

**Eastern Shore Community College Board**  
**Minutes**  
**April 12, 2016**

The Eastern Shore Community College Board met on Tuesday, April 12, 2016 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 thanked the members of the board for taking their time to come out this evening.

Members present: Barbara Coady, Richard Drury, Terry Ewell, Dee Fitch, Jeff Holland, Lloyd Kellam, Ted Lewis, Bill Payne, Earline Washington, and Jack Van Dame. College staff present: Dr. Linda Glover, Eve Belote, Annette Edwards, Judith Grier, Janet Justis, Lucy Huffman, and Roshell Brown.

**II. Recognitions & Presentations**

Dr. Linda Thomas-Glover presented the March Shore Lights Award to Lucy Huffman, Purchasing & Accounts Payable Clerk at ESCC. Dr. Glover shared several comments listed on Mrs. Huffman's nomination sheets that were submitted by her peers and presented her with a check that is awarded to all Shore Lights recipients. Mrs. Huffman stated that she was honored to receive the award and was proud to be a part of ESCC.

Dr. Glover then presented outgoing Board members, Lloyd Kellam and Dr. Richard Drury with a Certificate of Appreciation for their time served, and a framed photo of ESCC. During the presentation she shared a few fond memories that she had of each member and thanked them for their years of dedicated service.

Board chair Jeff Holland shared a few words of appreciation for all that the members had done while serving on the Board. Photos were taken to commemorate the memory of the two board members last meeting.

**III. Minutes of January 12, 2016 Meeting**

Motion made by Bill Payne, seconded by Lloyd Kellam, that the minutes of the January 12, 2016, meeting be approved as distributed. Motion carried.

**IV. Action Items**

**A. College Board Meeting Dates for 2016-17**

Jeff Holland presented the College Board Meeting Dates for 2016-2017 for approval. Motion was made by Jack Van Dame that the College Board Meeting Dates for 2016-2017 be approved, seconded by Terry Ewell. Motion Carried.

**B. Approval of College Board Discretionary Fund Account for 2016-17**

Annette Edwards presented the proposed College Board Discretionary Fund Account for 2016-2017 for approval. Motion was made by Dee Fitch, seconded by Jack Van Dame that the College Board Discretionary Account for 2016-2017 be approved as presented. Motion carried.

**C. Approval of President Discretionary Fund Account for 2016-17**

Annette Edwards presented for approval the proposed President's Discretionary Fund Account for 2016-2017. Dee Fitch made a motion to approve the President's Discretionary Account for 2016-2017 as presented, seconded by Terry Ewell. Motion carried.

**D. Approval of Student Government Association Budget for 2016-17**

Annette Edwards presented the Student Government Association Budget for 2016-2017 for approval. Discussion was held on a proposed fee increase from \$2.00 to \$2.50 to reflect a fifty-cent difference. Dee Fitch made a motion to approve the Student Government Association Budget for 2016-2017 as presented, seconded by Earline Washington. Motion carried.

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

Annette Edwards presented for approval a proposed increase in the Student Activity and Parking fee for 2016-2017. Discussion was held on the proposed increased cost to student fees.

A motion to approve was made by Dee Fitch, seconded by Ted Lewis. Motion Carried. Board chair Jeff Holland asked if ESCC'S fees were comparable to other college's fees in the VCCS. Dr. Glover stated that ESCC's fees were comparable to other colleges in the VCCS.

**F. Annual Approval of the ESCC Emergency Operations Plan**

Annette Edwards presented for approval the proposed 2016-2017 ESCC Emergency Operations Plan. Discussion was held on the proposed changes to the Emergency Operations Plan. Dee Fitch made a motion to approve the plan; the motion was seconded by Bill Payne. Motion carried.

**G. Approval of the ESCC VCCS 2016-18 Auxiliary Parking Plan**

Annette Edwards presented for approval the proposed 2016-2018 Auxiliary Parking Plan. Discussion was held on the Plan. Motion made by Bill Payne, seconded by Jack Van Dame. Motion carried.

**H. Approval of the Management Specialization Program**

Dr. Glover reported that the Management Specialization program had recently been redesigned to revitalize the previous curriculum layout. She informed the Board that some classes had been removed and that some had been added in order to make the program more effective.

Further discussion was held on the proposed revisions to the program. Motion made by Terry Ewell, seconded by Bill Payne. The motion was approved as presented.

