

**Wytheville Community College Board Meeting
Smyth Hall, Learning Resource Center, Room 105
September 16, 2021, Minutes**

MEMBERS PRESENT:

Mr. Malcolm Brown, Chair
Mrs. Angie Jackson, Vice Chair
Mr. Dale Clark
Mrs. Leslie Farthing
Dr. Gary Houseman (left at 6:45 p.m.)
Mr. Danny McDaniel
Mrs. Patsy McKnight
Mr. Roger Perez
Mrs. Shirley Pratt
Mr. Joe Reeves
Ms. Debra Walker

MEMBERS ABSENT:

Mr. Davis Goforth
Dr. Oliver McBride

OTHERS PRESENT:

Dr. Dean Sprinkle, WCC President and Board Secretary
Dr. Rhonda Catron-Wood, Vice President of Academics and Institutional Advancement
Mr. Perry Hughes, Vice President of Workforce Development and Occupational Programs
Mr. David Dickens, Business Manager
Mr. Shawn McReynolds, Director of Technology
Ms. Staci Thomas, FGA Representative
Dr. Scott Jefferies, Wythe County Public Schools Superintendent
Mrs. Jerri Montgomery, Administrative Assistant to the Vice President of Academics and Institutional Advancement
Mrs. Denita Burnett, Administrative Assistant to the President

2. Opening

A. Call to Order

Mr. Malcolm Brown, Board Chair, called the meeting to order.

B. Roll Call

Dr. Dean Sprinkle, WCC President and Board Secretary, recorded Board members in attendance and confirmed a quorum was present.

C. Welcome and Introductions

Mr. Brown welcomed everyone to the meeting. He noted there were several new Board members present and asked that each person introduce themselves. Introductions were made by all in attendance.

D. Approval of Minutes

Mr. Brown referred to the draft of the attached WCC Board minutes from June 10, 2021, and asked if there were any corrections or changes to the minutes; there were none.

Mr. Reeves moved to approve. Mrs. Farthing seconded, the motion carried.

E. Public Comment

Mr. Brown asked if there were any public comments. There were none.

F. Appointment of Board Committees

Mr. Brown reviewed the attached Board Committees list for 2021-2022. He explained that the WCC Board prefers to act as a whole, or by Executive Committee when necessary. However, these Committees are in place in case they are needed and mirror the Committees utilized by the VCCS and the State Board for Community Colleges. The members of the Executive Committee and President's Evaluation Committee were appointed and approved at the June 10 Board meeting. Each Board member is assigned to 2 Committees. He asked if there were any questions or discussion; there were none.

Mr. Brown noted this was an informational item; no approval or vote was needed.

3. President's Report

A. Approval of Proposed Lease (Site) for Automotive, Technical, Occupational, and Workforce Facility in Marion

Dr. Sprinkle provided a PowerPoint presentation regarding the approval of a proposed lease (site) for an Automotive, Technical, Occupational, and Workforce Facility. He explained that WCC's administration had been approached by representatives of the Virginia Automobile Dealers Association (VADA) in the spring of 2019, regarding the need to provide automotive technical training. WCC submitted a FastForward Training Grant proposal to the VCCS in spring 2019 and received funding to obtain Automotive Service Excellence (ASE) certifications for Brakes and Electrical/Electronic Systems, and additional automotive certifications. In the summer of 2020, WCC entered into a Memorandum of Understanding with Wythe County Schools to use automotive space after hours at the Wythe Career Technical Center. In summer 2021, WCC had a follow-up visit with a VADA Field Representative and former State Senator Bill Carrico. During that visit, a strong interest was expressed in developing a training program with a focus on the emerging electrical automobile market.

In summer of 2021, WCC became aware of a vacant automotive service dealership and service facility in Marion. Dr. Sprinkle approached the VCCS to discuss how to proceed with possibly leasing that facility. In fall of 2021, Dr. Sprinkle had discussions with GO Virginia, other higher education institutions, and economic development entities regarding automotive sector opportunities. He explained that the next step was to present this information to the WCC Board for consideration as approval is needed to establish an off-site location.

Exterior and interior photos of the proposed location were reviewed. Dr. Sprinkle reported the facility is program ready and includes multiple bays, and four lifts with a site ready for a fifth lift. The facility is located just off Interstate 81 at 1520 North Main Street in Marion, Virginia. It includes ample parking, office and classroom space, as well as space for other occupational and workforce programs. Dr. Sprinkle noted that WCC currently has a great facility for transfer programs located at the Henderson in Marion. That facility has computer technology and classroom space; however, it cannot accommodate technical programs due to the very small elevator and wooden floors. Dr. Sprinkle reminded the Board that WCC's service region is approximately 2000 square miles and that multiple sites/locations are needed.

