

**Eastern Shore Community College Board  
Minutes  
October 9, 2012**

The Eastern Shore Community College Board met on Tuesday, October 9, 2012, at 6:00 pm in the Business Development and Workforce Training Center conference room.

**I. Call to Order**

Chairman, Lloyd Kellam, called the meeting to order.

Members present: Barbara Coady, Peggy Corbin, Richard Drury, Terry Ewell, Joyce Falkinburg, Dee Fitch, Joyce Holland, Aaron Kane, Lloyd Kellam, Lisa Lewis, Bill Payne, Richard Turner, Jack Van Dame, Marcie White. College staff present: Dr. Linda Thomas-Glover, James Ahern, Eve Belote, Annette Edwards, Judith Grier, Bryan Smith, Eddie Swain and Mary Anne Wells. Guest present: Paul Bibbins, Bob Bloxom, and Richard Pearsall.

**II. Minutes of July 10, 2012 Meeting**

Motion was made by Dee Fitch, seconded by Richard Drury, that the July 10, 2012 minutes be approved as distributed. Motion carried.

**III. Board Appointments**

Chairman Lloyd Kellam introduced Aaron Kane of New Church, VA, Accomack County Board of Supervisors new appointment to this Board.

**IV. Presentation of Shore Lights Award**

Dr. Linda Thomas-Glover announced that Cindy Hodges, ESCC's Information Technology Coordinator, who recently passed away, is the recipient of this quarter's Shore Lights Award.

**V. Foundation Board Presentation**

Foundation Board member, Richard Pearsall, along with Bob Bloxom and Paul Bibbins, gave a presentation on the ESCC Foundation Board's Vision, Mission and Strategic Plan for 2012-2015.

## **VI. Action Items**

### **A. Holiday Calendar for 2013**

Dr. Linda Thomas-Glover presented the proposed ESCC Holiday Calendar for 2013 for Board approval. Motion was made by Joyce Falkinburg to approve the Holiday Calendar for 2013 as presented, seconded by Richard Drury. Motion carried.

### **B. Approval of Emergency Operations Plan**

Eve Belote presented the college Emergency Operations Plan for 2012-2013 for approval. Joyce Falkinburg made a motion, seconded by Jeff Holland that the Emergency Operations Plan for 2012-2013 be approved. Motion carried.

## **VII. Informational Items**

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

Dr. Linda Thomas-Glover introduced Annette Edwards as ESCC's new Vice President of Finance and Administration. She announced the loss of our IT Coordinator, Cindy Hodges, and stated that Northern Virginia Community College has stepped in to help us access our IT needs and move forward with reports due and in advertising this position. Dr. Linda Thomas-Glover stated that on October 1<sup>st</sup> ESCC had a facilities site visit by Dorcas Helfant-Browning, chairman of the State Board Facilities Committee and Bert Jones, Associate Vice Chancellor for Facilities Management Services. Dr. Thomas-Glover felt good about the visit and their understanding of our needs for our main building. She reported that we did not receive the Upward Bound Grant mentioned at the July meeting, but that we are currently working on a grant with the National Science Foundation. Dr. Thomas-Glover announced several personnel changes to take place; Dr. Arnold Oliver, ESCC faculty member and former VCCS Chancellor, will be retiring this Spring, as well as Pat Phillips, Dean of the Learning Resources Center, after almost 40 years with ESCC. Dr. Thomas-Glover stated that the State Board Annual Meeting will be held on November 13<sup>th</sup> and 14<sup>th</sup> at the Richmond Marriott. Anyone interested in attending should contact Mary Anne Wells as soon as possible so that she can make travel arrangements. She announced that the Annual Advisory Committee Dinner and Program will be held on Thursday, November 15<sup>th</sup> at 6:00 pm in the WDS Great Hall. Everyone is invited and are asked to RSVP to Mary Anne Wells if they will be able to attend. Dr. Thomas-Glover reported that earlier today she met with the new president of the University of Maryland Eastern Shore, Dr. Juliette Bell, to discuss how our two schools can work together to better serve our students. She stated that she is also working on a partnership with Steve Ridout at the Virginia Tech Extension Service. Dr.

