

Eastern Shore Community College Advisory Board Meeting Minutes

October 13, 2020

ESCC Room 113/Via Zoom

29316 Lankford Hwy., Melfa, VA 23410

Present College Advisory Board

David Bowles, Barbara Coady, Marianne Elebash, Terry Ewell, Lisa Johnson, Ted Lewis, Glenn Muhle, Katie O'Shea, Willie Randall, James Shaeffer, Ted Shockley, Charlie Walker, Sheila Walker, Ray Wood.

Absent

Robie Marsh

Present ESCC Staff

Eve Belote, Bette Cornell, Judith Grier, Scott Hall, Patty Kellam, Cheryll Mills, Patrick Tompkins

1. Call to Order

The meeting was called to order by College Advisory Board Chair, Ted Lewis, at 5:00 pm.

2. Approval of Meeting Minutes from July 14, 2020

Motion made by Willie Randall, second by Terry Ewell that the minutes of July 14, 2020 be approved as presented. Motion carried.

3. Information Items

a. **Rankece Satchell – Student Success Story**

Scott Hall introduced a formal Adult Ed student, Rankece Satchell, to the Board members. Rankece Satchell told his story of growing up on the Eastern Shore in poverty, attended high school but did not graduate. His grandmother continued to encourage him to complete his GED. It was not until after his grandmother passed away from cancer and he was married with 4 children, that he came to the realization that he wasn't going to make a living working at jobs without an education. He finally achieved his GED.

b. **Year of Inclusion**

Dr. Shaeffer explained how ESCC decided to make this year, the "Year of Inclusion." Dr. Shaeffer asked Christina Duffman, a faculty member, and Dr. Lisa Johnson, a new Board member, for their advice on how we can help the community understand racism. Two virtual sessions for unity; "Conversations on Race," have already took place and a third is scheduled for October 26, 2020.

4. Action Items

a. **Local Funds Distribution**

Eve Belote presented and explained for approval, the allocation and request of funding from both Accomack and Northampton Counties for FY22. Willie Randall moved to approve; David Bowles seconded. Motion carried.

b. **Endorsement of Goals for the President**

Dr. Shaeffer presented for endorsement, ESCC's priorities for the coming year. Dr. Shaeffer noted that a lot of funds have been raised to help students complete programs and to be successful. Terry Ewell moved to approve; Barbara Cody seconded. Motion carried.

a. Establish College Board Executive Committees

Ted Lewis noted that the ESCC Advisory Board has not had an Executive Committee for at least two years, and he presented for approval, the establishment of a College Board Executive Committee to consist of the President, Board Chair, Vice Chair and two members of the Advisory Board; Willie Randall moved to approve; Charlie Walker second. Motion carried.

b. Policies for ESCC Advisory Board

The Board members agreed to review a draft copy of the revised Policy and Procedures Manual that Chairman, Ted Lewis worked on over the summer and to send any changes or comments to the committee that was formed. The members of the committee are Ray Wood, Barbara Coady, Willie Randall and Ted Shockley.

c. Re-Engaging ESCC Advisory Board Committee

Ted Lewis asked the Board members to review the current Advisory Board Committees to determine what changes are needed, and to regenerate the committees. All of the Board members agreed that a new list of committees is needed. David Bowles and Lisa Johnson volunteered to assist in regenerating the committees.

5. Information Items

a. Academic, Student and Workforce Programs

- *Academic Programs Enrollment Report* – Judith Grier reported with documentation, that ESCC has experienced three terms of increasing enrollment, with (FTE) enrollment up 22.6% for Fall 2020 compared to Fall 2019.
- *Academic, Student & Workforce (ASW) Programs, AY 2020-21 Priorities* – Dr. Tompkins reported that over the last year, the ASW programs reviewed the VCCS assessment of ESCC and the reboot plan, conducted process mapping, held meetings with staff and faculty, and conferred with the community, including local schools, a long list of items emerged such as projects, programs, policy and processes. The immediate priorities for academic year 2020-21 have been identified and most are underway. ASW will provide updates to the college community and College Board.
- *General Studies Transfer Degree* – Dr. Tompkins reported the ESCC's General Studies degree was approved by the State Committee on Transfer as a transfer degree. This was something Dr. Kellie Sorey worked on during her time at ESCC as Interim VP of Academics.
- *CSCI One Door Pilot Project* – Dr. Tompkins reported that ESCC submitted the YES! One Door Success Coach Wrap-Around Program proposal to the VCCS and the college was awarded a two-year grant. The goal is to maintain enrollment increases in academic programs and increase enrollment in workforce programs so that after the grant period the program is self-sustaining.

