

Eastern Shore Community College Advisory Board Meeting Minutes

April 13, 2021

29316 Lankford Hwy.

Melfa, VA 23410

Via Zoom

Present College Advisory Board

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

Absent

Terry Ewell, Glenn Muhle, Robie Marsh, Katie O'Shea

Present ESCC Staff

Eve Belote, Bette Cornell, 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 January 12, 2021

Motion made by Marianne Elebash, second by Lisa Johnson, that the minutes of January 12, 2021 be approved as presented. Motion carried.

3. Scott Hall introduced Quantez Baines, a new employee hired as Front Desk/Workforce Assistant in Workforce Services. Quantez told the board members of his background noting he received his associate degree at ESCC before continuing his education. He also noted the ESCC Computer Lab was named after his grandmother.

4. Action Items - Academic, Student and Workforce Education

- a. *Approval of IT Support Career Studies Certificate* – Dr. Tompkins presented for approval. This will introduce students to all the fundamentals of IT support that are critical for success in the workplace. This certificate aligns with student demand, local employment needs and the college's mission. Motion made by Lisa Johnson, seconded by Marianne Elebash, motion carried.
- b. *Approval of Webpage Development Career Studies Certificate* – Dr. Tompkins presented for approval the need for IT programs and certifications. The revised degree program includes two career studies certificates. The Webpage Development Associate Certification is a stackable credential in the proposed revision of the Business Management AAS, Information Technology major. A program Curriculum with suggested sequence of courses was also presented. Motion made by Willie Randall, seconded by Marianne Elebash.

- c. ***Approval of Management AAS Program Name Change*** -- Dr. Tompkins presented for approval to revise its Associate of Applied Science in Management program to reduce the number of credits to shorten the time for completion and to share courses with TCC when needed. Dr. Tompkins introduced Chevelle Mason, Program Chair and Assistant Professor of Computer Science and Business Management at ESCC, who recommended an update to the name from Management to Business Management. Chevelle helped explain the program and how it communicates more familiarly with students and employers. A program curriculum and suggested sequence of courses was also presented. Motion made by Willie Randall, seconded by Lisa Johnson.
- d. ***Approval of Information Technology Major in Business Management AAS*** -- Dr. Tompkins presented for approval, the Information Technology major within the Business Management as a cross-discipline curriculum designed to provide a foundation in business management with a concentration in information technology. Students will be required to complete placement testing in English and Mathematics and will offer prerequisite courses to prepare for the curriculum. Motion made by Lisa Johnson, seconded by Marianne Elebash.

5. **Action Item - Nominations Committee**

Ted Lewis asked for the nominating slate to be provided by the Nominations Committee: Marianne Elebash and Terry Ewell. The slate was presented as Ray Wood to serve as Board Chair and Willie Randall to serve as Board Vice-Chair. With no alternative nominations, Marianne Elebash moved to approve, Charlie Walker seconded.

6. **Action Item – Advisory Board Policies and Procedures**

Ted Lewis asked for the approval of the updated ESCC Advisory Board Policy and Procedures Manual which was provided at the last meeting for review. Lisa Johnson motioned to approve, Barbara Coady seconded.

7. **Information Items**

G-3 Program Update – Dr. Tompkins reported that programs Education, Healthcare, Information Technology and Trades & Manufacturing are high demand careers. These programs are eligible for the state G3 financial aid for tuition, fees, books, and living expenses.

Ready. Set. Go. Taskforce – Dr. Tompkins reported that this winter, ESCC partnered with the Eastern Shore of VA Chamber of Commerce, the Eastern Shore Tourism Commission, the Accomack-Northampton Planning District Commission, and the Chincoteague and Northampton chambers, to work on a goal of helping Shore businesses and other organizations recover from the pandemic.

Academic, Student & Workforce Education (ASWE) Staff Update – Dr. Tompkins noted the 2021 fiscal year has seen an unusual number of staff changes with resignations, and new grant-funded positions. Barbara Coady asked if the librarian position was filled and Dr. Tompkins indicated they are in the process of looking into hiring library assistance.

Spring 2021 Academic Enrollment Report – Dr. Tompkins reviewed with board members, the enrollment information provided on the Spring 2021 Academic Programs Enrollment Report. He noted enrollment is down for the spring and performed adequately in FTE enrollment for spring

2021. Dr. Shaeffer has empaneled a Strategic Enrollment Committee to analyze data and develop goals to help increase enrollment.