Thomas-Glover reported that in August and September she chaired a SACS visit for a community College in North Carolina. On October 26<sup>th</sup> she will be a speaker at the Presidents Leadership Seminar to be held at Thomas Nelson Community College. Dr. Thomas-Glover reported on the "No Late Registration" process that was initiated this past semester. She announced that ESCC's honor society, Phi Theta Kappa, is participating in a nationwide college completion project and will be holding an event on campus Wednesday, October 10<sup>th</sup>.

**B. Vice President of Academic and Student Affairs Report**

Dr. James Ahern reported on the Chancellor's College Success Coach Initiative and stated that ESCC's has hired Cynthia Beals and Camesha Handy to work as College Success Coaches and Jennifer Wiley-Cersley to work as the Program Specialist. They will be working with a group of 200 under-represented students. Dr. Ahern stated that Linda Pruitt, Associate Professor of Nursing, has assumed the responsibility for the Long Term Care Assistant's program. We are currently in a search process for a faculty member for the Medical Assistant program. Dr. Ahern also announced that Joyce Maher, an adjunct faculty member who teaches ENG 111 in the dual enrollment program, had her students write letters to the local newspapers and a number of those letters have recently been published.

**C. Vice President of Finance and Administration Report**

Annette Edwards distributed and reviewed the summary report for the local funds provided by Accomack and Northampton Counties for 2011-2012.

**D. Director of Development Report**

Eve Belote reported that the Foundation Board is currently working on updating their policies. She stated that the Foundation Annual Report has been mailed, as well as invitation to the reception to be held on October 25<sup>th</sup>. She gave an update on the status of the new college electronic sign. Contract was awarded to E.T. Gresham, and work is scheduled to begin in a few weeks with substantial completion within 60 days.

**E. Coordinator of Institutional Research Report**

Judith Grier reported on the new VCCS Decision Support System, an analytical tool that will allow us better access to reports needed. She stated that ESCC will be participating in the CESSE survey, and that we will be participating in a pilot project on oral communication skills. The results of this project will be shared when available.

**F. Dean of Student Services Report**

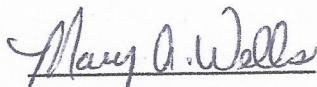
Bryan Smith announced that a new part-time position for a Testing Assistant has been filled by Lisa Brasch. His department is also in the process of filling a part-time position for a Student Activities Coordinator and for a Student Services Help Desk Assistant. Bryan distributed and reviewed an enrollment report and discussed possible reasons for the decrease we are seeing in both headcount and FTE's. He also reviewed a snapshot of all VCCS schools that shows how we compare to other community colleges in respect to headcount and FTE's, which included a report on dual enrollment figures. Bryan stated that this year the college will be updating our recruiting plan.

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

Eddie Swain distributed and reviewed a Performance Report for Workforce Development Services for the fiscal year that runs July 1 thru June 30. He discussed some of the reasons for the drops in specific areas. Eddie distributed a news release for a Technology Transfer Symposium that will be held during the months of October and November. ESCC will be partnering with other community colleges located in the DelMarVa region for this symposium, and will be hosting one of the four symposiums to be held.

There being no further business the meeting was adjourned. Next scheduled meeting will be held on January 8, 2013.

Prepared by:

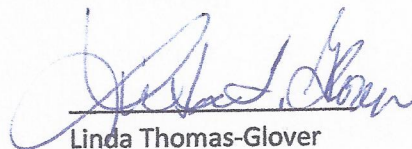


Mary Anne Wells  
Stenographer

Approved by:

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Lloyd Kellam  
Chairman

Submitted by:



Linda Thomas-Glover  
Secretary