

**Eastern Shore Community College Board  
Minutes  
April 8, 2014**

The Eastern Shore Community College Board met on Tuesday, April 8, 2014 at 6:00 p.m. in the Workforce Development Building conference room.

**I. Call to Order**

Chairman, Lloyd Kellam, called the meeting to order.

Members present: Barbara Coady, Peggy Corbin, Joyce Falkinburg, Dee Fitch, Jeff Holland, Aaron Kane, Lloyd Kellam, Lisa Lewis, Ted Lewis, Bill Payne, Jack Van Dame and Marcie White. College staff present: Dr. Linda Thomas-Glover, Annette Edwards, Judith Grier, Melody Moore, Bryan Smith and Mary Anne Wells.

**II. Recognitions and Presentations**

Dr. Linda Thomas-Glover presented to the Board the April 2014 Shore Lights Award winner, Christina Duffman, English Adjunct Faculty member at ESCC. Dr. Thomas-Glover also recognized Marcie White for her service to the ESCC Board for the past eight years and presented her with a certificate of appreciation and a picture of the campus. Dr. Thomas-Glover introduced Dr. Melody Moore, Interim VP of Academic and Student Affairs to the Board.

**III. Minutes of the January 14, 2014 meeting.**

Motion was made by Dee Fitch, seconded by Joyce Falkinburg that the minutes of the January 14, 2014 meeting be approved. Motion carried.

**IV. Action Items**

**A. College Board Meeting Dates for 2014-15**

The meeting dates for July 2014 through June 2015 were distributed and reviewed. Motion was made by Dee Fitch that the meeting dates for 2014-2015 be approved, seconded by Joyce Falkinburg. Motion carried.

**B. Approval of College Board Discretionary Fund Account for 2014-2015**

Annette Edwards distributed and reviewed the proposed College Board Discretionary Fund Account for 2014-2015. Motion was made by Dee Fitch, seconded by Marcie White, that the College Board Discretionary Fund Account for 2014-2015 be approved as presented. Motion carried.

**C. Approval of President Discretionary Fund Account for 2014-2015**

Annette Edwards distributed and reviewed the proposed President's Discretionary Fund Account for 2014-2015. Jeff Holland made a motion that the President's Discretionary Fund Account for 2014-2015 be approved as presented, seconded by Dee Fitch. Motion carried.

**D. Approval of Bookstore Budget for 2014-2015**

Annette Edwards presented the proposed Bookstore Budget for 2014-2015 for approval. Motion was made by Joyce Falkinburg, seconded by Dee Fitch, that the Bookstore Budget for 2014-2015 be approved. Motion carried.

**E. Approval of Parking Plan**

Annette Edwards distributed and reviewed the Parking Plan for 2014-2016. Joyce Falkinburg made a motion to approve the Parking Plan for 2014-2016 as presented, seconded by Dee Fitch. Motion carried.

**F. Approval of Increase in Student Activity and Parking Fees**

Annette Edwards presented a request to approve an increase in ESCC's Student Activity Fee from \$1.00 to \$1.50 per credit hour, and a request to increase the Parking Fee from \$1.00 to \$1.50 per credit hour. Motion was made by Dee Fitch, seconded by Joyce Falkinburg, to approve ESCC's increasing the Student Activity Fee to \$1.50 per credit hour and the Parking Fee to \$1.50 per credit hour. Motion carried.

**G. Approval of Student Government Association Budget for 2014-2015**

Annette Edwards presented for approval the Student Government Association Budget for 2014-2015. She explained that this budget may be adjusted once the requested increase in Student Activity Fees is approved by the State Board for Community Colleges. If adjusted this budget will be brought back to the College Board for approval. Motion was made by Dee Fitch that the Student Government Board Budget for 2014-2015 be approved as presented, seconded by Joyce Falkinburg. Motion carried.

#### **H. Approval of New Career Studies Certificate and Discontinued Programs**

Dr. Melody Moore distributed and reviewed requests to discontinue two Career Studies Certificates and one Applied Science Degree program. Dee Fitch made a motion, seconded by Jeff Holland, to approve discontinuance of these programs. Motion carried. Dr. Moore also distributed and reviewed information for two new Career Studies Certificates. Discussion was held on the marketing of these two new programs. Motion was made by Joyce Falkinburg, seconded by Jeff Holland that the new Career Studies Certificates in Electricity and Human Services be approved. Motion carried. Dr. Moore presented for information purposes a partnership we are working on with Northern Virginia Community College for a Fire Science associate degree program. General education courses would be completed with ESCC and the fire science courses would be taught as on-line classes by Northern Virginia Community College. The degree would be awarded by Northern Virginia Community College upon completion of all the requirements for the degree. Dr. Moore also presented information on a Technical Studies degree program she is writing a proposal for, and hopes to bring to the Board for approval at a later date.