b. Administration and Finance Report

- *Update on Budget – Close of 2019-2020* – Eve Belote reported the FY20 budget compared to actuals for the full year. Fiscal year ended with an excess of revenue over expenses of almost \$300,000 which is in part due to higher enrollment than budgeted (374 FTEs actual vs. 350 FTEs budget) which accounts for approximately \$115, 000 in

increased tuition revenue. State/VCCS funding was \$189,000 higher than budget due to various adjustments and additions made by the System Office. Personnel expenses were 4% higher than budget and 4% lower than FY19. The increase over budget is due primarily to timing of full-time administration positions and slightly higher than budgeted severance costs. Other direct costs were 13% under budget and 12% over FY19. The increase over FY19 is due primarily to the Service Level Agreement fee paid to TCC.

- *Update on Budget – 2020-2021* – Eve Belote reported the fiscal year 2021 (FY21) budget was prepared based on both the FY20 actual data through May 2020. The General Assembly has convened and is reviewing the state budget now. It appears as of October 2, 2020, that the VCCS will be, at a minimum, spared significant cuts. Therefore, the FY21 budget has not been revised from what was shared at the July meeting. Eve Belote presented FY21 Budget compared to actuals through August 31, 2020.

c. Foundation Report

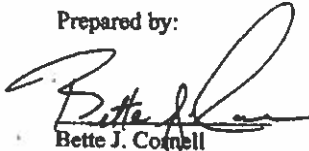
- *Update on ESCC Foundation* – Patty Kellam explained the mission of the Foundation to the new Board members. By connecting donors to the college's programs, Eastern Shore Community College Foundation raises funds, increases visibility and strengthens partnerships among the College, individual donors, businesses, and state and local communities. The Foundation is in the process of awarding over \$280,000 in new scholarships for the 2020-21 academic year. Patty Kellam reported that a lot of fund raising events were affected by COVID. The Foundation mailed a newsletter on October 2, 2020 to 1,600 supporters, constituents and ESCC employees to give an update on the Foundation and College activities. It also provided information on planned giving. Signs will be installed in the new building to recognize Campaign donors. They are also refining a proposal to create an endowment to fund the One Door program including staff scholarships and support services.

d. Presidents Report


- *COVID 19 Response* – Dr. Shaeffer reported the college's successes even with the COVID 19 Crisis. Dr. Shaeffer noted that our graduation ceremony was held on August 6, 2020, which involved students coming in by car, checked in by staff before entering to walk across the stage in the Great Hall to receive their diploma and photo with the President. The Fall semester had a good start. There were a few bumps with the 8-week sessions but we were able to work out. The Chancellor sent out a news release to indicate that our Spring 2021 semester would be similar to the Fall semester.
- *Internet Access* – Dr. Shaeffer noted that we received a donation from one of our Foundation Board members, David Landsberger, to match monies set aside from the Foundation to purchase 120 Chromebooks, which we are distributing on an as needed basis. We are working with the Eastern Shore Broadband Authority, Accomack and Northampton School Divisions to find creative ways of providing internet access for our students.
- *One Door* – Dr. Shaeffer explained The YES! One Door Wrap-Around Program that will focus on hospitality, inclusion, and accountability to meet learners at the door of our Academic or Workforce building or website they enter through.
- *Enrollment* – Dr. Shaeffer stated that we have had increases in enrollment the last three semesters which is due to the hard work of our Student Services as well as others at ESCC.

Meeting Adjourned: 6:44 pm


Prepared by:


Bette J. Cornell
Recorder

Approved by:


Ted Lewis
Chairman

Submitted by:


Dr. James Shaeffer
Secretary