

## Eastern Shore Community College Board Minutes

July 9, 2019

The Eastern Shore Community College Board met on July 9, 2019 at 5:00 pm in WDS conference room 130, at Eastern Shore Community College, 29300 Lankford Hwy., Melfa, VA 23410.

### I. Call to Order

A quorum was present and the meeting was called to order by Chair, Ted Lewis at 5:00 pm.e

**Present College Board:** Paul Bibbins, Barbara Coady, Marianne Elebash, Aaron Kane, Ted Lewis,e Glenn Muhle, Willie Randall, James Shaeffer, Ted Shockley, Charles Walker, Sheila Walker, Ray Wood.e

**Present ESCC Staff:** William Aiken, Eve Belote, David Branch, Bette Cornell, Judith Grier, Joe Habel,e Patty Kellam, Cheryll Mills.e

### II. Minutes of April 24, 2019

Motion made by Willie Randall, seconded by Barbara Coady, to approve the minutes as distributed from the meeting of April 24, 2019. Motion carried unanimously.e

### III. Introduction

Dr. Shaeffer introduced the new Advisory Board Members, Charlie Walker, Sheila Walker and Raye Wood.e

Ted Lewis later introduced Patty Kellam, the new full-time Director of Development as of July 1, 2019.e Patty Kellam will be implementing fund raising project to raise money for the school.e

Dr. Shaeffer shared his vision for ESCC with the Board members.e

### IV. Information Items

Joe Habel, the VCCS Project Manager, gave an update on the new building. He indicated the newe completion date is October 8, 2019. Plans are underway for the demolition of the old building.e

Eve Belote discussed the transition plans with relation to Tidewater Community College and indicated that some of the business office functions have already been underway. Some of the financial aide responsibilities will begin on September 1, 2019. Eve Belote noted that the HR Officer at ESCC juste retired and the VCCS and TCC have been assisting with human resources duties. Shared Services will be taking over payroll sometime in April of 2020. Eve Belote announced that the Rural Horseshoe Initiativee Grant was approved and awarded to ESCC for \$100,000.e

Barbara Coady asked about an updated organizational chart. Eve Belote explained that there will be onee updated on the school's website but as for now, it is still a work-in-progress.e

Judith Grier reported to the Board members that ESCC has received notification from SACSCOC of fullere reaccreditation. Judith Grier explained to the Board the process and that the accreditation is for 10 years,e with a required report in five years.e

Dr. Aiken introduced himself to the Board members and explained his role at ESCC as the Transition Officer. He provided a handout that listed the undertakings since his arrival in May and noted that the new hire for a VP of Academic, Student and Workforce Programs is near completion.

Cheryll Mills mentioned the meeting she had with faculty and staff to discuss ways they can help with assisting students in enrolling such as contacting students who were enrolled in the spring but have not selected courses for the fall.

Dr. Aiken noted that Student Services is working on providing information for the New Student Orientation scheduled for July 16, 2019.

### **President's Report**

Dr. Shaeffer reported to the Board that he has been both active on campus and in the community since his arrival on July 1, 2019. He has been gathering a list of what needs to be done and has met with TCC who have been helping with the process. Dr. Shaeffer noted that a signed Shared Services Agreement was accomplished on his first day. He has met with the Presidential Transitional Team Committee and the Reboot Committee. Dr. Shaeffer has met with Patty Kellam, the new Director of Development to discuss fundraising for the college. Dr. Shaeffer also noted he has met with some members of the community from Wallops, the Chamber of Commerce and Eastern Shore Rural Health.


David Branch, ESCC Chief of Police reported to the Board that the new traffic light that will be installed on Rt. 13 and Industrial Park Drive will not be in-sync with the two nearby traffic lights in Melfa and Wachapreague.

Dr. Bibbins reported that the Health Care Career Committee has accomplished the start of two new programs at ESCC; Medical Scribe and HC Leadership.


The Board conducted no closed session.

Meeting adjourned 7:25 pm.


Prepared by:

  
Bette J. Cornell  
Recorder

Approved by:

  
Ted Lewis  
Chairman

Submitted by:

  
Dr. James Shaeffer  
Secretary