

**Wytheville Community College Board
Bland Hall, President's Conference Room and
VIA ZOOM
June 10, 2021 Minutes**

MEMBERS PRESENT: Dr. Walter Barton, Mr. Malcolm Brown, IV, Dr. Gary Houseman, Mrs. Angie Jackson, Mr. Danny McDaniel, Mrs. Janet Nuckolls, Mrs. Shirley Pratt, Mr. Joe Reeves, Mr. Phyl Snapp, Mr. Robby Wingate

MEMBERS ABSENT: Mrs. Leslie Farthing, Dr. Oliver McBride, Mrs. Debbie Shrader

OTHERS PRESENT: Mrs. Denita Burnett, Dr. Rhonda Catron-Wood, Mr. David Dickens, Mr. Perry Hughes, Mrs. Jerri Montgomery, Dr. Dean Sprinkle

Mr. Phyl Snapp opened the meeting at 6:01 p.m. Mr. Snapp welcomed all in attendance. Roll was called to verify attendance. A quorum was present.

Presentation: Science Lab Upgrades

Mr. Snapp asked Mrs. Evans, Dean of Transfer and Educational Partnerships, to begin the Science Lab Upgrades presentation.

Mrs. Evans noted that she had only been in the Dean position since January but that very early on the Science Faculty had equipment and supply requests that totaled approximately \$500,000. She explained that under normal circumstances we likely would not have funding to meet those requests; however, due to the COVID pandemic WCC had federal funds available that could be utilized to upgrade the Science lab areas. Mrs. Evans noted that Business Office Manager David Dickens assisted with identifying funds to purchase technology enhancements for Science programs that would greatly benefit our students. Mrs. Evans thanked Shawn McReynolds and Kevin Sawyers for their assistance with preparing the video presentation. She also thanked the Science faculty for their participation in highlighting the equipment and technology for the Science lab. Deanna Spraker, Anatomy and Physiology teacher, demonstrated the Anatomage virtual reality cadaver table. Chemistry teacher, Jessica Amos, shared details of the upgrades in the Chemistry lab which will provide the option of offering organic chemistry for the first time at WCC. Mary Ann Arnold Hedrick, Biology teacher, demonstrated the capabilities of the new microscopes that were purchased. Cindy Kincer, Biology professor, showcased the new models that were purchased.

Mr. McReynolds began the Science Lab Upgrades video presentation. Ms. Spraker provided a demonstration of how the Anatomage virtual reality cadaver table offers the ability to see different layers in the body and how students can utilize the table to study. She noted that WCC had purchased four tables; two will be housed at WCC's Wytheville campus, one at WCC's Crossroads location in Galax, and one at WCC's

Summit location in Marion. Ms. Amos explained that much work was done to increase the safety of the Chemistry lab. One safety item was to add ventilation to the current Chemistry lab cabinets along with the addition of more cabinet storage and waste storage. She noted that a refrigerator and distiller have been ordered for use in the Chemistry lab. The refrigerator will allow WCC to keep chemicals that cannot be stored at room temperature. The distiller will allow WCC to have ionized water which will be used in future Organic Chemistry experiments. Ms. Amos showed a fume hood and noted another one has been ordered. The fume hood will allow students to see chemical reactions in a safe environment. She noted that new benches and glassware have also been ordered. Ms. Hedrick gave a demonstration on how the new microscopes with cameras can be used by students to take snapshots and use those in their studies. Ms. Kincer showed several new models that were recently purchased. There was one of an archaeopteryx, which is a 150 year old bird like dinosaur. There were also two replicas of 400-year-old fish. Ms. Kincer noted that WCC does have an actual 400-year-old fish fossil, but it is too delicate to allow students to handle it. She explained that these replicas allow students to study the fish hands on. Ms. Kincer showed an insect collection that each insect is encased in an epoxy like material which is durable and allows them to be handled by students and viewed from all angles unlike the insect collection WCC currently had which was too fragile to be handled. She also displayed a new model of a lymph node that shows how they function, a large heart model that comes apart so different parts of it can be studied, and a model of the human circulation system. Ms. Kincer noted that she is excited about the new items and how they will benefit students.

