



Minutes of the Meeting

Meeting Name: Eastern Shore Advisory Board
Location: Workforce Conference Room

Date: April 9th, 2024

Time: 5:00pm

Attendees:

Board Members: Dr. David Bowles, Nick Chuquin, Marianne Elebash, Rev. Dr. Lisa Johnson, Willie C. Randall, Annette D. Gray Thomas, Charlie Walker and Ray Wood

ESCC: Dr. James Shaeffer, Dr. Joey Walker, Eve Belote, Amy Shockley, Scott Hall, Patty Kellam

1. Call to Order: The meeting was called to order by Ray Wood, Chair, at 5:03 p.m.

Dr. Shaeffer introduced our new Student Services Director, Amy Shockley, and Assistant to the President, Bria Moody. Each person in the room introduced themselves.

2. Action Item: Approval of January 9th, 2024 Advisory Board Minutes

The minutes of the January 9th Advisory Board meeting were reviewed. Motion to approve the minutes was made by Dr. David Bowles and seconded by Willie Randall. The minutes were approved unanimously.

3. Action Item: Election of Vice Chair – Ray Wood, Chair

- Nick Chuquin was asked to take the position of vice chair due to Willie Randall's term expiring. Motion to approve the election of Vice Chair was made by Willie Randall and seconded by Dr. David Bowles. The election of vice chair was approved.

4. Information Item: Discussion of Changes in Policy Manual – Willie Randall, Vice Chair

- According to guidelines, the policy needs to be reviewed every two years and the board members will need to discuss the changes in the policy manual before they can vote.
- The changes to the policy include:
 - Adding the about section from ESCC's website in the bylaws to be more consistent with the college
 - Section 2.2-2 – College Transfer Education, engineering was added to the first sentence
 - Section 3.8 – Removal of Board Members, states that if a board member misses three consecutive unexcused absences or 40% or more meetings during the fiscal year they will receive a written warning letter, explaining the action that will be taken if there are any more absences. Nick suggested that if missing two meetings would result in a warning letter, then the wording needed to be changed from three meetings in a row, to two.

- Edits to section 3.12B – Executive Committee, states that the chair, vice-chair, and the secretary will make up the committee
- Adding new section 4.2 – Evaluation of the President

5. Information Item: Enrollment Report – Amy Shockley

- Spring FTE is at 416 which is up by 20%
- Headcount is 716, this an 17% increase
- Summer enrollment is 40. Nick asked if the Summer numbers are in the negative due to timing. Amy, Dr. Shaeffer and Eve verified that these classes do not start until June it is hard to gage the total number of enrollments at this time.
- Dr. Shaeffer reminded everyone that the goal was to have 500 enrollments from the reboot. He also stated that this may be the smallest college in the VCCS system but in terms of enrollment, we are the highest by 10%.
- Hiring Update:
 - Recently hired a new Financial Aid Coordinator and the Assistant to the Financial Aid Coordinator.
 - Three open position that need to be filled: Student Services Help Desk Assistant, College Navigator and College Success Coach
- Upcoming events hosted by Student Services throughout the month of April:
 - High school visits
 - “High Five with an Advisor”
 - Attending Central and Shore Little League opening game

6. Information Item: Title III – Dr. Joey Walter

- Title III is a five year grant that we received but we have to meet certain goals to stay in compliance. The goals that we have accomplished are:
 - Hiring Hayleigh Bradbury and Robert McClaugherty as Career Service Mentors
 - Grand Re-Opening of the Career Services Center on March 26th with Maurice Jones
 - Working on establishing mentor programs, starting training by mid-summer, the deadline for this is September 30th
 - Currently has nine students placed in internships, with an additional student in the process. The goal is to place 20 students in an internship by September 30th
 - Career Fair is schedule for June 4th with 20 businesses that have committed to this event
- ESCC is now a part of Achieving the Dream (ATD) along with five other community colleges. This is a three year engagement that will help students reach their career goals.
- SACS will be held on September 8th – 9th, 2024. In other to be prepared, ESCC has hired a new Coordinator of Institutional Research and Effectiveness, Farid Safarmamad. In addition, we hired a former SACS employee in January, that is looking over the report and making any corrections that he sees fit, the goal is to have this completed by the end of June.

7. Action Item: Proposal to Recognize Paul Weitzel as Professor Emeritus – Dr. Joey Walter

- The college has received a proposal from the faculty to recognize Paul Weitzel as Professor Emeritus. He has been ESCC for more than 10 years, his list of qualifications and a few quotes from the faculty were included in the agenda that was distributed. Dr. Shaeffer stated that he was reviewed and agreed with the faculty, feels he is would be a great candidate for this honor. Dr. Rev. Johnsen asked if there will be any required roles associated with this recognition. Dr. Shaeffer clarified that there will not be any roles, this is merely an honor.
- The motion was made by Dr. Bowels to recognize Paul Weitzel as Professor Emeritus, and seconded by Charlie Walker. The motion was passed.