Workforce Development Performance Update – Scott Hall shared a 2020-21 Spring/Summer (through March 28) Workforce Development Schedule which list current and upcoming classes, program types, enrollment data and tuition.

Administration and Finance Report/FY21 Budget -- Eve Belote presented an update which was prepared based on both the FY20 budget and FY20 actual data through May 2020. Compared to 2019, the increase in enrollment for fall semester has led to an increase in tuition revenue of approximately \$200,000, which is being offset by the decline in enrollment for spring (\$35,000). Eve mentioned ESCC's income from Workforce Development is up \$140,000, noting that we are on a good path. Willie Randall noted that one year we asked the counties for an increase. Eve stated that we did not for FY22 but will ask for FY23.

ESCC Foundation Report – Patty Kellam reported that the Foundation Board is quite engaged with the planning of ESCC's 50th Anniversary celebration. Taylor Bank, the lead sponsor has pledged \$20,000 and an anonymous donor has pledged \$30,000, both for the anniversary celebration. There will be a Homecoming and Ribbon Cutting ceremony on October 22, 2021 where alumni, students, friends, Foundation and Advisory Board members, and the community are welcomed. The Chancellor will join and also local elected officials have been invited. On January 28, 2022, the 50th Anniversary Oyster Roast will take place as a fundraiser with proceeds to support scholarships. On May 13, there will be a major donor dinner with scholarship donors and recipients. ESCC Foundation is in the process of awarding scholarships for Spring 2021 and will provide funding for those ineligible for G3.

President's Report – Dr. Shaeffer reported that ESCC is in the process of adding a new advisor. Faculty and staff will be receiving a 5% salary increase. ESCC is planning to have classes on campus for the Fall semester. Commencement will be held on August 5, 2021 at 6 pm and will be quite similar to the commencement we did last year during the pandemic. Dr. Shaeffer noted that faculty and staff have really worked hard for ESCC this past year, and he thanked his staff at this meeting for their dedication to the college and its students.

Personnel Exemption for Closed Session Motion April 13, 2021

Closed Meeting – Personnel Matters

Motion: In accordance with Section 2.2-3711 of the Code of Virginia, I move that we go into Closed Meeting as provided for in Section 2.2-3711.A.1. of the Code for the purpose of evaluation of performance of departments or schools of public institutions of higher education where such evaluation will necessarily involve discussion of the performance of specific individuals.

Return to Open Meeting

Committee Chairman Lewis Statement: Pursuant to Section 2.2-3712.D. of the Code of Virginia, we will now have a roll call vote to certify that to the best of each Committee member's knowledge, (i) only public business matters lawfully exempted from Open Meeting requirements of this chapter, and (ii) 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 Committee. (The Chairman shall now call on each member's vote.)

ROLL CALL VOTE	AYE	NAY	ABSTAIN
David Bowles	✓		
Barbara Coady	✓		
Marianne Elebash	✓		
Terry Ewell	✓		
Lisa Johnson			
Ted Lewis	✓		
Robie Marsh			
Glenn Muhle, Jr.			
Katie O'Shea			
Willie Randall	✓		
Ted Shockley	✓		
Charles Walker	✓		
Sheila Walker	✓		
Odell (Ray) Wood	✓		

Vote

Ayes

Nays

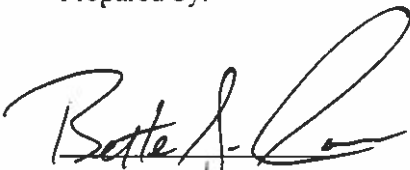
Abstentions

Absent During Meeting:

Absent During Voting:

Meeting Adjourned: 6:56 pm

Prepared by:



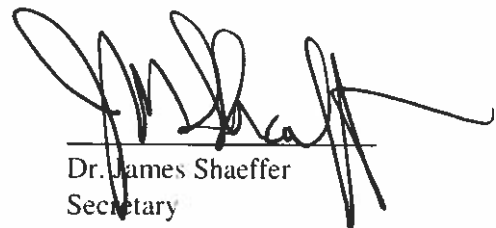
Bette J. Cornell
Recorder

Approved by:



Ray Wood
Chairman

Submitted by:



Dr. James Shaeffer
Secretary