Mrs. Evans mentioned that the faculty also have GoPro cameras which will enable them to make videos that will enhance the online class experience. She offered to answer questions.

Dr. Barton asked if the physical therapist assistant students would be able to utilize the Anatomage tables. Mrs. Evans answered that one of the Anatomage tables has been designated for use by students in the health professions programs.

Mr. Snapp asked if there were any additional questions or comments. He thanked Mrs. Evans for sharing information about the Science Lab Upgrades and noted that WCC has put the federal funds to good use.

The following items of business were discussed:

Old Business

I. Approval of the March 11, 2021 Minutes of the Board

Mr. Snapp referred to the draft of the March 11, 2021 Minutes of the Board, agenda item I. He asked if there were any corrections or changes to the minutes; there were none.

Dr. Barton moved to approve. Mr. Brown seconded, and the motion was approved.

Roll call vote: All ayes, no nays. Dr. Houseman and Mr. Reeves abstained since they were not at that meeting.

New Business

II. Presidential Evaluation Committee Report

Mrs. Nuckolls made a motion in accordance with Section 2.2-3711(A) (1) of the Code of Virginia, that the Board convene in closed session to discuss personnel matters relating to specific officers, appointees, or employees of the Board regarding the 2020-2021 Presidential Evaluation. Dr. Barton seconded. The motion was approved.

Roll call vote: All ayes, no nays.

The WCC Board entered into closed session at 6:20 p.m.

Dr. Barton made a motion, seconded by Mr. Brown to return to open session. The motion was approved at 6:26 p.m.

Roll call vote: All ayes, no nays.

Upon returning to open session, Mr. Snapp cited the Certification of Closed Session as follows:

THE BOARD OF DIRECTORS OF WYTHEVILLE COMMUNITY COLLEGE HAS CONCLUDED ITS CLOSED SESSION AND IS HEREBY IN OPEN SESSION. WE WILL NOW TAKE A ROLL CALL VOTE THAT WILL BE INCLUDED IN THE MINUTES CERTIFYING THAT TO THE BEST OF EACH MEMBER'S KNOWLEDGE, ONLY PUBLIC BUSINESS MATTERS LAWFULLY EXEMPTED FROM OPEN MEETING REQUIREMENTS UNDER THE FREEDOM OF INFORMATION ACT AND ONLY SUCH PUBLIC BUSINESS MATTERS AS WERE IDENTIFIED IN THE MOTION BY WHICH THE CLOSED MEETING WAS CONVENED WERE HEARD, DISCUSSED, OR CONSIDERED IN THE MEETING BY THE COLLEGE BOARD.

Roll call vote: All ayes, no nays.

III. Nomination Committee Report

Mr. Snapp reported that the Nominating Committee, which included Mrs. Farthing, Mr. McDaniel, and himself met via Zoom on May 27 and recommends Mr. Malcolm Brown as Chair and Mrs. Angie Jackson as Vice-Chair for the 2021-2022 academic year. Mr. Snapp asked if there were any other nominations. There were none.

IV. Election of Officers for 2021-2022

Dr. Barton moved to approve the Nominating Committee's recommendation of Mr. Malcolm Brown as Chair and Mrs. Angie Jackson as Vice-Chair for 2021-2022. Mrs. Nuckolls seconded; the motion was approved.

Roll call vote: All ayes, no nays.

V. Election of the Third Member of the Executive Committee for 2021-2022

Mr. Snapp opened the floor for nominations for the third member of the Executive Committee. He noted that Dr. Oliver McBride is willing to serve.

Dr. Barton nominated Dr. Oliver McBride to serve as the third member of the Executive Committee for 2021-2022. Mrs. Jackson seconded; the motion was approved.

Roll call vote: All ayes, no nays.

VI. Election of the Fourth Member of the Presidential Evaluation Committee for 2021-2022

Mr. Snapp opened the floor for nominations for the fourth member of the Presidential Evaluation Committee. He noted that Dr. Gary Houseman is willing to serve.

Dr. Barton nominated Dr. Gary Houseman to serve as the fourth member of the President's Evaluation Committee for 2021-2022. Mrs. Nuckolls seconded; the motion was approved.

