

# Eastern Shore Community College Advisory Board Meeting Minutes

July 13, 2021

29316 Lankford Hwy.

Melfa, VA 23410

## Present College Advisory Board

David Bowles, Nick Chuquin, Barbara Coady, Lisa Johnson, Robie Marsh, Katie O'Shea, Willie Randall, James Shaeffer, Ted Shockley, Charlie Walker, Sheila Walker, Ray Wood.

## Absent

Marianne Elebash, Glenn Muhle

## Present ESCC Staff

Eve Belote, David Branch, Bette Cornell, Scott Hall, Patty Kellam, Cheryll Mills, Patrick Tompkins, Jay Welch

### **1. Call to Order**

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

Because there were a couple new board members present, Ray Wood asked everyone at the meeting to introduce themselves.

2. Dr. Tompkins introduced Shannon Seward, a former ESCC Welding student, who shared her story with the board about her personal struggles during her enrollment at ESCC. Shannon's story went national. Shannon is currently employed at ESCC in the Buildings and Grounds Department and will be a Welder Instructor as well.
3. Ray Wood, Chair, presented for approval the 2021-2022 Advisory Board Meeting dates; July 13, 2021, October 12, 2021, January 11, 2022 and April 12, 2022. Willie Randall motioned to approve, Ted Shockley seconded.
4. **Approval of Meeting Minutes from April 13, 2021**  
Motion made by Willie Randall, second Robie Marsh, that the minutes of January 12, 2021 be approved as presented. Willie Randal motioned to approve, David Bowles seconded.
5. **Action Items - Academic, Student and Workforce Education**
  - a. *Approval of Local Curriculum Advisory Committees* – Dr. Tompkins presented for approval, four career clusters which should have its local advisory committee; (1) Trades and Manufacturing, (2) Business Management and Information technology, (3) Early Childhood education, and (4) healthcare. Willie Randall motioned to approve, Lisa Johnson seconded.
6. **Information Item – Academic, Student, and Workforce**

**SACSCOC Reaccreditation** -- Dr. Tompkins reported that SACSCOC required ESCC to submit a second Monitoring Report in April 2021 due to some reorganization of the college.

**Report on 2020-2021 Academic, Student, and Workforce Strategic Priorities** – Dr. Tompkins reported that we have made significant progress on the three strategic priorities and related goals and measures that were established in July 2020. Through our YES! culture of hospitality, accountability, transparency, and inclusion, the strategic priorities were (1) Enhance the health of Your Eastern Shore Family, (2) Implement the Big Ideas, (3) Align Programming with the Needs of the Shore.

**Workforce Development Performance Update** – Scott Hall reported on information and numbers in headcount for Workforce Development enrollment, a 64% increase (thru 3<sup>rd</sup> quarter). Scott presented information on the FastForward enrollment, Adult Ed, WIOA and CDL services.

**Take Two Program** – Alfie Destro, new leadership at ESCC, explained how this program which was designed after it was discovered that students who had already graduated, were not enrolling at ESCC. The program was designed to allow graduating seniors to enroll in 1 or 2 classes for free, including all tuition, fees, and instructional materials. This program was funded by the ESCC Foundation Board, who generously donated \$45,000. As of June 22, 2021, 38 students were enrolled in the Take Two program, which represents 20% of the overall summer enrollment headcount. 13 students are enrolled for the fall. Dr. Tompkins indicated that they will do a follow-up report on this program and present it to the board at the fall meeting.

**ESCC Academic Programs Enrollment Report** – Judith Grier presented an overview of the ESCC Enrollment Report for academic year 2019-2020, compared to academic year 2020-2021, for Summer, Fall and Spring terms. Headcount has an increase of 6%, and a 7% increase in full-time (equivalent; 15 credit hours) enrollment. The current FTE Fall enrollment is 33% down compared to last year.