Next Dr. Sprinkle reviewed the timeline explaining that in August 2021, WCC investigated the feasibility of another off-site location for automotive, technical, occupational, and workforce. At this meeting, WCC is asking approval from the WCC Board to pursue establishing an off-site location. If approved, WCC will submit information to the VCCS in October 2021 for inclusion on the State Board agenda for action at the meeting on November 18, 2021. If approved by the State Board, WCC would initiate lease negotiation of the site, with an option to purchase. Dr. Sprinkle reported there are several potential funding sources and/or partners for program development and renovation, which include VADA, Virginia Tobacco Region Revitalization Commission, GO Virginia, Appalachian Regional Commission, USDA Rural Development, and other federal grants related to alternative energy. He explained that WCC would be meeting an industry need which provides good jobs with good pay, and preparing for the future with regard to electric vehicles.

Board members asked various questions, expressed concerns, and made comments which included the following:

- Why would WCC want to purchase the facility? WCC response: initially WCC would lease the facility; however, an option to purchase would be beneficial because it would allow WCC access to more funding sources. Many grants require ownership of the property.
- Would any of the funding sources listed assist with the purchase of the site? WCC response: none of the funding sources we spoke with are willing to assist with the purchase of property; they are more willing to assist with upgrades and program equipment purchases. The building is in good shape as is. WCC did research revitalization funding possibilities, but this building doesn't qualify.
- Does WCC have the financial resources to purchase the facility? WCC response: due to reduced spending during the COVID-19 pandemic, WCC has a large amount of carryover funds from FY2021 that may be available. We would request permission from the VCCS to use those carryover funds in 2022 to purchase the property, which would be a solid investment for WCC. It was noted that while we have flexibility in paying forward certain expenses, carryover funds are not guaranteed to be available in the following year.
- What is the expected cost of the property? WCC response: anticipated cost is approximately \$1.2 million.
- What are the salary expectations for graduates of the automotive program? WCC response: we studied the salary in 2019 when the grant was written, and it is good pay. It is not as high as some of our other programs such as the power line worker, but there is potential for increases due to the emerging electric vehicle field.
- What is the student cost to attend an automotive technician program? WCC response: the cost is approximately \$9,000; however, students will be eligible to receive funding that would cover a majority of the cost. Currently, WCC's automotive technician program is approved for FastForward and G3 funding. The first cohort in the automotive technician program will begin on November 29. Students will attend classes 2 nights a week, 3 hours each night. The program will be 1 year in length and students could earn up to 29 credentials. It was noted that WCC began developing the automotive program prior to COVID-19, which has delayed the start of it; however, there is still strong support from VADA and other businesses in the WCC service region and beyond. This location could make it a flagship for the automotive technician program.
- Will there be renovation costs to get the automotive technician program started at the proposed facility in Marion? WCC response: little renovation would be needed, we already have the equipment for the program, which is currently housed at the Wythe Career Technical Center and can be moved to the Marion location.
- It was noted that the property would increase WCC's visibility in Marion and along Interstate 81, and the increased visibility could help with marketing and advertising for WCC.
- Would the emphasis be on electric vehicles? Concern was expressed that the job market is limited in our area for electric vehicles. WCC response: the facility could be utilized to offer both training on gas vehicles and electric vehicles; however, the initial automotive technician program would only be for gas vehicles. WCC is mindful that we need to provide training that results in employment for the graduates. The electric vehicle training is an option that will be explored when the market dictates there is a need. It was noted that VADA is supportive of the electric vehicle training. Also mentioned was that electrical vehicle training could tie into other programs WCC currently offers including the Power Line Worker and Underground Power programs. It was noted by a Board member that AEP is working on expanding the availability of charging stations for electrical vehicles.
- WCC reiterated that the initial use of the site would be for an automotive technician program, but there is possibility of expanding training offerings to include heavy equipment training, welding, machining, and/or auto body. A Board member suggested the race car industry as a possibility. WCC noted that Patrick and Henry Community College already offers Motorsports Management and Technology, but we would need to research to determine if employers have a need for people with that training.
- A Board member noted that using this facility in Marion would support economic development which is part of WCC's mission statement.

Mr. Reeves moved to approve the proposed lease of the site in Marion with the possibility of purchase. Mrs. Jackson seconded, the motion carried.

B. Approval of Retirement Resolutions

Dr. Sprinkle referred to the retirement resolutions that were prepared in honor of WCC Board members who completed their appointed terms on June 30, 2021. He requested the Board approve the resolutions (Appendix 1) presented for Dr. Walter Barton, Mrs. Janet Nuckolls, Mr. Phyl Snapp, and Mr. Robby Wingate.

Mr. McDaniel moved to approve. Mrs. Shirley Pratt seconded, the motion carried.

C. Adoption of Crisis and Emergency Management Plan - CEMP (formerly Emergency Operations Plan - EOP)

Dr. Sprinkle reported the WCC Crisis and Emergency Management Plan, CEMP, was recently revised and updated. He noted that one of the revisions was the change of the name, which had been WCC Emergency Operations Plan or EOP. This name change was implemented in compliance with Governor's Executive Order #41 regarding emergency preparedness responsibilities of state agencies and public institutions of higher education. Dr. Sprinkle explained that adoption of the CEMP by the WCC Board is required every four years per the Code of Virginia; however, the current ongoing COVID-19 pandemic has necessitated an earlier review and revision. He asked if there were any questions; there were none.