Roll call vote: All ayes, no nays.

Dr. Houseman noted that he would be leaving the Zoom meeting at this time in order to attend the last night of Vacation Bible School at his church. Mr. Snapp thanked Dr. Houseman.

VII. Approval of 2021-2022 Board Meeting Schedule

Mr. Snapp referred to the draft of the 2021-2022 Board Meeting Schedule that was mailed to the Board. He noted that the Board meetings are generally held the second Thursday of the months of September, November, March and June; however, the meeting for September has been moved to the third Thursday due to a potential conflict with a VCCS meeting.

Mr. Snapp also noted the meetings, as a general rule, are held on the WCC campus in Wytheville with the exception of the November meeting, which rotates between Crossroads in Galax and the Summit Center in Marion. This year's November meeting is recommended to be held at the Crossroads on November 11, if agreeable with the Board, assuming we will have in-person meetings for 2021-2022.

Mr. Snapp mentioned that in addition to the regular Board meetings, there will be a Board Docs training session for all Board members and an orientation meeting for new Board members. This is tentatively scheduled for August 12. Also keep in mind the dates of interest noted at the bottom of the schedule. Mr. Snapp noted this schedule is subject to changes of location or format depending on the status of the current health pandemic.

Dr. Barton moved to approve, Mrs. Nuckolls seconded. Mr. Snapp asked if there were any questions or discussion; there were none. The motion was approved.

Roll call vote: All ayes, no nays.

VIII. Approval of Local Funds Financial Statements

Mr. Dickens presented the year-to-date FY2021 Local Accounts Summary, Budget Balances, Locality Contributions, Local Board Budget and Expenditure Detail. He pointed out the following details from the reports:

- On tab A, the local fund depositories had a balance of \$3,113,115.03 as of May 19, 2021. There are two local BB&T accounts totaling \$636,772.84, two certificates of deposit totaling approximately \$638,000, and approximately \$1,838,000 invested in the Local Government Investment Pool (LGIP).
- On tab B, is the FY2021 Locality Contributions. WCC has received \$125,969.90 as of May 19, 2021. A couple localities (Smyth and Wythe) still have a balance to be collected. Those localities are either making monthly payments (Smyth) or quarterly payments (Wythe). Those localities have been invoiced for their FY2021 balances and we expect to receive final payments by June 30, 2021.
- On tab C, the available funds of student activity and student club accounts are listed.
- On tab D, as of May 19, 2021, the year-to-date expenditures of the Local Board Budget total \$77,335.85. This leaves a balance of \$74,720.62 remaining of the \$153,670 budget. Detailed statements are provided on tab E, which has specific information for each expenditure in each category.

Mr. Dickens noted that we still have some expenses that will be coming out of this budget. There will be a large expense for updated signage, expense for updated receptacles, graduation regalia, orientation items, and equipment for board members to access board materials.

Mr. Snapp asked if there were any questions. He noted that we are doing a good job of staying in budget. Mr. Dickens commented there is approximately \$60,000 more in expenses as mentioned but that we would stay within the budget.

Mr. Brown moved to approve the Local Funds Financial Statements. Mrs. Jackson seconded, and the motion was approved.

Roll call vote: All ayes, no nays.

IX. Report regarding Outstanding Debt Write-Off

Mr. Dickens reported that WCC has decided to discharge outstanding student debt from March 13, 2020 therefore there will be no write offs to approve at this meeting. He explained that Higher Educational Emergency Relief Funds (HEERF) are allowed and encouraged by the Department of Education to be used to discharge student debts that occurred after March 13, 2020. The impacted students will have blocks removed from their accounts and will be notified of this action. This will provide an opportunity for those students who were held back from continuing their education due to these debts to re-enroll at WCC.

Mr. Snapp commented that he understood these were Federal Stimulus funds. Mr. Dickens confirmed that and noted that WCC had received three rounds of Federal funds. Mr. Snapp asked if there were any questions or comments; there were none.

