

**Eastern Shore Community College Board  
Minutes  
January 13, 2015**

The Eastern Shore Community College Board met on Tuesday, January 13, 2015 at 6:00 pm in the Business Development and Workforce Training Center conference room.

**I. Call to Order**

Chair Jeff Holland called the meeting to order. He introduced new Accomack County appointee to the Board, Glenn Muhle, Jr. Introductions were made of all board members. Dr. Glover introduced Roshell Brown, her new administrative assistant. Her official start date is January 26, 2015.

Members present: Barbara Coady, Peggy Corbin, Richard Drury, Terry Ewell, Dee Fitch, Aaron Kane, Lisa Lewis, Glenn Muhle, Bill Payne, Jack Van Dame. College staff present: Dr. Linda Glover, Eve Belote, Annette Edwards, Judith Grier, Janet Justis, Melody Moore, Eddie Swain.

**II. Minutes of October 7, 2014 Meeting**

Motion made by Bill Payne, seconded by Dee Fitch, that the minutes of the October 7, 2014, meeting be approved as distributed. Motion carried.

**III. Presentation of Shore Lights Award**

Dr. Linda Thomas-Glover presented the January Shore Lights Award to Paul Custis, Assistant Professor of Mathematics at ESCC.

**IV. Action Items**

- A. Appointment of Committee to Evaluate the President – Lloyd Kellam, Bill Payne, Peggy Corbin**
- B. Appointment of Committee to Review College Board Manual – Joyce Falkinburg, Richard Drury, Aaron Kane**
- C. Appointment of Advocacy Committee – Dee Fitch, Barbara Coady, Richard Drury**

**D. Appointment of Wallops Committee** – Ted Lewis, Jack Van Dame, Glenn Muhle. Jeff Holland also noted that he would like for Caroline Massey, Foundation Board Member and NASA Operations Management Director to serve on this committee.

**E. Appointment of State Board Meeting Committee/ New Building (after State Board meeting is complete)** - Lisa Lewis, Terry Ewell. Eve noted that there is also an internal college committee that will work with the board committee.

Board members were asked if they wished to change committees, please submit a request to Jeff Holland and Dr. Glover. First individuals listed for each committee will serve as chair.

## **V. Informational Items**

### **A. President's Report**

Dr. Glover reported that ESCC offered three classes for Spring: Intro to Bus (Tues mornings); Eng 111 (at Northrup-Grumman) and Gen Psy on Tuesday evenings at Chincoteague Bay Field Station. English was cancelled due to low enrollment.

She also reported on the progress of the WHEP (Wallops Higher Edn Partnership): Dec.11 ESCC/Wor-Wic CC/ ODU/WU held a second Edn. Resource Fair @ Wallops open to community but really targeting the NAVY and Coast Guard. About 22 attended – more importantly, we are establishing a presence. At today's ESDA meeting, Captain Robinson with the NAVY openly expressed his appreciation for what ESCC is doing to the NAVY personnel and families.

Student legislative visits are planned for Jan 25th (pending weather) and Jan 29<sup>th</sup>.

Retirements/hirings – Retirements: Carol McGarrity (10 years) – Adm. Assist to VP ASA, Connie Fentress (5 yrs + many in p/t capacity with ABE); Jerry Fluharty – math faculty (30 years); Shelly Mize – fin. Aid assistant (p/t – 9 yrs); new job: Kim Grewe (6+ years). Will also have some new positions due to grant funding and special student success initiatives set by VCCS. Dee Fitch asked if it is easy to recruit to the Eastern Shore. Dr. Glover stated that it depends on the position, with pools ranging from seven to forty. Lisa Lewis asked what the community perception could be if we have many positions advertised. Eve noted that it could actually be viewed as a positive. Jeff noted that we could do some PR if it seems that it is actually perceived as a negative.

Plans are underway for Spring State Board visit – Lisa Lewis has taking charge of securing housing for State Board members for their March meeting here on the Shore. We have an internal committee working on the logistics and Caroline Massey @ NASA (and she is also on the Foundation Board) is coordinating a tour of WFF on the Thursday morning. Lisa Lewis asked about the State Board tour of WFF; Dr. Glover noted it would be a basic tour but would include the control room and the Horizontal Integration Facility (HIF). Lisa noted that it was important for those board members to be exposed to areas that

would be important for legislative funding. Dr. Glover also mentioned that it would be important for those board members to see our student interns if possible.

December 15 – ESCC held an Employer Roundtable with focus on Cyber-Security. We allowed attendees to share their needs and discussed steps we need to take in the future. High on their lists were 1) a boot camp for those needing to take certification testing; 2) needs for a testing site so that employees don't need to leave the Shore and 3) training to keep employees current with the continuous upgrades of systems whether LINUX, CISCO or Microsoft. We will have a follow-up meeting Feb 27.

In February, ESCC will also host a similar Roundtable with companies who benefit from employees with formal education in Human Services. We did allow the two introductory Human Services Classes to run this semester as a means to develop interest in the program. The session with employers will help us determine if we should move forward on the associate degree.

