



**ESCC Advisory Board Meeting  
April 11, 2023  
ESCC Room WD 130**

**Present College Advisory Board**

Barbara Boggs, David Bowles, Nick Chuquin, Marianne Elebash, Annette Gray Thomas, Katie O'Shea, Ruth Downing-Tankard, Willie Randall, Brittany Russell, Charlie Walker, Sheila Walker, Ray Wood

**Present ESCC Staff**

Eve Belote, Raymond Burton, Scott Hall, Patty Kellam, Jim Shaeffer

**1. Call to Order**

The meeting was called to order by College Advisory Board Chair, Ray Wood, at 5:03 p.m.

Dr. Shaeffer introduced our new interim vice president, Dr. Raymond Burton. Each person in the room introduced themselves.

**2. Approval of Meeting Minutes from January 10, 2023**

Meeting minutes from 1.10.23 were approved – motion made by Willie Randall, seconded by Marianne Elebash.

**3. Academic, Student, and Workforce Education**

**a. Information Item: Academic Enrollment Report**

Dr. Burton shared that there was continuous growth at ESCC with enrollment trending upwards at a 5.7% increase for spring 2023 compared to this time last year, as well as an increase to 348 in FTEs. Credits per student at ESCC increased by 2.64% at 8.54, while the VCCS was down 1.15%. For summer 2023, ESCC increased 105% in FTEs to 34, and headcount was up 54.6% at 85. He attributed this to the faculty following through and the warm hand-off through student affairs, as well as the focus we've had on retention. He expressed that, since the pandemic, there is a greater scramble to get students, and that our goal is to retain students and utilize digital management services and the warm greeting and handoff between faculty and students.

On a lighter note, Ray Wood noted that Reynolds isn't doing as well since Dr. Burton left.

**b. Information Item: Workforce Development Performance**

Scott updated us on FastForward enrollments which were up to 130, 27 more than last year this time. Enrollments for Workforce and Adult Education are up to 637 enrollments, with

611 enrollments on the academic side. As of March 22, 2023, there were 230 students enrolled in Adult Education, which includes ESL and GED/ABE, and enrollments are still in progress. We are currently serving 47 clients through Workforce Innovation & Opportunity Act (WIOA). We received a \$240,000 grant to reconfigure the workforce labs, such as industrial trades, health sciences lab, IT, and general lab. The money will be used for equipment for FastForward classes, tearing up the carpet, and ceiling modifications.

Scott shared that he was working on identifying a new CDL driving range, as they will no longer be able to use the old hospital parking lot. He is working with Accomack on finding another location.

He stated that he was working on a \$220,000 grant which would provide funding for other Workforce needs.

Last year we were approached by Robyn Sexauer about a grant opportunity to assist those with learning disabilities through DARS. During spring break, students with autism were taught how to fly a drone. The first week they had 11 learners and four the next. This camp made such an impact on the students, as well as their families. Parents would often join the student with just as much excitement. One of the students was hired as a drone instructor. Scott stated that he anticipated running additional camps with DARS, as this would provide students with a skill which would benefit them in life and help them in getting into the job market. Mr. Randall asked what was being done to drive enrollment. Scott said that there had been a lot of outreach by staff. He mentioned that Bill Lecato had used social media to push the information out, and that they had reached out to students who have completed other programs but had dropped out for various reasons.

Dr. Shaeffer mentioned the importance of having the opportunities available to learn the skills and trades to create jobs, such as those mentioned, including hair braiding and others. He thanked Nick for his help with starting the phlebotomy program.

#### **4. Information Item: FY23 Budget**

Eve updated the board on the budget, with documentation of comparisons of February 2023 with those of February 2022. She mentioned that the numbers would be about the same as last year, with the exception of the CARES program. She stated that the increase in FTE's impacted the budget, as well as our validation distribution model. Workforce has generated revenue in the \$3000 range. The lack of personnel has increased the numbers as well. Operating costs are up because of CARES reimbursements from last year.

#### **5. Information Item: Associate VP of Administration Update**

Eve gave administrative updates to the board, including the finance/ business office, HR, marketing, IT, and facilities/ security.

The auditor of Public Accounts is conducting an audit of FY22 financials. All requested information was provided by March 22, 2023, and we are in the process of answering follow-up questions.

Cardinal still presents challenges from both processing and reporting standpoints. The system office is working with DOA and the colleges to correct the reporting issues.

We're in the process of hiring a full-time Business Office Liaison. Diane will be retiring soon with about 40 years, so we need to have someone in place to learn those duties. As of March 28, 2023, we have 12 positions in the hiring process, ranging from an imminent start date to currently posted, which includes a full-time Success Coach and a Workforce Generalist.

As Eve stated in Eggs 'n Issues, staffing is starting to have issues because of funding and we have contracted with Gallagher Benefits to conduct a compensation study.

Our website redesign is ongoing, our billboards are up, and our social media is extremely active. Bill Lecato is our marketing expert and gets accolades from the System Office, as well as other colleges.

We are in the process of hiring a full-time IT specialist to replace Jay Welch. The annual IT report for FY22 from VCCS ITS indicates that we are compliant in all areas and doing well in security awareness education and other IT security measures.

We've purchased 100 new Chromebooks to continue our laptop loans to students.

Work will begin soon on replacing the HVAC system in the Workforce building, and the planned completion is fall 2023.

Work continues on renovation of the storage shed and old GED building at the north end of the campus.

Police and security personnel have been participating in training over the past several months. Buildings and grounds continue to do a great job.