X. Approval of Continuation of the President's Discretionary Fund

Mr. Dickens referred the Board to agenda item X which provides a request that the local board approve \$3,000 in local funding for the President's Discretionary Account for fiscal year 2022. This account is used to fund items such as professional membership dues in local community organizations, liability insurance for the President, WCC participation in community events, and other professional expenses.

Mr. Snapp asked if there were any questions or comments. There were none. Dr. Barton moved to approve. Mrs. Nuckolls seconded, the motion was approved.

Roll call vote: All ayes, no nays.

XI. Annual Review and Approval of Investment Policy for Local Funds

Mr. Dickens referred the Board to agenda item XI, Investment Policy for Local Funds. He explained the purpose of the policy is to provide guidelines for the college to utilize in investing available local funds. The policy states that the local board will review this annually, and at this time there are no recommended changes to the policy.

Mr. Snapp asked if there were any questions or comments. There were none. Dr. Barton moved to approve. Mr. Brown seconded; the motion was approved.

Roll call vote: All ayes, no nays

XII. Approval of Proposed Student Activities Budget for 2021-2022

Mr. Dickens referred the Board to agenda item XII, the proposed Student Activities Budget for fiscal year 2022 of \$55,500. Mr. Dickens worked with the Dean of Student Success and Academic Development. He noted that funds for the student activities budget are generated from an activity fee that students pay on a per credit hour basis.

The allocations to the clubs, which are the ones receiving \$700 allocations, are most often used to purchase materials for club activities. Also several clubs have used their funds to support educational or cultural field trips. The student activity accounts, which have higher allocations, are often used to purchase food and other items to host larger events like Welcome Back Day, Fall Esprit, Spring Fling, and Final Exam events. He commented that as we return to a more normal environment hopefully there will be more student activities made available to students.

Mr. Snapp asked if there were any questions or comments. There were none. Dr. Barton moved to approve. Mrs. Nuckolls seconded; the motion was approved.

Roll call vote: All ayes, no nays

XIII. Approval of Authorized Signatories

Mr. Dickens referred the Board to agenda item XIII. This is a request for approval of the authorized signatories on the local and federal fund accounts. He explained that this item is an annual request to ensure the signature information is current. Designated signatories are added to the bank account signature cards so that those

designated can sign checks and purchase certificates of deposit for the college. Also, designated signatories are able to approve purchases and expenditures up to specified amounts within the college's delegated authority.

This request is for the following individuals to be authorized signatories:

Dr. Dean Sprinkle – President
Mr. David Dickens – Business Manager
Dr. Rhonda Catron-Wood – Vice President of Academics and Institutional Advancement
Mr. Perry Hughes – Vice President of Workforce Development and Occupational Programs

These individuals are requested to be designated as approved authorized signatories for fiscal year 2022 (effective July 1, 2021 to June 30, 2022).

Mr. Snapp asked if there were any questions or comments. There were none. Dr. Barton moved to approve. Mr. Brown seconded; the motion was approved.

Roll call vote: All ayes, no nays.

XIV. Approval/Report of New Curricula and Curriculum Changes

Dr. Catron-Wood referred to the attachment for agenda item XIV. She noted that the VCCS Master Course file does allow for some courses to be offered with variable credits. It came to the attention of the Curriculum Committee that the ITD110 Information Technology Design and Database course was being offered in two different curricular programs for differing credit amounts which is not allowed. The course was four credits in the Administrative Support Technology Program and three credits in the Information Systems Technology Program. After discussion with the faculty from both programs, it was decided to reduce course ITD110 to three credits in the Administrative Support Technology Program which also changes the total credits from 67 to 66 for that program.

Mr. Snapp asked if there were any questions or comments. There were none. Mrs. Nuckolls moved to approve. Mr. Brown seconded; the motion was approved.

Roll call vote: All ayes, no nays.

XV. Approval of Proposed New Advisory Committee Member

Dr. Catron-Wood referred to the attachment for agenda item XV. She explained that Advisory Committees assist faculty with reviewing programs and providing guidance regarding any changes needed to ensure that students are ready for employment in their chosen field. Dr. Catron-Wood noted the resume for the following person to be appointed was provided in the attachment:

Human Services Advisory Committee
○ Terri Gillespie

Mr. Snapp asked if there were any questions or comments. There were none. Mr. Brown moved to approve. Mrs. Jackson seconded; the motion was approved.