Mr. Clark moved to adopt the CEMP. Mr. Reeves seconded, the motion carried.

D. VCCS Six-Year Strategic Plan and WCC Institutional Priorities

Dr. Sprinkle provided a summary of the attached VCCS Six-Year Strategic Plan for Virginia's Community Colleges. He explained the overarching goal is that Virginia's Community Colleges will achieve equity in access, learning outcomes, and success for students from every race, ethnicity, gender, and socioeconomic group. Five supporting goals have been identified to achieve this goal, those are:

- Ensure that Virginia's Community Colleges are equipped to deliver on the promise of the equity goal by ensuring that all internal and external constituencies understand why the goal is necessary for Virginia's Community Colleges to provide a talent pipeline for Virginia employers.
- Provide all students with access to high impact practices that support educational excellence and equity in student success through the development of a world-class cadre of diverse employees focused on equity-minded principles and practices.
- Provide all students with a culture of care that responds to the needs of our diverse student population and supports and inspires their educational and career success.
- Provide all students with the knowledge, skills, credentials, and degrees that enable them to thrive in dynamic and emerging 21st century careers shaped by the future of work.
- Provide all students with access to affordable college educations that support their need for financial flexibility while also supporting the vitality and sustainability of our colleges.

Dr. Sprinkle reported that WCC has identified Institutional Priorities for the 2021-22 year to support this new strategic plan, and referenced the attachment which included details. He explained that progress on these priorities is part of his annual Presidential Evaluation by the Chancellor.

Mr. Brown noted this was an informational item; no approval or vote was needed.

E. WCC One Virginia Plan 2021-2022

Dr. Sprinkle reported that WCC had prepared the attached One Virginia Plan for 2021-2022. He explained that every state agency was charged with having a plan and providing methods that the agency will take to reach five goals within a five-year period. This is in alignment with the Department of Human Resource Management (DHRM) and the Governor's Office of Diversity, Equity, and Inclusion the One Virginia Plan which outlines priorities and goals of the Commonwealth to promote a diverse, equitable, and inclusive culture where students, faculty, staff, and administrators feel welcomed and empowered. The five goals are:

1. Access and Success
2. Climate and Intergroup Relations
3. Training, Education, and Scholarship
4. Infrastructure and Accountability
5. Community Engagement

Dr. Sprinkle explained that WCC's plan was developed by five teams and each team worked on one goal. He asked if there were any questions or discussion; there were none.

Mr. Brown noted this was an informational item; no approval or vote was needed.

F. Review of WCC Local Interest Goals for 2021-22 and President's Evaluation Form

Dr. Sprinkle referred to the attached WCC Local Interest Goals for 2021-22. He noted that the Goals are mostly the same as the previous year except for a few changes which include:

- Goal 11, added "consider adding business faculty"
- Goal 16, updated to list the current initiatives that are priorities
- Goal 18, reworded to be more reflective of our planning and improvement processes

Dr. Sprinkle noted he is open to any other changes or additions and asked that Board members send those to him and Mrs. Burnett by October 15. Any suggestions will be added to the Goals and included in the materials for the next Board meeting on November 11, 2021, at which time the Goals will be presented for approval. He explained that the outcomes of the Goals are one of the tools used by Board members to evaluate his performance.

Dr. Sprinkle referred to the attached Presidential Evaluation Form. He noted that the form was updated a few years ago and seems to be working well. Dr. Sprinkle explained that the form has also been revised to align with the reports provided at Board meetings; however, if Board members have any suggestions for improvement to the form or evaluation process, please send those to him and Mrs. Burnett by October 15.

Mr. Brown noted this was an informational item; no approval or vote was needed.

G. Graduates and Enrollment Update

Dr. Sprinkle reported that normally when there is a downturn in the economy college enrollments increase; however, with the COVID-19 pandemic that has not occurred. He referred to the attached enrollment reports from the VCCS and noted enrollment is currently down at 16 of the 23 colleges; the decline for the VCCS overall is 3%. Dr. Sprinkle reported that the largest enrollment increase has been among dual enrollment students. He noted the reports for Graduates by Locality and Summer 2021 end-of-term by Locality were attached and asked if there were any questions; there were none.

Mr. Brown noted this was an informational item; no approval or vote was needed.

H. Security Awareness Training

Dr. Sprinkle reported that all people with WCC email accounts, including WCC Board members, will be required to complete security awareness training annually. The training is designed to ensure users understand the mechanisms of spam, spear phishing, malware, ransomware, and social engineering in an effort to keep accounts secure. WCC recently transitioned to KnowBe4 for this interactive training. Board members will receive an email to their WCC email account regarding accessing and completing the training in October. Mr. Brown shared information regarding a situation that had occurred in relation to a closing he was handling, and explained that people may not be after your information but after the college's and that it is important to be aware.

