what the high school does, but she would share the following information with them: State Governing Principals for dual enrollment that is signed by the Secretary of Education; Superintendent of Principal Investigation, and the VCCS Chancellor. She also indicated that she shared the State Council of Higher Education for Virginia (SCHEV) policy on dual enrollment. She stated that a decision had been reached and the outcome was not favored by the student's family. She stated that she was copied on the email and intends to send the document to all members of the board as well.

**B. VP of Academic/Student Services –**

Dr. Kimberly Britt informed the board that she submitted ESCC's Tangier Initiative for presentation, which features "Take 13", at the upcoming New Horizons conference, which is slated to take place in April 2017. She indicated that iMayo will be used in her presentation as well. She shared that there is a competition amongst the colleges that present at New Horizon and that there are several cash prize associated with the presentations that are selected at the event. She expressed that she and her colleagues in the Student Services department have been working hard on their presentation in the hopes of bringing home a win for ESCC!

Dr. Britt shared that she is working to update the dual enrollment numbers and that they will be available at the next meeting in April. Dr. Britt also shared that some of the colleges Career Studies Certificates (CSC) may need to be discontinued if enrollment in those programs are not as strong as they have been in the past. She informed the board that she will be sharing more information about that at the April meeting.

**C. Director of Development Report –**

Eve Belote informed Board members that there are four new ESCC Foundation Board members: Bob Bloxom, Ron VanGeijn, Wendy Lilliston, and Rachel Kellam. Eve shared that the Major Gifts campaign was nearing its end and that she believes that it will meet or exceed its current goal.

Eve shared that organizationally the WSSN program has currently moved out of WDS to align with Student Services. She stated that it had been done to strengthen student success. Eve also shared that a team has been assembled to attend the Achieving the Dream Conference in February.

**D. Coordinator of Research, Planning, & Assessment –**

Judith Grier directed the attention of the members of the board to the SACSCOC calendar provided in their packets. She reviewed the dates and significance of each of the events that were listed on the calendar. Judith also referenced the Decennial team members that were also listed on the document that attended the SACSCOC conference in Atlanta in December.

Judith shared that she intends to present a SACSCOC update to the college on Planning day which is set to occur on January 17, 2017.

**E. Ad Hoc Committee Reports –**

Board Chair, Jeff Holland, reviewed each the Ad Hoc committee member duties for each committee. Board Chair Holland, then went on to announce this year's committee membership as follows:

- The Building Committee will consist of Lisa Lewis (chair), Terry Ewell, Glenn Muhle, Jr., and Earline Washington.
- The Evaluation Committee will consist of Aaron Kane (chair), Terry Ewell, and Ted Lewis.
- The Advocacy Committee will consist of Dee Fitch (co-chair), Dr. Paul Bibbins, Jr., Barbara Coady, Bill Payne (co-chair), and Willie Randall.
- The Wallops Committee will consist of Ted Lewis (chair), Jack Van Dame, Terry Ewell, and Caroline Massey.
- The Manual Review Committee will consist of Joyce Falkinburg (chair), Aaron Kane, and Dr. Paul Bibbins, Jr..

Board Chair, Jeff Holland, asked Roshell Brown to send out an updated board roster to the College Board members and ESCC President's Cabinet members. He also asked her to research FOIA compliance requirements for future committee meetings.

**F. Commencement – Roshell Brown**

Roshell reminded the Board that Spring Commencement is set to be held on Friday, May 12, 2017. She requested that regalia order sheets be turned in by February 12<sup>th</sup> so that orders may be placed on time. Roshell also reminded the Board members that it is time to complete and submit this year's Financial Disclosure Statement. Board Chair, Jeff Holland instructed the members of the Board to follow-up with Dr. Glover's office if any assistance is needed to complete the form.

Motion was made by Dee Fitch to adjourn the meeting, seconded by Willie Randall. Motion carried. There being no further business, the meeting was adjourned. Next scheduled meeting will be held on April 11, 2017.

Prepared by:

Approved by:

Submitted by:



Roshell Brown  
Stenographer



Jeff Holland  
Chairman



Linda Thomas-Glover  
Secretary