Roll call vote: All ayes, no nays.

XVI. Approval of Grant Proposals for July 1, 2021 to June 30, 2022

Dr. Rhonda Catron-Wood reported that there are many opportunities to apply for grants; however, requesting Board approval between meetings could be difficult depending on the deadlines of grants. Therefore, Dr. Catron-Wood respectfully requested the Board to authorize WCC President Dean Sprinkle to approve grant proposals that he deems appropriate for WCC to pursue in support of the mission of Wytheville Community College effective from July 1, 2021 to June 30, 2022. This is an annual request.

Mr. Snapp asked if there were any questions or comments. There were none. Dr. Barton moved to approve. Mr. McDaniel seconded; the motion was approved.

Roll call vote: All ayes, no nays.

XVII. Annual Review and Approval of Memos of Understanding between WCC and the WCC Educational and Scholarship Foundations

Dr. Catron-Wood explained that an annual review and approval of memorandums of understanding (MOU) between WCC and the WCC Educational and Scholarship Foundations was required by VCCS Policy. She noted that each Foundation is technically a separate 501c3 entity. Per VCCS policy, each Foundation must have an MOU with the college. Dr. Catron-Wood reported that in an effort to provide consistency among the 23 colleges and respective Foundations, the MOUs had been aligned by a template provided by the VCCS in the previous year and no changes are recommended this year. She noted that both the WCC Educational Foundation Board and the WCC Scholarship Foundation Board have reviewed and approved the MOUs at their May Board meetings.

Mr. Snapp asked if there were any questions or comments. There were none. Dr. Barton moved to approve. Mrs. Nuckolls seconded; the motion was approved.

Roll call vote: All ayes, no nays.

XVIII. Approval of Appointments to the WCC Educational Foundation Board and WCC Scholarship Foundation Board

Dr. Catron-Wood reported that the WCC Board is responsible for select appointments to the WCC Educational Foundation Board and the WCC Scholarship Foundation Board. She reported that Mr. Danny McDaniel is currently serving on both the WCC College Board and the WCC Educational Foundation Board as a representative for Wythe County and he is willing to continue serving on the WCC Educational Foundation Board as the WCC College Board liaison (July 1, 2021 – June 30, 2024). Mrs. Shirley Pratt is currently serving on the WCC College Board as a representative for Smyth County. Mrs. Pratt is willing to serve on the WCC Scholarship Foundation Board as the WCC College Board liaison (July 1, 2021 – June 30, 2024).

In addition, Mr. Jim Harrington has served on the WCC Educational Foundation Board since 2018 as a representative for WCC faculty and staff. He is eligible for reappointment and is willing to continue serving on the Board (July 1, 2021 – June 30,

2024). Mr. David Dickens serves as WCC's Business Manager and has assumed additional responsibilities formerly handled by the Vice President of Finance and Administrative Services. Mr. Dickens served on the WCC Educational Foundation Board last year and is willing to continue serving on this Board until the Associate Vice President of Finance position is filled. Therefore, it is recommended that the WCC College Board approve these reappointments and new appointments.

Mr. Brown moved to approve. Dr. Barton seconded; the motion was approved.

Roll call vote: All ayes, no nays.

XIX. Information Items

a. Report from Board Members

Mr. Snapp reported that Mr. Brown will be completing his first four-year term on June 30, 2021, and that he has been reappointed by the Smyth County Board of Supervisors for a second four-year term. In addition, there are four Board members completing their second and final four-year term on June 30, 2021, which includes Mrs. Janet Nuckolls from Galax, Mr. Robby Wingate from Grayson County, Dr. Walter Barton and himself (Mr. Phyl Snapp) from Wythe County. Mr. Snapp expressed appreciation to each for their time and service to WCC. Mr. Snapp commented that he has enjoyed his time on the Board. He noted there have been ups and downs, thankfully more ups than downs. The only real down has been the declining enrollment, which we would have liked to see increase, but we aren't going to fault anyone for it. Mr. Snapp thanked the Board for allowing him to be the chair and for their support. He noted that hopefully future meetings will be in-person and will include a meal prior to the meeting because he has missed that aspect. Mr. Snapp reported that the Grayson County Board of Supervisors has appointed Ms. Patsy McKnight.