8. Information Item: Workforce Development Performance Update – Scott Hall

- Enrollment Update:
 - 159 Internal Enrollments
 - 193 FastForward (FF) this put us over the 2023 total which was 173
 - ESL has 390 with 84% on campus
 - WIOA has 54 active participates
 - 521 enrollments have been processed through ASL this year
 - 1,077 total enrollments for Workforce this year with the goal of 850. Scott noted that he has a great staff and they are doing some great work.
 - 149 students in the non-credit courses and 133 anticipated for new enrollment
 - Currently, tracking around 315 students with majority of them being enrolled in Cyber Security, we are the only Virginia Community College that has this program online. Dr. Shaeffer noted that the enrollments are students from across the state. Ray questioned how many are enrolled in Cyber Security. Scott answered, between 70-75 students.
- Hiring Update:
 - Adult Education Program Manager – currently in process
 - WIOA Case Manager – finalized and hopefully that person will start this month
- Finished the floor refinishing project in the Workforce classrooms

9. Action Item: Request of Approval of New Career Studies Certificate – Scott Hall

- ESCC would like to propose a new Industrial Technologies Management Career Studies Certificate. This type of program uses a mix of credit from prior learning and classroom learning at ESCC. The initial proposal was requested by ANEC to make a pathway for their linemen into management, but this program can be adoptable to meet other business needs. This will grant the students 12 credits from Lineman Power Schools and 16 credits from ESCC, for a total of 28 credits.
- There was a discussion between Nick, Rev. Dr. Johnson, Dr. Shaeffer and Scott on adding some courses about company policies and HR. It was agreed that this could be included in one of the business or SDV courses. Willie Randall asked if there were any models that we could compare this program to and if the same program is offered through Dominion Energy. Scott stated that they used some outlines from VCCS but we are limited in the number of parameters. There are two linemen FastForward programs through Dominion Energy, but they are not a certification, it would be a completion. Nick also wanted clarification if ANEC is supportive of their employees continuing to an

Associate's Degree. Scott confirmed that they are. Dr. Shaeffer added that he could envision doing this within health care and other areas.

- The motion was made by [details missing] and seconded by Willie Randall to approve the new career studies certificate. The motion to approve was passed.

10. Information Item: Update on Associate VP of Administration – Eve Belote

- Received FY22 Audit Report, we were fine, no significant findings
- There were three management points that are a problem within the entire VCCS, not executive to ESCC
 - Improve internal controls over financial reporting of leases under GASB Statement No. 87
 - Improve the monitoring of Critical System Access
 - Improve the process over employee terminations
- Financial Aid Audit
 - Currently undergoing an Financial Aid Audit for Aid Year 2023
- Hiring Update:
 - We have several positions that have been posted
- Marketing:
 - The website is still being updated, it is coming along slower than expected due to other priorities
 - The ESCC Winter Art Walk was successful with 200+ attendees
 - Bill LeCato has also utilized Linken, WESKR and the local newspaper for marketing needs. Dr. Shaeffer added that we try to have a presence in the newspaper once a week.
- Information Technology:
 - Moving to a new ticketing system that TCC uses. Dr. Shaffer noted that the main advantage to this is they have tutorials that help you resolve the problem on your own.
- Facilities/Security
 - The HVAC system in the Workforce building is almost complete
 - In the process of determining the possible need and cost for the generator in the Workforce building. It would be used for the ventilation system in the Flex Lab.
 - Moving some Security positions from part to full time

11. Information Item: FY24 Budget – Eve Belote

- The February Budget is -\$21,000, this is the result on:
 - Moving cash from local parking fund
 - HR had a 5% increase
 - Moved to Cardinal and things were misclassified, FY25 will give us a better view
 - Additional FY24 expenses that were not expected
 - Dual Enrollment, used to bill the gross, now we are only billing the net, so there will be some impact there
- Willie Randall questioned if this a negative cash flow for the college and can the Foundation help if we get there. Eve stated no, this is not a negative cash flow and the Foundation cannot help if we get there.

