



Minutes of the Meeting

Meeting Name: Eastern Shore Advisory Board **Date:** January 9th, 2024 **Time:** 5 pm **Location:** Workforce Conference Room

Attendees: Board Members: David Bowles, Ray Wood, Marianne Elebash, Brittany Russell-Taylor, Annette Gray-Thomas, Willie Randall, Nick Chuquin, Katie O'Shea

ESCC: Eve Belote, Dr. Joey Walter, Scott Hall, Patty Kellam

1. Call to Order The meeting was called to order by Ray Wood, Chair, at 5:06 pm.

2. Action Item: Approval of October 10th Advisory Board Minutes The minutes of the October 10th Advisory Board meeting were reviewed. Motion to approve the minutes was made by Willie Randall and seconded by Katie O'Shea. The minutes were approved unanimously.

3. Information Item: Update on ESCC Foundation - Patty Kellam

- Foundation/Scholarships: \$110,000 allocated for scholarships; 120 recipients.
- Grants: David and Melody Landsberger \$ [Details missing]
- Adult Ed programs: Implementation of healthy snacks [Details missing]
- Oyster Roast: Ray Wood made a donation. The event is scheduled for Friday, January 25th. Student and staff volunteers will be working. The event is diverse and has received support from sponsors. Tickets are priced at \$65. Sponsors include Calekia Rogers – Cookie Momster desserts alumna and 31 others.
- Project Horizon: A mentoring program for grades 7-12. Participants are guaranteed two years of free tuition at ESCC. Currently, 54 students are enrolled, and 3 applications are being processed, with a long waiting list.
- Willie Randall asked about the criteria for selection and the definition of "at risk." Selection criteria include recommendations from teachers, counselors, and fellow students, as well as completion of an application. "At risk" factors include incarceration and food challenges.
- Willie Randall suggested publicizing the number of scholarships ESCC Foundation awards. Currently, 16 Project Horizons graduates are enrolled.
- Upcoming visits and events: FA23 visited Norfolk State University, Riverside week of the 15th, and other places. March will include a visit to Camp Silver Beach.
- Scholarship Luncheon: Scheduled for April 26th for donors and students in the Great Hall.

4. Information Item: Associate of VP of Administration Update - Eve Belote

- FY24 Budget: Through November, receivables were overstated due to a glitch. Cash coming in was not reducing Accounts Receivable and adding to Income. Eve Belote will address the issue in December.
- Willie Randall asked how long the glitch had been occurring. Eve explained it was a software glitch and a lack of communication between ESCC and TCC. NC has a different bucket for accounting.

5. Information Item: Workforce Development Performance Update - Scott Hall

- Comparisons of unplanned expenses were discussed:
 - Scholarship management software splitting with Foundation
 - ESL software splitting with Workforce that used all their grant money
 - Consulting for FA-\$80,000
 - Lab Schools expenses moved to restricted account
 - Professional Development
 - IT Software
- Dr. Shaeffer thanked Eve for her board work and emphasized ESCC's transparency.
- Board members were reminded to complete and return the board disclosure email to Eve.
- Workforce Development Performance Update by Scott Hall:
 - FF enrollment:
 - Dec 19: up to 91 FF enrollments
 - 1/9/24: 159 enrollments
 - FF credentials:
 - Cybersecurity: Approved for 7 FF new cybersecurity certificates, online, instructor-led, with statewide reach.
 - CDL Class B: WR inquired about the definition of Class B, which includes buses, smaller vehicles like Star Transit, and dump trucks.
 - Non-Credentialing Courses
 - Upcoming Courses:
 - Daytime ESL class
 - JS noted an increase in Haitian immigrants.
 - WF paying \$80-\$160 for their high school transcript. These students can then enroll in credit classes.
- Integration of Education & Training offerings
- WIOA: Funding still strong, potential cuts in the coming year.

6. Information Item: Grants

- Perkins Federal Program
- Partnerships with Hampton Roads Workforce Council
- HEETF VCCS Workforce Grant – SynDaver – full-body cadaver
- G3 innovation grant – remove carpet from 4 classrooms 150-160-170-18
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7. Information Item: Enrollment Report - Dr. Joey Walter

- Hires: Amy Shockley – Director of Student Services 1/10/24

- K.C. Parks Coordinator of Financial Aid starts 1/16/24
- Farid Saramamad Institutional Research started 1/3/24
- Enrollment:
 - FTE up and outpacing State numbers
 - Numbers to increase for SP24
- WR asked what to attribute the increased enrollment to. JW replied - student services, lost Edward, Bill marketing, etc.
 - Registration Rally – open once a month. Students need hands held. Open up at 10 to 6 pm. 50 students helped on 1/5/24
 - Individual attention by staff which boosts enrollment
 - Up in excess of 25% FTE?
 - Take Two Program: Need to tell SS it is alive. If you graduate from shore high school, students are offered 2 free classes. Started with \$77,000.
 - Numbers expected to increase for SP24
- Dr. Shaeffer discussed the Registration Rally, which operates once a month, offering individual attention to boost enrollment. More than 50 students were assisted on 1/5/24.
- WR inquired about the increase in enrollment, attributed to efforts in student services, marketing, and other factors.
- WR mentioned the Take Two Program, encouraging communication to students about the program's availability.

8. Action Item: President's Report - Dr. James Shaeffer

- Dr. Shaeffer's goals:
 - Stabilize enrollment, continued growth in FTE and Headcount, FF enrollments, and active involvement in high school graduations.
 - Engagement with MyFootPath to address stop-outs and increase enrollment.
- Strengthen Career Services:
 - Applied for Title III Grant, creating two new supportive roles.
 - Diversifying revenue sources, including the Aero Space Academy of the Eastern Shore.
 - Expansion of Workforce, FF, and short-term programs, with 14 new programs since 2019.
 - Increasing on-campus activities, with Bill LeCato assigned responsibilities for student activities and the introduction of clubs such as Running Club and Woodworking.
 - Launching sports, with presentations made to Accomack and Northampton Supervisors.

Motion to accept Nick Chuquin, seconded by Brittany Russell-Taylor. To approve the president's goals. The motion passed.

9. Other Business


- Discussion about a meeting before Christmas regarding a rental boiler or space heaters, and acknowledgment of efforts made by Brian Parker and David Branch.
- Announcement regarding the departure of Willie Randall and Marianne Elebash, and plans for nominations and appointments.
- Dr. Shaeffer's evaluation process, including the appointment of David Bowles as the letter writer and plans for a survey.
- Proposal to review bylaws for potential updates at the next meeting.
- Announcement of future board meeting dates and the distribution of calendar invites.

10. Adjournment The meeting was adjourned at 6:12 pm.

Next Meeting: The next meeting will be held on 4/9/24.

Minutes Prepared by: Grace Pratt

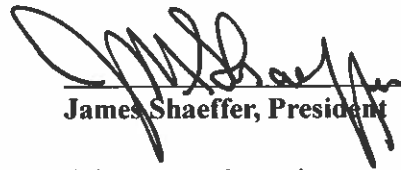
Minutes Approved by:



Ray Wood, Chair

4/9/2024

Date



James Shaeffer, President

4-9-2024

Date

Note: These minutes are subject to approval at the next Advisory Board meeting.

Meeting Minutes Preparation

March 27, 2024

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