Student Government Request: I have had a request from the SGA to place 2 soccer goals in the back field. Rationale: Soccer is rapidly growing in popularity on the Eastern Shore and our students would like the opportunity to play soccer while on campus. Their plans are to organize a series of intramural soccer tournaments on campus between teams made up of ESCC students. There may also be a chance of collaborating with the local YMCA to sponsor a club team made up of ESCC students.

#### Construction Project/Public Library Issue

Jeff noted that library issue was discussed at the strategic planning meeting. Barbara Coady noted that the library board was successful in not drawing the College Board into the library discussion. Dr. Glover stated that the College is moving ahead based on the most recent information we have regarding the library which is that the library will not be putting a location here. We are moving ahead with our plans – just sent revisions to the architects this week. Our objective is to have preliminary drawing that the State Board can approve at their March meeting.

Roshell Brown noted that we have several students from Maryland in the nursing programs and could we have nursing classes at WFF. Dr. Glover stated that based on Maryland's requirements for resident students attending out-of-state, we would not be able to do that since we are charged a significant fee for those students. Introduction and proliferation of online education has led to these types of requirements.

Dr. Glover distributed article from Roanoke Times. VCCS will be doing an article following the state board meeting regarding dollars per FTE.

#### **B. VP of Academic and Student Affairs**

Dr. Melody Moore gave enrollment highlights. Dr. Drury noted that Dual Enrollment (DE) is very critical to ESCC and we need to concentrate on expanding it. Timing is the main issue for now with DE – we start semester in January, high schools don't start until late January.

Glenn Muhle asked why students in year-long courses in high schools couldn't be enrolled in Fall for a full year. We don't have year-long classes.

Jeff Holland asked how we compare to the system and other colleges. Melody Moore stated that shows we are right in the middle of the range. Dr. Drury asked if the board could receive the VCCS report; we will send it when we reach census date and numbers are more firm. Dr. Glover also noted that faculty credentials can impact DE as well.

Dee Fitch asked if it is easy to recruit to the Eastern Shore. Dr. Glover stated that it depends on the position, with pools ranging from seven to forty. Lisa Lewis asked what the community perception could be if we have many positions advertised. Eve noted that it could actually be viewed as a positive. Jeff noted that we could do some PR if it seems that it is actually perceived as a negative.

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- C. **Director of Development Report** – Eve Belote distributed a spreadsheet showing the various marketing, PR, and publicity activities the college undertook from July 1 through late October 2014. She noted that there has been a great deal of interest in the marketing function at the college given declining enrollments over the past few years. The marketing staff of Virginia Wesleyan College presented the various strategies they use to members of the ESCC community in December to give a different perspective and some new ideas. She noted upcoming events: Business After Hours, January 21; Legislative Reception in Richmond, February 11; State Board Meeting, March 18 – 19; annual Foundation Scholarship Luncheon, March 27; STEM Summit, April 10; commencement May 15. The ESCC Foundation Board will have its first meeting of the new year on January 22; the biggest decision to be made in the near future is with regard to a capital campaign.

Dean of Learning Resources Center Report – Janet Justis distributed a handout on LibGuides, which are online subject guides connecting users to resources and services on-campus and remotely 24/7. Eighteen guides were put out during summer 2014. The handout listed the top 10 LibGuides. Janet noted that she did 13 class sessions serving 173 student in Fall 2014. She will be building in more subject areas going forward. These resources are available to the public as well, with the exception of databases.

Jeff asked for an update on the nursing faculty – college hired Peggy Bennett full-time. A brief discussion was held regarding the hospital foundation and possibility of accessing funds from there. The Hospital Auxiliary and its funds were also discussed of.

- D. Coordinator of RPA Report** – Judith noted that SWOTs have been completed for College and College Board. Foundation survey is still out and she will be meeting with Foundation later this month. She noted some of the recurring themes for all areas. Next piece of strategic plan will be in April for Board. Bill Payne asked about how many students had participated in SWOT; Judith noted that we don't get many.
- E. Dean of Workforce Development Report** – Eddie noted that you can do anything at a community college – traditional, non-credit, trades, etc... He distributed two handouts – the Spring 2015 Navigator and a press release regarding the Workforce Development Chancellor's Award recipient, Mike Jenkins (Executive Director of the Bay Consortium WIB). Regarding the Navigator, the general consensus is that a printed schedule is still useful as a marketing tool, but they will also be looking at social media and other targeted marketing activities.

Eddie gave an update on WES/Lumens, which will work with PeopleSoft and track non-credit enrollment and can also be used as a marketing tool (by July 1).

WDS will hold the second Annual Administrative Professionals Luncheon on Friday, April 24. Gay Baynes will be motivational speaker, there will be professional development activities, and lunch. Job Fair in partnership with the three Chambers will be held March 11.

Jeff thanked the college staff members for the reports and for their hard work.

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

Prepared by:



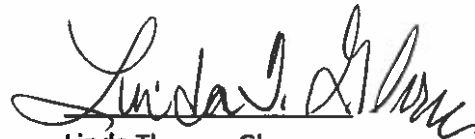
Roshell Brown  
Stenographer

Approved by:



Jeff Holland  
Chairman

Submitted by:



Linda Thomas-Glover  
Secretary