Mr. Bowles asked if we had any active shooter training. Eve stated that we had, which included a "bomb scare" and a tabletop exercise, and that specific training materials were purchased for that type of training. She mentioned that David Branch is good about getting those done, it's just a matter of time constraints.

Nick Chuquin asked if we had "Stop The Bleed" kits. When he was told that we did not, he suggested that we get them. He stated that Riverside has them in their hospitals and are placed next to the AEDs. He said that he would find out more information for us.

#### **6. Information Item: Update on ESCC Foundation**

Patty Kellam shared that they had elected two new Foundation Board members in January, Gordon Campbell and Mozella Francis, to serve three-year terms. This brings them to 19 total members.

The Scholarship Luncheon is to be held on Friday, April 14 at 11:30 am in the Workforce Great Hall. This luncheon brings the donors and the recipients together. They anticipate approximately 70-80 guests. The Foundation is in the process of awarding scholarships for Spring 2023. Foundation scholarships are critical to helping students enroll and complete their education. They fund those ineligible for G3 as well as wraparound services for those with significant needs.

The 2023 Oyster Roast brought in almost \$45,000 which benefits scholarships and support services.

Project Horizons is a college track mentoring program for at-risk students in grades 7-12, operated in partnership with ESAAA/CAA and Project Discovery. Students are guaranteed two years of free tuition at ESCC through endowed fund. Miriam Cornwell currently has 78 students enrolled in this program. They went to YMCA at Camp silver beach which brought the students out of their shells and was a great leadership opportunity, as well as a lot of fun. Other scholarships and summer opportunities are underway.

Dr. Shaeffer, Dr. Burton, and Patty Kellam had a great visit with the Board of Philip E. and Carole R. Ratcliffe Foundation, and they are honoring the \$613,000 and explored potential for future funding.

Patty stated that they received a \$2,000 grant from the United Way for our Healthy Snacks program, which we have in our Workforce and Academic buildings to address Food Insecurity. These are snacks that the students can eat on the run. A grant was submitted to Walmart in February to request \$4,000 for Healthy Snacks. We also enrolled in Walmart's Round Up program, where shoppers at Walmart.com or on the application can round up their purchases to donate to the ESCC Foundation. Title III is another grant that we are working on, as well as exploring funding for Contact to Career and other programs through Hanover Research.

We are in the process of hiring an Executive Administrative Assistant to the President. We had 8 applicants, and we are meeting with two this week.

The Scholarship Luncheon will be held on Friday, April 14<sup>th</sup> at 11:30 am.

Our 2023 Commencement will be held on Thursday, May 11<sup>th</sup> at 5:00 pm.

#### **7. Information Item: President's Report**

Dr. Shaeffer stated that great things are happening at the College in spite of the fact that we have had 14 employment searches taking place. He shared that numbers were up and that it has been done by a skeleton crew, and that staff are much more tired at the end of the day. He mentioned that he wanted to be transparent. He said that there is a stress that happens when you try to maintain the high quality work that we are doing with staff shortages. He was hopeful that we would be more adequately staffed by August.

Dr. Shaeffer reminded the committee that the Chancellor, Dr. David Dore', was coming to ESCC on April 26<sup>th</sup>. He will arrive at 8:30 am and will be in the Great Hall until 9:15 am. He will then meet with Faculty and Staff until 9:55 am. Community Partners can come back to the Workforce Building at that time where Scott will give a tour. At 10:20 am, we will transfer to the Academic Building in rooms 147 and 148, where Dr. Dore' will be there to address any questions. The Media has been invited and will meet with the Chancellor at 12:30 pm. Dr. Shaeffer stated that "Our goal is to make sure that we are small, but we are mighty; and you can't judge a college by the numbers." Dr. Shaeffer asked the Board members to send their bios to him.

The Board was notified that we now have a bus, and that the students could use it for field trips. David Branch will be the first to take the CDL training so that he can drive the bus.


ESCC received \$200,000 towards the Aerospace Lab School for the Eastern Shore. Dr. Shaeffer stated that both Northampton and Accomack Counties agreed to move forward with this and are working with the Ripken Foundation. This program will introduce aerospace to those in Kindergarten through Grade 12. There will be no bricks and mortar; the labs will be in the schools where the students are. They will be a virtual school with STEM opportunities. Dr. Burton explained that aerospace includes vocations that are credible, including STEM-H, allied health, HVAC, electrical engineering, etc. Dr. Burton stated that the goal is to build pathways to aerospace, and these are applicable as they move up the ladder. Dr. Shaeffer said that we have 250 jobs at rocket labs, and we want to raise the expectations of our students. Ray Wood said that this is the biggest area where there is going to be growth. Katie O'Shea said that she is so grateful for the program, and that it has been needed for a long time. The program is slated to start in January 2024.

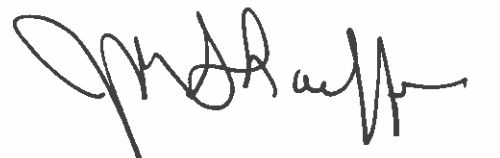
Dr. Shaeffer was excited to share that two students and their families from Tangier had come to the last Registration Rally. This was two-thirds of the graduating class, as they have only 3 graduates.

#### 8. Election of Officers

Ray wood stated that, according to the by-laws, every two years or when there's a vacancy, they needed to elect new officers. Previously, Katie O'Shea had been asked to lead the Nominating Committee this year. Katie stated that she had sent out an email and had only one response. David Bowles motioned to accept the current slate of officers. Nick Chuquin seconded.

Went into closed session - 6:20 pm.

  
Board Chair  
Ray Wood

  
President  
James Shaeffer