Mr. Brown noted this was an informational item; no approval or vote was needed.

I. Student Services Update

Dr. Sprinkle provided the following report regarding Student Services:

- Two new G3 advisor positions were recently filled at WCC and those people are providing outreach to new students. He noted that more student-facing staff have been needed, and we are very pleased to have more people dedicated to that area.
- WCC has participated in and hosted college day fairs, including one held earlier today in Smyth Hall, which had 40 colleges and universities available; high school students from Wythe County schools attended; Bland County High School was also invited but declined to attend. In addition, WCC attended a College Night event in Smyth County on September 15 and College Day at Carroll County High School for Twin County students earlier today, September 16.
- Many times students drop out for non-academic reasons, such as food or housing insecurity. The Single Stop is a new service that provides students with assistance in determining possible support and services they may be eligible to receive.
- WCC is actively searching for more tutors which will assist with our retention efforts.
- Some students have had technical issues with online learning, and we are proactively reaching out to engage those students in hopes of assisting them and increasing retention.

- WCC's Financial Aid Office will begin workshops in October. In addition, we are pleased to report that WCC has been designated as a military friendly school for 2021-2022.
- TRIO programs have been active; Project Aim took a group of students to Lancaster and Philadelphia in August and have begun their in-person workshops again. WCC's Talent Search program was re-funded for the next five years and plans for outreach activities in schools are being planned. Upward Bound is in the process of proposal writing for the 2022-2027 grant cycle. Upward Bound provided students with school supplies.

J. Personnel Update

Dr. Sprinkle referred to the attached Personnel Update which had been provided in advance of the meeting. He asked if there were any questions; there were none.

Mr. Brown noted this was an informational item; no approval or vote was needed.

4. Academics and Institutional Advancement Report

A. Academics Update

Dr. Catron-Wood complimented the faculty for their ongoing hard work teaching during the challenges of the COVID-19 pandemic. She reported that WCC is continuing to work on the implementation and marketing of the G3 program. At this time, there are 162 students enrolled in G3 eligible credit programs, 33 students enrolled in G3 eligible Workforce Development non-credit programs, and over \$600,000 in available G3 funds for Spring and Summer. WCC continues to work on the Transfer Virginia initiative, which will improve the transferability of community college credits to most four-year colleges and universities. Dr. Catron-Wood reported the VCCS colleges are working with the State Council of Higher Education for Virginia (SCHEV) to identify common courses. As an example, she explained that we may offer an ITE115 as a transfer course; however, the four-year schools want an ITE course with a different number. We are working to overcome the differences and come to agreements on transfer courses. Dr. Catron-Wood reminded the Board that WCC's health programs have their own accreditation through other agencies aside from the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). She reported that WCC's Dental Hygiene Program which is accredited by the Commission on Dental Accreditation (CODA) has been notified the status has been changed from "Accredited without Reporting Requirement" to "Accredited with Reporting Requirement." This concern involves the amount of time the Program Head is assigned for administrative duties. A couple of positions were lost which resulted in the Program Head assuming more teaching duties. In addition, the COVID-19 pandemic that impacted the program and required an increased amount of time teaching students and ensuring they completed the requirements to finish the program. WCC will respond by the requested November deadline; we are confident that the concern will be addressed.

B. Institutional Effectiveness, Research, and Planning Update

Dr. Catron-Wood reported that WCC submitted its Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Fifth-Year Report earlier this week. She explained that the self-study included a review of 22 standards and is part of the ongoing process to maintain accreditation. Accreditation through regional accrediting bodies is a requirement for institutions to remain Pell eligible. Without that designation, students who are eligible for Pell would likely be unable to afford the cost of tuition. Dr. Catron-Wood expressed appreciation to everyone for their hard work on the Fifth-Year Report.

C. Foundation Update

Dr. Catron-Wood reported for July 1, 2020, through June 30, 2021, both Foundations raised a total of \$1,458,603.56; and from July 1, 2021, to date, the Foundations have raised a total of \$34,746. She expressed appreciation for support from Board members and donors. Regarding grants, WCC has submitted a proposal to the Virginia Tobacco Region Revitalization Commission for an Advanced Manufacturing/Robotics Program. Mr. Hughes will share more regarding this grant during his report. Dr. Catron-Wood reported that due to ongoing concerns related to the COVID-19 pandemic, WCC will again host the Dr. Thomas Barnes Veterans Scholarship Golf Tournament over the course of five weeks instead of a one-day tournament. Teams may schedule tee times between October 1 and November 7, at the Wytheville Golf Club. The funds raised will support the Dr. Thomas

Barnes Veterans scholarship which assists veterans or children of veterans. She encouraged Board members to promote and participate in the golf tournament.

Mr. Brown noted this was an informational report; no approval or vote was needed.

