

## **Eastern Shore Community College**

### **Minutes**

**April 9, 2013**

The Eastern Shore Community College Board met on Tuesday, April 9, 2013 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, Joyce Falkinburg, Aaron Kane, Lloyd Kellam, Lisa Lewis, Bill Payne, Jack Van Dame and Marcie White. College staff present: Dr. Linda Thomas-Glover, Eve Belóte, Annette Edwards, Judith Grier, Janet Justis, Bryan Smith and Mary Anne Wells.

#### **II. Recognitions & Presentations**

Dr. Linda Thomas-Glover presented the April Shore Lights Award to Ina Birch, Adult Career Coach. Dr. Thomas-Glover also announced that Robert Turner has completed two four-year terms on the College Board and will be going off the Board. She will present him with a certificate of appreciation and a picture of the college campus for his service to the college.

#### **III. Minutes of January 8, 2013 Meeting**

Motion was made by Joyce Falkinburg, seconded by Richard Drury that the January 8, 2013 minutes be approved as distributed. Motion carried.

#### **IV. Action Items**

##### **A. College Board Meeting Dates for 2013-14**

Lloyd Kellam presented the College Board Meeting dates for 2013-2014 for approval. Motion was made by Joyce Falkinburg that the College Board Meeting Dates for 2013-2014 be approved, seconded by Marcie White. Motion carried.

**B. Approval of College Board Discretionary Fund Account for 2013-2014**

Annette Edwards presented the proposed College Board Discretionary Fund Account for 2013-2014 for approval. Motion was made by Lisa Lewis, seconded by Jack Van Dame that the College Board Discretionary Account for 2013-2014 be approved as presented. Motion carried.

**C. Approval of Presidents Discretionary Fund Account for 2013-2014**

Annette Edwards presented for approval the proposed Presidents Discretionary Fund Account for 2013-2014. Joyce Falkinburg made a motion to approve the Presidents Discretionary Fund Account for 2013-2014 as presented, seconded by Barbara Coady. Motion carried.

**D. Approval of Bookstore Budget for 2013-2014**

Annette Edwards presented for approval the projected Bookstore Budget for 2013-2014. Discussion was held on cost of textbooks. Motion was made by Bill Payne, seconded by Joyce Falkinburg, that the projected Bookstore Budget for 2013-2014 be approved as presented. Motion carried.

**E. Approval of Student Government Budget for 2013-2014**

Annette Edwards presented the Student Government Association requested budget for 2013-2014 for approval. The SGA budget request is for the same amount requested last year. Joyce Falkinburg made a motion to approve the Student Government Association Budget for 2013-2014 as presented, seconded by Lisa Lewis. Motion carried.

**F. Report of Committee on Review of the College Board Policy and Procedures Manual**

Dr. Richard Drury distributed and reviewed the findings of the committee that reviewed the current College Board Policy and Procedures Manual. He recommended that the board adopt the changes as outlined. Lisa Lewis made a motion, seconded by Joyce Falkinburg that the board accept the report from the committee on changes to the current College Board Policy and Procedures

Manual. Mary Anne Wells will incorporate the changes and have a revised College Board Policy and Procedures Manual available for all board members at the July meeting.

**G. Request for Letter of Support for new ES Public Library**

Chairman, Lloyd Kellam, presented a draft of a letter of support from ESCC for the new Eastern Shore Public Library. Barbara Coady explained the reason for the request for a letter of support. Discussion was held, and it was felt that more information was needed. A motion was made by Richard Drury to table action on this item until the July 2013 meeting, seconded by Aaron Kane. Motion carried.

**V. Informational Items**

**A. President's Report**

Dr. Linda Thomas-Glover introduced Janet Justis as ESCC's new Dean of Learning Resources Center. She reported that on Friday, April 12<sup>th</sup> the college would be hosting a STEM Summit. Elizabeth Creamer with the Governor's Office will be the keynote speaker. If any board members are interested in attending they were asked to contact Mary Anne Wells. Dr. Thomas-Glover announced that ESCC will receive a UAV (Unmanned Ariel System) donated by AAI in Baltimore, MD. She reported that our Phi-Theta Kappa (PTK) chapter attended the National PTK Conference held in San Jose, CA April 3<sup>rd</sup> thru 7<sup>th</sup>. Our chapter was named as one of the top 100 chapters, only one other chapter in Virginia was given this honor. Dr. Thomas-Glover stated that on March 14<sup>th</sup> the college held a Career Night Out for students and parents led by Robin Rich-Coates. The event focused on Occupational/Technical programs at the college. Graduates in these programs shared their experiences at ESCC with everyone. She reported that at the recently held New Horizons Conference in Roanoke, VA, several ESCC faculty and staff attended and participate as presenters at the conference.

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

Annette Edwards reported that both new electronic signs at the entrances to the campus are up and running. She updated everyone one on several new additions on campus: new equipment has been installed in the WDS conference

room for presentations; the college received a new state car, new vending machines have been installed in the Student Lounge and new desks have been installed in one of our classrooms that allows the room to be used for both a lecture class or computer lab class. Desks in this classroom have computers and keyboards that can be popped up for use during lab classes and stored away in the desks for lecture classes.

**C. Director of Development Report**

Eve Belote reported that Laurie Swain, our Marketing Specialist, will be responsible for messages displayed on the two new electronic road signs. She stated that work is currently being done to redesign the college website. Plans are for this project to be completed by mid-August when Fall classes begin. Eve reported that the Pandolfi concert was a great success as a fund raiser. Plans are to hold this concert again next year. She announced that the Foundation golf tournament will be held at the Eastern Shore Yacht and Country Club on Friday, June 21<sup>st</sup>. Eve stated that at the next Foundation Board meeting they will have a presentation from the Curtis Group concerning the next capital campaign.

**D. Coordinator of Research, Planning and Assessment Report**

Judith Grier distributed and reviewed a report on Under-Represented Populations (URP) comparing ESCC with Dabney S. Lancaster and Paul D. Camp Community Colleges as well as the VCCS as a whole. She reported on the oral communication/speech assessment samples currently taking place with our upcoming graduates.

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

Janet Justis, new ESCC Librarian, introduced herself and gave a little background on herself before coming to ESCC. She reviewed some of the current library initiatives.

**F. Dean of Student Services Report**

Bryan Smith distributed and reviewed an enrollment report for Spring. The report included a snapshot showing how ESCC compares with other VCCS schools. He also gave a report on Dual Enrollment for the past four years.

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

Dr. Linda Thomas-Glover reviewed two handouts from the WDS department. She reported on a visit from Terry McAuliffe, a candidate for governor, who visited ESCC on March 15<sup>th</sup> and distributed a copy of the presentation that was put together for the visit. She also distributed a recent news article that appeared in the Eastern Shore News on April 3rd. This article is one of four that will appear in the paper during the month of April celebrating Community College month.

**H. Commencement**

Mary Anne Wells announced that commencement will be held on Wednesday, May 15, 2013 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 are available for pick before leaving the meeting tonight.

**VI. Closed Session**

Chairman, Lloyd Kellam, closed the open session of the Board meeting and went into a closed session to receive the report from the Committee to Evaluate the President.

There being no further business the meeting was adjourned. Next scheduled meeting will be held on July 9, 2013.

Prepared by:

Approved by:

Submitted by:



Mary Anne Wells  
Stenographer



Lloyd Kellam  
Chairman



Linda Thomas-Glover  
Secretary