**I. Approval of the Academic calendars for 2017-18 & 2018-19**

Dr. Glover asked the members of the Board to review the proposed Academic Calendars for 2017-18 & 2018-19. Motion to approve was made by Dee Fitch, seconded by Lloyd Kellam. Motion carried.

**J. Appointment of the Committee for Nomination of Officers for 2016-2018**

Board chairman Jeff Holland appointed Joyce Falkinburg and Lisa Lewis as members of the ad hoc committee to nominate officers for 2016-2018.

**V. Information Items**

**A. President's Report**

Dr. Linda Thomas-Glover discussed the FOIA document that was included in the Board members packets that went out to them in the mail. She explained in detail the specifics of the document and answered any questions that the members of the Board had on the topic. She assured the Board that she and her assistant intends to uphold the policies and remain in compliance with the policy.

Dr. Glover gave a brief update on ESCC vacancies, recruitment efforts, and new hires. She then transitioned in to the topic of the Regional Job Fair that is slated to take place on the following day, April 13, 2016.

Dr. Glover briefly touched on the topics of the new Conquer the FASFA initiative, High School Senior letters, Parents Night, Community College Month articles in the Eastern Shore Newspaper, the new Take 13 initiative, CDL training update, and New Building update.

Dr. Glover shared that she recently returned from PTK events in which she and students participated. She described how ESCC's PTK team was acknowledged at the events and shared with the Board how proud she was of our small chapter that had earned big recognition at the events.

Dr. Glover shared excerpts from an article that showed that there was a strong correlation between students involved in PTK and higher graduation rates.

#### **B. ESCC Diversity & Inclusion Update**

Janet Justis discussed the Chancellor's Diversity and Inclusion taskforce report. She shared that Dr. Glover has assembled a committee for ESCC and she is currently the liaison of the committee. Michael Driscoll is the chairperson, and that the following are members: Paul Weitzel, Irvin Jackson, Judith Grier, Christina Duffman, Chevelle Mason, and Roshell Brown.

Janet shared that the committee is currently working on improving the college's efforts in the areas of recruiting a diverse pool of new students, staff, and faculty. She told the members of the Board that the committee will submit a report to the Chancellor in Early June.

#### **C. Foundation Update**

Eve Belote gave a Foundation update overview including the Major Gifts campaign. She shared that there has been 100% campaign participation from the College Board to date and thanked them for their contributions.

Additional discussion was held on the New Building and its currently estimated timeline. Eve shared that the ESCC Golf Tournament would be held on June 17, 2016. She told the members of the Board that the Pandolffi event will be held on May 14<sup>th</sup>.

#### **D. Commencement**

Roshell Brown announced that commencement will be held on Friday, May 13, 2016 at 4:00 pm here on the college campus. Board members are asked to arrive on campus at 3:15 pm that day. Commencement cap and gowns have arrived and will be distributed to members at the end of the board meeting tonight.

Dr. Glover shared that this year's speaker will be the former president of Virginia Wesleyan, Dr. Billy Grier.

**E. Committee Reports**

Ad Hoc Committee Reports:

Wallops Committee: Dr. Glover shared an update of the Cyber Security program that ESCC held up at Wallops.


**VI. Closed Session**

Chairman, Jeff Holland made a motion that the Eastern Shore Community College Board convene in closed session to receive the report from the Committee to Evaluate the performance of President Thomas-Glover, pursuant to the personnel exemption at § 2.2-3711(A)(1) of the Code of Virginia. Motion seconded by Dee Fitch.

The Eastern Shore Community College Board concluded its closed session and returned to open session and took a roll call vote that is included in the minutes certifying that to the best of each member's knowledge (1) only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were discussed, and (2) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body.

There being no further business, the meeting was adjourned. Next scheduled meeting will be held on July 12, 2016.

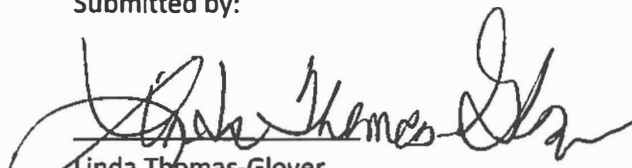
Prepared by:

  
Roshell Brown  
Stenographer

Approved by:

  
Jeff Holland  
Chairman

Submitted by:

  
Linda Thomas-Glover  
Secretary