5. Workforce Development and Occupational Programs Report

A. Workforce Development Update

Mr. Hughes reported the following information regarding Workforce Development:

- Enrollments in Workforce training programs are back up to pre-COVID levels, and we continue to see growth in several programs. We have been recruiting possible students at local job fairs.
- The Automotive Technician program will begin November 29, 2021. The entire program will have 240 hours, includes 29 industry certifications, and is approved for both FastForward and G3 funding. The program will begin at the Wythe County Technical Center.
- WCC's grant proposal to the Virginia Tobacco Region Revitalization Commission will be reviewed on September 21 and 22. This grant is to build out an Automation and Robotics Program. If approved, Grayson Hall rooms 217 and 219 will be renovated into a state-of-the art center Automation and Robotics Center with the program beginning in 2022.
- Workforce is in the final stages of implementing the Heavy Equipment Operator program. The instructor is completing some certifications and training in preparation to teach the program. We anticipate an early Spring 2022 launch.
- One of the new truck driver program trailers will be wrapped to advertise career and technical credit and non-credit programs. This will create a 48-foot rolling billboard that will travel throughout the WCC service area. In addition, we are exploring the possibility of producing professional videos of career and technical courses for promotion purposes. COVID has limited our ability to bring students to campus, our hope is that the videos can be used to attract students.
- WCC recently purchased 2 day-cab trucks to be used on the range for the truck driver training program. Three of WCC's trucks will be in the Truck Parade this weekend that will travel from Hillsville to Independence.
- Workforce is starting to see an increase in customized training inquiries, and we are working to meet the needs of our business and industry partners.
- Carroll County School System has donated two buses for WCC to use for a bus driver training program for the school systems in our service region. There is still some paperwork to complete, but this training should begin soon.

Mrs. Farthing asked if the people taking the bus driver training would have to go to the DMV in Abingdon for testing. Mr. Hughes answered that WCC is an approved DMV training site, and participants in our truck driver and bus training programs will be able to test at WCC instead of traveling to Abingdon.

B. Occupational Programs Update

Mr. Hughes reported the following information regarding Occupational programs.

- WCC is expanding our Machining program with the addition of a clean measurement area that will have a controlled environment. The equipment for this facility was donated by the Virginia Tobacco Region Revitalization Commission. WCC has also ordered a new machine with a Robot Arm to simulate the manufacturing environment and an automated tool control system. WCC also plans to epoxy the floors of that space based on feedback from business and industry. We have been advised that students need skills related to clean controlled environments in the Machining industry.
- WCC's HVAC program is now NC3 certified with several new Trane units and Snap-on tool boxes purchased to allow our students to become certified through NC3 and Trane. We will also be doing some painting and shop renovations.
- The Construction Technology program has received the needed electrical trainers to offer NC3 certification.
- WCC has been selected from over 1000 certification centers from around the country as October 2021's NC3 School on the Rise. WCC will be featured in the NC3 newsletter in October for this award.

C. Economic Development Updates

Mr. Hughes reported that our service region is seeing an increase in economic development activity. He noted that WCC attended the recent announcement of the Woodgrain Inc. expansion in Grayson and Smyth Counties. In addition, WCC continues to work with the Virginia Economic Development Partnership on plans for the STS Group manufacturing facility that will locate in Progress Park; this business provides truck cab tops to Volvo. Mr. Hughes reported that WCC is working on other leads in the service region, and we anticipate some more economic announcements occurring soon.

D. Capital Projects and Facilities Update

Mr. Hughes provided a PowerPoint presentation to highlight information included in the Capital Projects and Facilities Update attachment. He reported the following:

- New exterior building signage was installed in late June; photo included. New parking lot signage has been installed to assist visitors to campus; this completes Phase 2 of the signage project. Phase 3 will include updating of exterior and interior directory signage.
- There are power lines that cross over a portion of the WCC pond, which will be moved per the approved easement modification to not cross over the pond but go around, either above ground or underground; photo included.
- Some concrete stairs in the quad area of campus were damaged in early 2020 by a person driving a car; repairs will be occurring soon; photo of a portion of the damaged stairs was included.
- WCC will be expanding the Power Line Worker program by adding another training area on campus, north of the WCC pond adjacent to the Walking Trail; photos were included. This will provide more space for the program and include interstate visibility; the VCCS has provided funding for this expansion.
- WCC is exploring the possibility of installing a large electronic sign that faces the interstate which would be used to promote WCC; photo of the possible location was included.
- WCC will be installing an information desk in the center of the hallway in Smyth Hall to assist visitors and students; photo was included.
- WCC is exploring the option of moving the tennis courts to a different area on campus; photo of possible location was included.

Mr. Brown noted these were informational items; no approval or vote was needed.