#### **I. Report of Nominating Committee and Election of Officers for 2014-2016**

Joyce Falkinburg, Chair of the Nominating Committee, brought the following slate of officers to the Board for 2014-2016: Jeff Holland as Chair, and Richard Drury for Vice Chair. Mr. Kellam called for any additional nominations from the floor. None were received. Bill Payne made a motion, seconded by Jack Van Dame, that nominations be closed. Motion carried. A motion was then made by Dee Fitch, seconded by Marcie White that the slate of officers be approved with Jeff Holland serving as Chairman from July 2014 through June 2016; and Richard Drury serving as Vice Chair from July 2014 through June 2016. Motion carried.

#### **V. Information Items**

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

Dr. Thomas-Glover thanked Lisa Lewis for opening her home to hold a joint reception for College Board members and Foundation Board members. Dr. Thomas-Glover elaborated on the email sent to Board members concerning staffing changes. Bryan Smith presented the enrollment report and reviewed what he believes to be some of the reasons behind our decrease in enrollment. Dr. Thomas-Glover reviewed some of the plans in place for ER 2014, one being our work with the Navy and Coast Guard to offer classes in the Wallops area. We currently have an English class that will be offered in the fall, and are working on offering a math and social science class. There are plans

to send out a survey to service members and their families to find out what they are interested in seeing us offer. Dr. Thomas-Glover stated that we are planning to hold an Open House on campus to highlight the new programs, as well as the articulation agreements with four year institutions. She stated that April is Community College Month and that we will have articles in each Wednesday edition of the Eastern Shore News during the month. The article in tomorrow's paper focuses on a student success story. Dr. Thomas-Glover talked about new SAILS program where faculty members can report student retention problems. She stated that MARS has approached us about 3 internships at NASA. They will provide the funding for these internships and these internships will run for a longer time period than the current NASA internships. Dr. Thomas-Glover gave an update on the replacement building, and stated that feedback on requests to both Accomack and Northampton Counties for funds for the replacement building have been positive. She stated that Jeff Holland will receive the VCCS Philanthropist Award for ESCC at a program to be held in Richmond, VA on Tuesday, April 15<sup>th</sup>. Dr. Thomas-Glover asked everyone to note that the date for the "State of the Shore" event to be held at the college has been changed to Tuesday, April 15<sup>th</sup>. Eddie Swain brought to everyone's attention the press release on the recent Regional Job Fair held at the college. Dr. Thomas-Glover displayed a recent award received from the Eastern Shore Literacy Council as their 2013 Community Partner.

#### **B. Commencement**

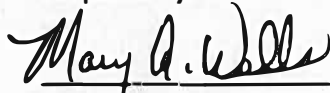
Mary Anne Wells stated that graduation would be held on Friday, May 16<sup>th</sup> at 4:00 p.m. Board members are asked to arrive by 3:15 p.m. that afternoon. A reminder will be sent to everyone in the next few weeks. Caps & Gowns are ready for everyone to pick up at the end of tonight's meeting.

#### **VI. Closed Session**

Joyce Falkinburg made a motion that the ESCC Board open meeting be closed and that the ESCC Board convene in a closed session to discuss evaluation committee report and personnel matters pursuant to the personnel exemption in accordance with section 2.2-3711(A0 (1) of the Code of Virginia. Motion was seconded by Dee Fitch. Motion carried. Dee Fitch made a motion, seconded by Joyce Falkinburg that the ESCC Board has concluded the closed session and now convene in to an open session. Motion carried. A roll call vote was then take to certify that to the best of each member's knowledge, only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act and only such public business matters as were identified in the motion by which closed meeting was convened were heard, discussed, or considered in the meeting of the College Board. All agreed.

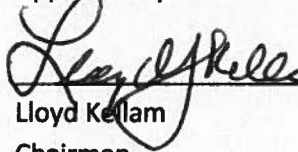
A motion was made by Dee Fitch, seconded by Jack Van Dame that the meeting be adjourned. Motion carried.

Prepared by:



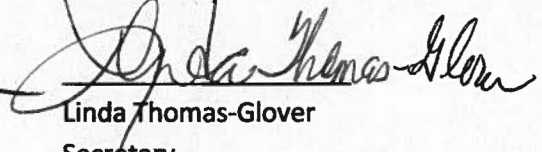
Mary Anne Wells  
Stenographer

Approved by:



Lloyd Kellam  
Chairman

Submitted by:



Linda Thomas-Glover  
Secretary