## **7. Information Item – Administration and Finance Report**

**Update on FY 21 Budget** – Eve Belote presented the FY21 Budget information based on both the FY20 budget and FY20 actual data through May 2020. Eve noted she does not have June's yet. Compared to 2020, the increase in enrollment for the fiscal year has led to an increase in tuition revenue of approximately \$150,000. Eve noted that revenue from Workforce Development had increased, which she noted a thank-you to Scott Hall. Personnel and operating expenses have decreased approximately \$296,000 in total. These items, as well as receipt of a portion of our CARES funds, leads to an overall increase in revenue over expenditures of \$454,000.

**Update on FY22 County Allocations** -- Eve Belote reported both Accomack and Northampton counties approved our FY22 funding request. She presented the approved FY22 county allocations.

**Overview of HEERF Funding and Expenditures** – Eve Belote presented a Table of HEERF receipts and expenditures to date. Eve noted that ESCC has received several rounds and types of funding to assist with student and institutional needs related to the Coronavirus Pandemic. The majority of these funds are the Higher Education Emergency Relief Fund. ESCC has also received state funding for similar purposes. To date, we have received approximately \$1.9 million for institutional needs and

\$1.0 million for student needs. Approximately, \$320,000 has been expended for student grants and \$375,000 for institutional needs.

**Information Item – ESCC Foundation Report**

*Update on ESCC Foundation* – Patty Kellam noted that the Foundation’s goal is to connect donors to ESCC to raise funds, increase partnerships among the college, individual donors, businesses, and state and local communities. Patty reported that the Foundation approved \$45,000 for the Take Two Program. She worked with Carole Read in Financial Aid, for any graduating students that were eligible for the Pell Grant.

A Newsletter was sent out in May to 1,500 households to provide an update on the college and Foundation. Patty also reported that we received grants from Walmart and United Way to help students with non-academic needs and to address food needs.

The 50<sup>th</sup> Anniversary Committee is working on three upcoming events:

Homecoming - October 22, 2021

Oyster Roast – January 28, 2022

Major Donor Dinner – May 13, 2022

ESCC Commencement will be on August 5, 2021 at 6 pm. Governor Northam will be the Guest Speaker.

Patty presented “Facts about ESCC,” talking points to share with everyone.

**Information Item – President’s Report**

*Dr. Shaeffer* reported that the G3-Get a certificate, Get a job, give back program has been established to provide financial support to cover tuition, fees, and books for eligible students at the Commonwealth’s two-year public institution.

ESCC has added a new Student Advisor.

Faculty and Staff have received a 5% salary increase.

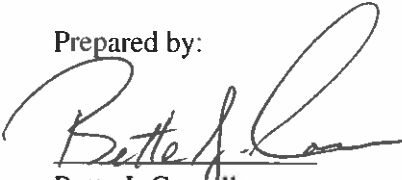
*Dr. Shaeffer* noted that he and the rest of the “COVID CAMPUS TEAM,” Dr. Tompkins, Eve Belote and David Branch, established a “Return to Campus Plan” which will be implemented on a timeline and revised in response to what they learn about the challenges and successes the plan creates. The plan was sent to all ESCC employees

**Information Item – Chairman’s Report**

*Ray Wood* stated that the board needs to re-establish Executive Committees, having representation for both counties. David Bowles and Lisa Johnson will head the Advisory Board Committees.

**Meeting Adjourned: 6:55 pm**

Prepared by:



Bette J. Cornell  
Recorder

Approved by:

Ray Wood  
Chairman

Submitted by:

Dr. James Shaeffer  
Secretary

Signature: *James Shaeffer*  
James Shaeffer (Mar 7, 2023 16:30 EST)  
Email: [jshaeffer@es.vccs.edu](mailto:jshaeffer@es.vccs.edu)

Signature: *Ray Wood*  
Ray Wood (Mar 8, 2023 06:44 EST)  
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Final Audit Report

2023-03-08

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