6. Finance and Budget Report

A. Approval of Local Funds Financial Statements

Mr. David Dickens referred to the attachments for agenda item 6A. He explained that two sets of summaries and detailed statements of the Local Funds Accounts were provided, one for fiscal year 2021 and one for fiscal year 2022. Mr. Dickens pointed out the following details from the reports:

- Page 1 of FY2021, the local fund depositories had a total balance of \$3,153,343.46 as of the year ending June 30, 2021. There are two local BB&T accounts totaling approximately \$676,000, two certificates of deposits with First Sentinel Bank totaling approximately \$638,000, and approximately \$1,839,000 invested in the Local Government Investment Pool (LGIP). Mr. Dickens noted that BB&T recently became Truist Bank and that name change will be reflected on future reports.
- Page 2 of FY2021, all locality contributions payments for FY2021 were received.
- Pages 3 and 4 of FY2021, lists the available funds of student activity and student club accounts.
- Page 5 of FY2021, provides a summary and detail of the local budget for the year ended June 30, 2021. Mr. Dickens noted that the COVID-19 pandemic had impacted our normal spending activities due to WCC operating under virtual conditions. The administration asked budget owners to look at possible ways to spend local funds that would benefit students. One item that was identified, was to finish landscaping projects that had been slowly implemented over the last few years due to cost. This included replacing all remaining older outdoor trash receptacles and updating outdoor building signage, which Mr. Hughes highlighted earlier in the Capital Projects and Facilities Update. We also chose to use funds to celebrate our students by purchasing their regalia and by recognizing WCC graduates in our local newspapers. Another item was to make an investment in our local board members by purchasing the laptops to enable access to board materials in the new board management system BoardDocs. WCC did overspend the budget by almost \$1,300 for FY2021, which will be covered from local vending funds. WCC made some good investments with the local funds for

FY2021. In past years, when WCC had not used all the local budget funds the balance was allocated to the parking auxiliary fund, which is an important part of our planning process. WCC appreciates the support of the localities, and when you visit with Board of Supervisors and Galax City Council, please let them know that WCC utilizes funds wisely to support students and the mission of the college.

- Pages 6 through 9 of FY2021, provides details of expenditures from each local budget category for the year ended June 30, 2021.
- Page 1 of FY2022, the local fund depositories had a total balance of \$3,160,741.60 as of August 25, 2021.
- Page 2 of FY2022, the locality contributions received as of August 25, 2021, were \$3,917.32. All localities have been billed for the FY2022 balances. Mr. Dickens noted that after these statements were prepared, WCC had received locality contributions from Galax, Grayson, and Smyth.
- Pages 3 and 4 of FY2022, provide details of available funds in the student activity and student club accounts.
- Page 5 of FY2022, provides a summary of the local funds budget as of August 25, 2021, which shows \$3,291.86 had been spent leaving a balance of \$150,378.14.
- Pages 6 and 7 of FY2022, provides details of expenditures from each local budget category as of August 25, 2021.

Mrs. Farthing moved to approve. Mr. Reeves second; the motion carried.

B. Outstanding Debt Write-Off Update

Mr. Dickens referred to the attachment for agenda item 6B. He reported that as mentioned at the last Board meeting on June 10, 2021, WCC had received federal funding during the past year to offset expenses related to the COVID-19 pandemic. One of the allowable uses of those funds was to recover lost revenue attributed to the pandemic, which enabled WCC to discharge students' debts that occurred since the pandemic began. Students who had debts that occurred after March 13, 2020, had their debts discharged and the blocks on their accounts that prevented them from re-enrolling were removed. WCC sent out notices to those students to let them know they were eligible to re-enroll. WCC likely won't have any debt write-offs until next spring or summer; however, we will continue to keep the Board informed.

Mr. Brown noted this was an informational item; no approval or vote was needed.

C. Audit and Compliance Update

Mr. Dickens referred to the attachment for agenda item 6C. He reported that WCC had received the Virginia Department of Accounts (DOA) Quarterly Report for the third quarter of FY2021 dated March 31, 2021. There were no findings associated with WCC in the report. The full report can be referenced at the DOA website at the link included in the attachment.

Mr. Brown noted this was an informational item; no approval or vote was needed.

D. State Operating Budget Update

Mr. Dickens referred to the attachment for agenda item 6D. He reported WCC had closed out the 2021 fiscal year successfully with much hard work from the people in the Business office. All annual financial schedules were submitted to the VCCS Systems Office and DOA. WCC also submitted our agency financial certifications which verifies WCC's accounting system completely reconciled with the state accounting system in July. WCC received the validated resource distribution model in June which lists the VCCS college's allocations for fiscal year 2022. WCC's Education and General Operating Budget is \$14,728.370. We continue to be mindful of enrollment and how that can impact our revenues if there is a decline. WCC benefited from federal stimulus funds in FY2021, which allowed us to recover revenue losses due to COVID-19. This put us in a good position to carryover funds, which can be used to offset any revenue reductions as a result of enrollment decline. The college administration is actively working together to determine ways to invest the additional carryover funds from FY2021 to best serve our students and ensure WCC students are receiving a top-notch education.

Mr. Dickens noted that Dr. Scott Jefferies will be presenting financial information at the next WCC Board meeting in November. He thanked Dr. Sprinkle for the opportunity to provide financial updates to the Board over the past year and a half and commented that it has been a great experience. Mr. Dickens also thanked the Board members for their kindness and patience as he learned the processes. He noted that the Board member's work is very important

and appreciated by the college. Dr. Jefferies stated that he is excited to join WCC. Mr. Brown expressed appreciation to Mr. Dickens for his hard work.