12. Information Item: Update on ESCC Foundation – Patty Kellam

- Has elected three new Board members (Finale Norton, Dr. Ron May and Marilyn William) in January, with a total of 19 members. Commends Ray for serving on board because it helps with communication between the two boards. Invites Nick to join the Foundation board where he would be a voting member, since he will be serving as Vice Chair.
- Scholarship Luncheon:
 - Friday, April 26th in the Workforce Building
 - At no charge, 90 guest, and students can bring a guest
 - Scholarship opportunities are available
- Scholarships
 - In the process of awarding scholarships for Spring 2024. There will be approximately \$100,000 that will be disbursed.
- AwardSpring
 - Students will just have to do one application and the system will match them to scholarships. Working with Amy to utilize this software.
- Oyster Roast
 - Gave thanks to those who attended
 - Silent Action raised \$5,973
- Grants Update:
 - Perdue - \$17,000, summer ESL classes and translation of students transcripts
 - Untied Way - \$2,500 healthy snacks for students
 - VA Commissions for the Arts for Latin Ballet, workshop for Project Horizons - \$1,453
- Major Donor Visits
 - Precision Manufacturing Lab and Soccer team have been requested by our major donors. Soccer teams would be a great way to boost enrollment and open up other grant opportunities Dr. Shaeffer stated that the Manufacturing Lab will give a great opportunity to upgrade equipment.
 - Carlene Cassidy, CEO of Ratcliffe Foundation is coming to visit on April 23rd.
 - Charlie and Beth Walker are ESCC Foundation's 2024 Honorees at Chancellor's Award for Leadership in Philanthropy. They are going to be honored due to their Walker family scholarship, which provides support for undocumented students that are not FASA eligible.
- Project Horizon Update:
 - Guarantees two years of free tuition at ESCC
 - There are currently 59 students enrolled from the Eastern Shore's public middle and high schools, this is the max number allowed by the grant.
 - Field Trips:
 - Riverside Shore Memorial Hospital and YMCA Camp Silver Beach
 - Latin Ballet of VA held a workshop at ESCC
 - Goldy Beacom College visit is in the planning process
 - Year-End Family Party on campus
 - Currently have 17 Project Horizons graduates enrolled at ESCC, most are eligible for federal and state aid but the Foundation is able to help with any other expenses.

13. Information Item: President's Report – Dr. James Shaeffer

- Soccer Update
 - Happy to announce that ESCC will have a Soccer team
 - Received \$50,000 from Accomack and \$25,000 from Northampton
 - Planning to hire an Athletic Director and coaches, then we can start filling the teams by Fall 2025
 - Need \$100,000, cannot fund this without any local dollars and donations. The team does need a mascot, suggested that this may be a fundraiser idea.
- Economic Impact
 - \$35 million impact on the Eastern Shore, supporting 1 out of 43 jobs with \$22,000 investment in the college. Willie Randall stated the Economic Impact is very good. The information that was shared is important and that these jobs are providing homes.
- MyfootPath
 - This was offered to ESCC for free to help identify students that did not continue their degree (stop outs) and contact them to get them back enrolled
 - Already made contact with 20 past students are two are re-enrolling
 - This tool will help address the Enrollment Cliff, the number of people graduating from high school are going down especially in Northampton
- Aerospace Academy Lab Update:
 - Decided to put this on a pause for the moment due to the concerns within the school systems. However, there is still interest to get this back on track by the Department of Education, Governor Youngkin and Northrop Grumman
- Dr. Shaeffer stated that as president of this college for five years, the last two have been critical to get positions filled. Today, we have filled Director of Student Services, Career Services, Financial Aid positions and a VP, we cannot run this college without these positions, and the college is in a very good place right now. Also wanted the board to know that we are going to continue to be transparent and wants all the board members to be comfortable to add anything to the agenda, if needed.

14. Closed Session The meeting entered into a closed session at 6:26 p.m. to discuss and approve Dr. Shaeffer's evaluation letter.

- Ray reopened the session by reading the opening of the closed session letter. He shared that the board has evaluated Dr. Shaeffer's performance over the past 5 years and has written a letter to submit to the VCCS Chancellor, that he has exceed all expectations for the role of ESCC President.
- The motion was made to approve of the submission of Dr. Shaeffer's evaluation letter once typos were edited by Nick Chuquin and seconded by Dr. Bowels. This motion was passed.

15. Other Business

- There are two board members that are terming out: Willie Randall and Marianne Elebash. Dr. Shaeffer presented them with a token of gratitude and stated "Thank you for being a part of the board and it's been a wonderful road".

- Rev. Dr. Johnson, as of January 2024 is no longer representing Accomac Public Schools.

15. Adjournment: The meeting was adjourned at 6:42 p.m.

Next Meeting: The next meeting will be held on 7/9/24.

Minutes Prepared by: Bria Moody

Minutes Approved by:



Ray Wood, Chair 7/9/2024
Date



James Shaeffer, President 7-9-2024
Date

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

Meeting Minutes Preparation

July 7, 2024

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