

**Eastern Carolina Christian College & Seminary  
Board of Trustees Meeting  
June 3, 2023**

**Board members and staff present:**

Mr. Charles E. McCollum, Jr., Board Chairman  
Dr. Jean D. Brown, President  
Rev. Mark Barfield  
Dr. Ervin Griffin, Advisor  
Dr. Kenneth Jones, Provost & Faculty Representative  
Dr. Travis Judkins, Advisor  
Dr. James Mills  
Mr. Lou Mitchell, Interim Dean of Admissions, Registration, and Records  
Rev. Ronald Taylor

**CALL TO ORDER:** The meeting was called to order by the Chairman, Mr. Charles E. McCollum, Jr. at 10:00 a.m.

**PRAYER:** Mr. Lou Mitchell gave the opening prayer.

**APPROVAL OF MINUTES:** Chairman McCollum presented the agenda for the meeting, which had been previously made available to all Board members via email. Chairman McCollum asked for a motion to accept the meeting agenda. It was motioned by Dr. James Mills and seconded by Mr. Mitchell that the agenda be approved.

**REPORTS:**

**Enrollment:**

- Dr. Kenneth M. Jones, Provost reported that enrollment is increasing. There are two certificate programs that will begin June 5, 2023. Also, the doctoral program will begin in August. Dr. Jones asked all Board members to share the 2023 Academic flyer to help increase enrollment. In addition, Dr. Jones mentioned that he is attending church fairs, church services to promote the college.
- Academic Calendar and Course Calendar: Dr. Jones presented the Fall Academic and Course Calendars. A brief discussion ensued. Dr. James Mills moved to approve both the Fall 2023 Academic and Course Calendars. The motion was duly seconded and carried.

**Admissions/Registration/Records:**

Dean Mitchell reported that the college is using a software called Gradelink for its Student Information System (SIS). This system has the capability to create student profiles, create student ID#, accounting, reports, transcripts, and limit LMS features that instructors will be able to utilize to post assignments. Dean Mitchell, Drs. Jones and Brown researched three SIS were reviewed. It was

determined that Gradelink is the product that fits the ECCCS&S needs at the time. Currently, the college pays \$89.00 a month for its services. Students' information is in the process of being uploaded to this system starting with the spring of 2022 students.

**Fund Raiser:**

Dean Mitchell reported that "Save the Date" letters were mailed to last year's golf attendees for the 2023, 19<sup>th</sup> Annual ECCCS&S Golf Tournament. The goal is to have a minimum of twenty (20) teams. Sponsorships are needed. As of today, we have fewer than five sponsors and we are encourage that more will come through soon.

**President:**

- **Accreditation:** - Dr. Brown reported that ECCCS&S is now accredited by the American Accrediting Association of Theological Institute and that we are in good standing with the UNC North Carolina System Office.
- **Website:** The college website is up to date.
- **The Roanoke Valley Chamber of Commerce:** ECCCS&S membership is up to date.

**OLD BUSINESS:**

1. **Strategic Plan Overview** – Chairman McCollum shared that the college five-year strategic plan is a working document, and the Board will review further at the retreat scheduled in October. Dr. Brown will email this document to the board members.

**NEW BUSINESS:**

Dr. Brown shared that the following items are the priority as it relates to short-term goals (6mo-2 years):

- **Increasing Enrollment** - Discussion ensued about ways of increasing enrollment. Dr. Ervin Griffin mentioned that Halifax Community College has a new president (Dr. Patrena Elliott), and we should revisit our articulation agreement between the two colleges. Dr. Brown agreed to follow up with Dr. Elliott. **Marketing Strategies** - Dean Mitchell shared we currently have a volunteer who posts our flyers to Facebook. Dean Mitchell shared that additional marketing strategies need to be in place to assist with enrollment. The Board agreed.
- **Accounting System** - Chairman McCollum will take the led with providing an accounting system that will continue a streamless accounting process for the college finances in an organized manner as required for accreditation.
- **Zoom Account for (Distance Learning)** – **Drs. Jones and Brown shared the importance of ECCCS&S having its own Zoom Pro account.** The Board agreed. Chairman McCollum will work with Dr. Brown to get this set up.
- **Transcript Request & Mailing (P O Box)** – Dr. Brown brought it to the Boards attention that a second P.O. Box is necessary due staff geographical situations. It was agreed to obtain a second P. O. Box in Rocky Mount, NC.

**COMMENTS & ANNOUNCEMENTS:**

- Dr. Griffin recommended that the college Mission & Vision statements must show that the Board has reviewed and approved them.
- Drs. Griffin and Judkins inquired if we offer short-term programs that can lead to certifications. Chairman McCollum shared that we have a subsidiary called “Carolina Professional Institute” which offers short-time programs (i.e., Medical, Project and Non-Profit Management, and Media). Further discussion about these programs will be on the October Board Retreat.
- Dr. Judkins inquired about the “Greek” course listed on the flyer for the fall semester and wanted to know if it is language course versus a word study course. The previous Greek course syllabus will help provide a clearer answer.
- Dr. Griffin shared that he and Dr. Charles E. McCollum, Sr., submitted a request for funding for upgrades to the college (i.e., computers, maintenance, accreditation, etc.) and are waiting to hear if funding is approved.

**ADJOURNMENT:**

There being no further business to come before the Board, Chair McCollum adjourned the meeting at 12:15 p.m. with no objections.

**Respectfully Submitted:**  
**Dr. Jean D. Brown**