Mr. Brown noted this was an informational item; no approval or vote was needed.

7. Closing

A. Annual Meeting of the Boards and Chancellor's Retreat

Mr. Brown asked Mrs. Jackson to provide a report regarding her attendance of the Annual Meeting of the Boards. Mrs. Jackson reported that she attended the meeting in person on August 2 and 3, 2021 at the Hotel Roanoke. She noted that even though she has been on the Board for three years, she has continued to learn new things each year. Mrs. Jackson reported that after attending the Annual Meeting of the Boards in person, she has an even better picture of how the Board process works. She noted that Board members are held accountable and are volunteers with a purpose, and that it takes good board members to make a college successful. Mrs. Jackson mentioned the importance of community involvement and cited the VCCS Mission Statement. She emphasized that the conference helped her to understand the accountability, and that Board members need to support the college President. Mrs. Jackson shared that the VCCS and colleges need to have strategies, one of which is increasing diversity on Boards and within the colleges among employees and students. She commented that she enjoyed the break-out sessions and the different leaders who provided question and answer opportunities; the interaction was great. Mrs. Jackson acknowledged that the COVID-19 pandemic has made it an interesting year that required much adjustment by the colleges. She stated that we can't rely on complacency and must be proactive. Mrs. Jackson reported the G3 program, which stands for "Get a Skill, Get a Job, and Get Ahead" will be helpful to training people for jobs that businesses and industry need filled. She expressed appreciation to Dr. Sprinkle for inviting her to attend the Annual Meeting of the Boards.

Mr. Brown noted that he attended the Annual Meeting of the Boards and Chancellor's Retreat virtually and wasn't able to enjoy the experience as much as Mrs. Jackson had since there were a limited number of virtual sessions available.

B. Report from Board Members

Mr. Brown noted Smyth County is experiencing growth due to the recent economic announcements.

Mrs. Jackson was glad to hear about the testing for the truck driver and bus driver training at WCC.

Mrs. Farthing had no report.

Mr. Clark noted that WCC is important to the medical community since it offers training of nurses, medical lab techs, and nurse assistants.

Mr. Reeves thanked the administrators for their hard work.

Mr. Perez noted he had recently attended a career day event and overheard several students ask about automotive programs, and he is glad to hear that WCC will offer this option to interested students.

Mrs. Pratt was pleased to hear the reports presented this evening and is proud of WCC.

Mrs. McKnight reported Metalwork is a new industry in Independence and the company is looking for workers trained in welding and machining. Mr. Hughes commented that WCC has people working with Metalwork to ascertain their needs.

Mrs. Walker reported that Hitachi ABB Power Grids is currently building additional space and will be expanding operations very soon. She noted the company will be hiring more people and bringing in new equipment and opportunities to the area.

Mr. McDaniel had no report.

C. Next Meeting

Mr. Brown noted the next regular meeting of the WCC Board will be held at the Crossroads Institute in Galax, Virginia on November 11, 2021, at 6 p.m.

D. Adjournment

Mr. McDaniel moved to adjourn. Mr. Reeves seconded, the motion carried. Mr. Brown thanked everyone for attending. The meeting was adjourned at 8:07 p.m.

Dr. Dean Sprinkle, Secretary

Appendix 1:

Wytheville Community College Resolution

Whereas Dr. Walter S. Barton has served as a member of the Wytheville Community College Board from the first day of July, two thousand thirteen through the thirtieth day of June, two thousand twenty-one; and

Whereas his extensive experience and knowledge in the medical field led members of the Wythe County Board of Supervisors to select him to serve as a member of the Wytheville Community College Board; and

Whereas during his tenure, he assisted the Board in the selection of Dr. Dean E. Sprinkle as the seventh President of Wytheville Community College in two thousand fifteen, and participated in Dr. Sprinkle's presidential inauguration in two thousand sixteen; and

Whereas during his membership on the Board, he served for eight years as a member of the Personnel Committee, and eight years as a member of the Academic, Student Affairs, and Workforce Development Committee, chairing the committee for six years; and

Whereas he worked to advance the mission of Wytheville Community College by his attendance at meetings, college events, commencement ceremonies, as well as sharing insight and guidance and supporting the Wytheville Community College Educational Foundation, Inc.; and

Now, therefore, be it resolved by the Board of Wytheville Community College in Wytheville, Virginia, this sixteenth day of September, two thousand twenty-one, that a sincere expression of appreciation be extended to this distinguished citizen of Wythe County for his interest in and contributions to the development of this institution; and

Be it further resolved that this resolution be incorporated into the official minutes of the Board, and that a copy be given to Dr. Walter S. Barton as a token of the esteem of the members of the Board.

