

**Eastern Shore Community College Board**

**Minutes**

**January 10, 2012**

The Eastern Shore Community College Board met on Tuesday, January 10, 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, Maury Enright, Joyce Falkinburg, Dee Fitch, Jeff Holland, Bill Jones, Lloyd Kellam, Bill Payne, Marcie White. College Staff Present: Dr. Linda Thomas-Glover, Cynthia Allen, Eve Belote, Pat Phillips, Robin Rich-Coates, Bryan Smith, Eddie Swain and Mary Anne Wells. Guest Present: John Deal.

**II. Minutes of the October 11, 2011 Meeting**

Joyce Falkinburg made a motion to accept the October 11, 2011 minutes as distributed, seconded by Marcie White. Motion carried.

**III. Recognitions**

Dr. Linda Thomas-Glover presented the January Shore Lights Award to Jay Welch, Information Technology Support Technician at ESCC.

**IV. Action Items**

**A. Approval of New IST Career Studies Certificates**

John Deal presented a proposal for changes to the Business Technology and Information Systems Technology degree programs as well as two new career studies certificates in Web Development and in System Development. Robin Rich-Coates explained that the college was in the process of a degree audit of our Occupational/Technical Programs. These changes and the addition of the two new career studies certificates will bring us more in line with meeting the needs of our students and keeping credits within the 61/62 total credit requirement. Motion was made by Jeff Holland, seconded by Richard Drury to approve the new career studies certificate in Web Development and the career studies certificate in System Development as presented. Motion carried.

**B. Local Funds Budget Requests for Accomack and Northampton Counties**

Cynthia Allen presented the Local Funds Budget Requests for Accomack and Northampton Counties for this year. We are not asking for any increase over last year. Dee Fitch made a motion, seconded by Joyce Falkinburg, that the Local funds Budget Requests for Accomack and Northampton Counties be approved as presented. Motion carried.

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

Lloyd Kellam presented a slate of volunteers to serve on the Committee to Evaluate the President; Lisa Lewis, who will serve as chairman; Richard Drury and Marcie White. A motion was made by Joyce Falkinburg, seconded by Dee Fitch, to approve the Committee to Evaluate the President as presented. Motion carried.

**D. Appointment of Nominating Committee for Election of Officers for 2012-2014**

Lloyd Kellam presented a slate of volunteers to serve as members of the Nominating Committee for Election of Officers for 2012-2014; Joyce Falkinburg, who will serve as chairman, Peggy Corbin and Jeff Holland. Richard Drury made a motion to approve the Nominating Committee for Election of Officers for 2012-2014 as presented, seconded by Dee Fitch. Motion carried.

**V. Information Items**

**A. President's Report**

Dr. Linda Thomas-Glover gave a follow-up on campus safety. We are in the process of hiring a full-time, daytime, security guard. Position should be filled by the first of February. Dr. Thomas-Glover gave an update on the Governor's proposed budget and how it will affect higher education and ESCC. She reported that in January and February all colleges in the VCCS will be taking students to Richmond for "Everyday is Community College Day". Our students will be visiting on January 24<sup>th</sup> and February 15<sup>th</sup>. Each student group will be meeting with Delegate Lewis and Senator Northam concerning VCCS legislative priorities. Dr. Thomas-Glover reported that the Vice President for Academic & Student Services position has been re-advertized and we hope to have this position filled by summer. Dr. Thomas-Glover stated that she is working to secure a date in February and March to conduct a presentation with the Boards of Supervisors in Accomack and Northampton Counties to share outcomes of their investment in ESCC. Dr. Thomas-Glover distributed a copy of the VCCS Annual Report for 2010-2011, and directed attention to page 38 where a student of ESCC was featured. Dr. Thomas Glover

shared a few student success stories with everyone and recent news release articles on activities of ESCC students.

**B. Vice President of Financial and Administrative Services Report**

Cynthia Allen distributed and reviewed the Financial Disclosure Statement forms that all board members are required to complete by January 15<sup>th</sup> of each year. Anyone having questions on completion of the form should give her a call. Cynthia reported that the new access road is nearing completion. She stated that we are waiting on lighting to arrive and that temporary gates will be installed.

**C. Director of Development Report**

Eve Belote reported on the ribbon cutting ceremony for the new access road to be held on Friday, January 27<sup>th</sup> at 11 am. A reception will be held for everyone afterwards. The ribbon cutting ceremony will coincide with the Chancellor's Town Hall Meeting on campus that morning. She stated that we have received additional funds to help with the purchase of electronic signs for both entrances to campus. Eve announced that the Heritage Celebration will be held on campus Saturday, February 25<sup>th</sup> from 10 am to 3 pm. She reported on new membership on the Foundation Board, and stated that the foundation will be work on updating their policies and aligning their strategic plan to the colleges plan. The Foundation has partnered with the Arts Council of the Eastern Shore on a fundraising event featuring pianist Thomas Pandolfi scheduled for Saturday, April 28<sup>th</sup>. Eve gave an end of the year report on Foundation support of our students this past year, and announced that the annual golf tournament will be held on Friday, June 15<sup>th</sup> at the Eastern Shore Yacht & Country Club.

**D. Dean of Learning Resources Center Report**

Pat Phillips distributed information and reported on a new database, Credo Reference, now available to our students. She also distributed and reported on ESCC's QEP and SAILS testing.

**E. Dean of Student Services Report**

Bryan Smith distributed and reviewed the enrollment report. He stated that our add/drop period is still on-going and dual enrollment students have not been added yet. At the moment we are showing a slight increase for Spring 2012, but he stated that most VCCS schools are reporting that they are seeing a flat count. Bryan reviewed final numbers for Fall 2011 and reviewed the Fall 2011 dual enrollment figures by school.

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

Eddie Swain distributed a news release and reported on WDS staff who recently received awards at the Chancellor's Awards for Workforce Development Services held at the Homestead on December 8<sup>th</sup>. ESCC brought home two of the four awards given.

**G. Interim Chief Academic Officer Report**

Robin Rich-Coates gave a presentation on Virginia's Two Year College Transfer Grant (CTG). She reviewed the requirements for a student to receive the grant, and stated that we are working on getting this information out to our transfer students. She reported on two students that received this grant last year and their progress to date.

**H. Commencement – Tuesday, May 15, 2012**

Mary Anne Wells distributed order forms for ordering cap & gowns for commencement and stated that these need to be returned as soon as possible. Commencement will be held on ESCC grounds on Tuesday, May 15, 2012 at 4:00 pm.

There being no further business the meeting was adjourned. Next scheduled meeting will be held on Tuesday, April 10, 2012.

Prepared by:



Mary Anne Wells  
Stenographer

Approved by:



Lloyd Vellam  
Chairman

Submitted by:



Linda Thomas-Glover  
Secretary