

Eastern Shore Community College Advisory Board Meeting Minutes

July 14, 2020

ESCC Room 120/Via Zoom

29316 Lankford Hwy., Melfa, VA 23410

Present College Advisory Board

David Bowles, Barbara Coady, Marianne Elebash, Lisa Johnson, Ted Lewis, Robie Marsh, Glenn Muhle, Willie Randall, Ted Shockley, Charlie Walker, Sheila Walker, Ray Wood.

Absent

Terry Ewell, Jack Van Dame

Present ESCC Staff

Eve Belote, Bette Cornell, Judith Grier, Scott Hall, Patty Kellam, Cheryll Mills, James Shaeffer, Patrick Tompkins, Jay Welch

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 14, 2020

Motion made by Willie Randall, second by Barbara Coady that the minutes of January 14, 2020 be approved as presented. Motion carried.

3. Recognition of Outgoing Members

Dr. Shaeffer thanked Dr. Paul Bibbins, for his service as College Advisory Board Vice Chair.

4. Introduction of new Advisory Board members

Dr. Shaeffer introduced two new College Advisory Board Members; David Bowles and Lisa Johnson.

5. Action Item

- a. The Nomination Committee presented for approval the election of Ray Wood to hold the Vice Chair position. Barbara Cody moved to approve; Glenn Muhle seconded. Motion carried.

6. Information Items

Academic, Student and Workforce Programs

- *Online Catalog Demonstration* - Dr. Tompkins reported that ESCC received funds as part of the VCCS grant to create and interactive online catalog. ESCC contracted with a vendor, Digarc, to adopt its Acalog product. This spring, staff worked with the vendor to transition the catalog to the online format which went live in June. Dr. Tompkins shared the online catalog to the members and noted we still have some improvements to be made but it is a marketing improvement.
- *Recruitment and Retention Strategies* -- Cheryll Mills noted that on March 23, 2020 everyone had to prepare for teleworking and Student Services was not sure how but knew they had to serve our students. During the move to remote instruction, Student

on July 6, 2020. After the plan has been reviewed and certified, ESCC may update its plan as additional health guidance is received.

- *Budget* – Eve Belote provided FY21 information to the board members. The FY21 budget was prepared based on both the FY20 budget and FY20 actual data through May 2020. Eve indicated that the FY20 budget information is not ready now and will be reported later. There is uncertainty with the state budget. The General Assembly is tentatively scheduled to reconvene in August to discuss the state budget.

Foundation Report

- Patty Kellam reported that ESCC has connected donors to the college's programs which has raised funds. Patty also presented the amounts in scholarships. Some of the 2020 Foundation activities have been fund raisers, installation of landscaping and artwork in the new academic building, grant from the Phillip and Carole R. Ratcliffe Foundation to fund scholarships in the new Associate in Applied Sciences in Technology program, secured emergency funds and grants to purchase 120 Chromebooks and laptops for students and assistance with COVID-19 expenses and raised funds in new scholarships for 2020-21 academic year.

President's Report

- Dr. Shaeffer reported the action taken after ESCC was notified by the VCCS that the college had fallen below the required thresholds and would be subject to a detailed assessment, after the Virginia General Assembly directed the Joint Legislative Audit and Review Committee (JLARC) to review the Virginia Community College System to evaluate the system in several areas.
- Dr. Shaeffer noted in his report that based on the reboot plan, several actions have been taken that are in line with the Year One objectives. Dr. Shaeffer noted all the highlights that were taken.

Action Item: Evaluation of President

- Ted Lewis moved to approve the evaluation of president, David Bowles seconded. The motion carried.

Meeting Adjourned: 7:20 pm

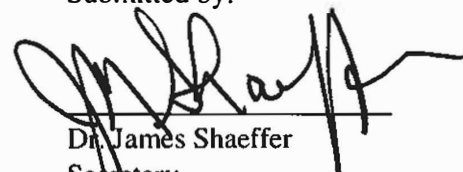
Prepared by:


Bette J. Cornell
Recorder

Approved by:


Ted Lewis
Chairman

Submitted by:


Dr. James Shaeffer
Secretary