Wytheville Community College Resolution

Whereas Janet D. Nuckolls has served as a member of the Wytheville Community College Board from the first day of July, two thousand thirteen through the thirtieth day of June, two thousand twenty-one; and

Whereas her steadfast commitment to education and enthusiasm as an educator led members of the Galax City Council to select her to serve as a member of the Wytheville Community College Board; and

Whereas during her tenure, she assisted the Board in the selection of Dr. Dean E. Sprinkle as the seventh President of Wytheville Community College in two thousand fifteen, and participated in Dr. Sprinkle's presidential inauguration in two thousand sixteen; and

Whereas during her membership on the Board, she served for five years as a member of the Academic, Student Affairs, and Workforce Development Committee and five years as a member of the Personnel Committee; she also served for three years as a member of the Executive Committee and three years as a member of the President's Evaluation Committee; and

Whereas she worked to advance the mission of Wytheville Community College by her attendance at meetings, college events, commencement ceremonies, by presenting WCC Board Scholarships at Galax High School, and by supporting the Wytheville Community College Educational Foundation, Inc.; and

Now, therefore, be it resolved by the Board of Wytheville Community College in Wytheville, Virginia, this sixteenth day of September, two thousand twenty-one, that a sincere expression of appreciation be extended to this distinguished citizen of the City of Galax for her interest in and contributions to the development of this institution; and

Be it further resolved that this resolution be incorporated into the official minutes of the Board, and that a copy be given to Janet D. Nuckolls as a token of the esteem of the members of the Board.

Wytheville Community College Resolution

Whereas Phylip "Phyl" D. Snapp has served as a member of the Wytheville Community College Board from the first day of July, two thousand thirteen through the thirtieth day of June, two thousand twenty-one; and

Whereas his vast experience in agriculture and economic development led members of the Wythe County Board of Supervisors to select him to serve as a member of the Wytheville Community College Board; and

Whereas during his tenure, he assisted the Board in the selection of Dr. Dean E. Sprinkle as the seventh President of Wytheville Community College in two thousand fifteen, and participated in Dr. Sprinkle's presidential inauguration in two thousand sixteen; and

Whereas during his tenure as a member of the Board he was elected by his peers to serve as Vice Chair of the Board from the first day of July, two thousand seventeen through the thirtieth day of June, two thousand eighteen and as Board Chair from the first day of July, two thousand eighteen through the thirtieth day of June, two thousand twenty-one; and

Whereas during his membership on the Board, he served for six years as a member of the President’s Evaluation Committee; he also served for four years as a member of the Executive Committee, four years on the Facilities Committee, and two years on the Budget and Finance Committee; and

Whereas he worked to advance the mission of Wytheville Community College by his attendance and steadfast leadership at meetings, college events, and participation in commencement ceremonies; and

Whereas he has been a generous supporter of the Wytheville Community College Scholarship Foundation, Inc. and was recognized as the college’s recipient of the Chancellor’s Award for Leadership in Philanthropy in two thousand twelve; and

Now, therefore, be it resolved by the Board of Wytheville Community College in Wytheville, Virginia, this sixteenth day of September, two thousand twenty-one, that a sincere expression of appreciation be extended to this distinguished citizen of Wythe County for his interest in and contributions to the development of this institution; and

Be it further resolved that this resolution be incorporated into the official minutes of the Board, and that a copy be given to Phylip “Phyl” D. Snapp as a token of the esteem of the members of the Board.

Wytheville Community College Resolution

Whereas Robert “Robby” D. Wingate has served as a member of the Wytheville Community College Board from the first day of July, two thousand thirteen through the thirtieth day of June, two thousand twenty-one; and

Whereas his interest in community development and education led members of the Grayson County Board of Supervisors to select him to serve as a member of the Wytheville Community College Board; and

Whereas during his tenure, he assisted the Board in the selection of Dr. Dean E. Sprinkle as the seventh President of Wytheville Community College in two thousand fifteen, and participated in Dr. Sprinkle’s presidential inauguration in two thousand sixteen; and

Whereas during his tenure as a member of the Board he was elected by his peers to serve as Vice Chair of the Board from the first day of July, two thousand eighteen through the thirtieth day of June two thousand twenty; and

Whereas during his membership on the Board, he served for six years as a member of the Facilities Committee, chairing the committee for three years; he also served for five years as a member of the Budget and Finance Committee, three years on the President’s Evaluation Committee, and two years on the Executive Committee; and

Whereas he worked to advance the mission of Wytheville Community College by his attendance and dedicated participation at meetings, college events, commencement ceremonies, by presenting WCC Board Scholarships at Grayson County High School, and by supporting the Wytheville Community College Educational Foundation, Inc.; and

Now, therefore, be it resolved by the Board of Wytheville Community College in Wytheville, Virginia, this sixteenth day of September, two thousand twenty-one, that a sincere expression of appreciation be extended to this distinguished citizen of Grayson County for his interest in and contribution to the development of this institution; and

Be it further resolved that this resolution be incorporated into the official minutes of the Board, and that a copy be given to Robert “Robby” D. Wingate as a token of the esteem of the members of the Board.