Mr. Snapp asked Board members for reports.

Dr. Walter Barton commented that he has enjoyed the journey and the information he has gained personally while serving on the Board. He noted it has been a pleasure to serve and thanked Dr. Charlie White (former WCC President) for asking him to serve on the Board.

Mr. Malcolm Brown commented that he is looking forward to serving as chair. He had no additional comments.

Mrs. Angie Jackson commented that she will serve to the best of her ability as vice chair. She asked if there are plans for the WCC Choir to reconvene this fall. Dr. Sprinkle answered that at this time there will not be any choir, band, theater, or Jamborees for fall. He noted the caveat that all decisions are contingent upon what the Governor's Executive Orders dictate and the CDC advises. Dr. Sprinkle promised that he and his leadership team will revisit the possibility of Fall offerings for choir, band, theatre, and Jamborees later this summer. He explained that WCC's approach is to proceed cautiously rather than opening too quickly and having to shut down again. Mrs. Jackson thanked Dr. Sprinkle for the information. She also thanked Mr. Snapp for his service and leadership.

Mr. Danny McDaniel expressed appreciation for the WCC polo shirts. He mentioned that people have made positive comments about the shirts.

Mrs. Janet Nuckolls commented that she has enjoyed serving on the Board. She noted that it has been a tremendous learning experience and she enjoyed working with everyone over the past eight years. Mrs. Nuckolls also expressed appreciation for the WCC polo shirts. She commented that WCC is a great institution and asked everyone keep up the good work.

Mrs. Shirley Pratt commented that this is her second meeting and that she is glad to be part of the Board. She noted that she has learned so much about WCC and it seems like there are so many good things happening at the college. Mrs. Pratt mentioned that Denita Burnett had emailed an article about a WCC student named Natalia Garcia, who was a former student of hers in elementary school. She explained that it was heartwarming to know that Natalia had done so well. Mrs. Pratt shared that Natalia's mother came to a parent-teacher conference and had difficulty communicating since she didn't speak much English, but she could understand it. It warmed Mrs. Pratt's heart to hear that Natalia did well at WCC and recently graduated. She is so glad there are lots of good things going on for the students at WCC.

Mr. Joe Reeves noted he had no comments other than to thank Mr. Snapp and the other retiring Board members for all they have done. Mr. Snapp thanked Mr. Reeves for attending the meeting.

Mr. Robby Wingate expressed appreciation for the opportunity to serve on the Board. He commented that it has been an honor to be associated with WCC. Mr. Wingate noted that he has learned a lot and had tried to contribute as much as possible while serving on the Board. He encourage Board members to be proactive in their community and schools in promoting WCC to people. He explained that the success of WCC comes from educating the people in our communities about WCC and the great opportunities it offers. Mr. Wingate commented that he enjoyed working with everyone and hopes to see them in the future.

b. Public Comment

Mr. Snapp asked if any public comments had been received. Mrs. Burnett replied that no public comments had been received.

c. Capital Projects and Facilities Update

Dr. Sprinkle referred Board members to attachment XIX c, which included the following information:

- **Exterior Signage Updates/Replacement** – Existing exterior building signage (initially installed in 2009) will be replaced with updated signage that was recommended by the College Beautification Committee. The replacement and additional signage for the first phase was ordered and installed during FY2020. Phase two of this project has been awarded to Image Innovation Group and includes replacement of outside building signs and new parking lot designation signs. The signs are in production and will be installed by mid-to late June. This project is being funded with local funds from the current FY2021. In addition, as we approach the return to campus we are assessing

directory information and reviewing our existing exterior signage to ensure accuracy.

- **VCCS Building Assessment of Grayson Hall** – The VCCS regularly assess buildings on campuses. Grayson Hall was recently assessed and as a result, roof issues were identified. Repairs were needed to the seams of the rubber membrane as well as replacement of caulking in several areas. A change order to the Smyth Hall Roof Replacement project was submitted and approved to utilize the services of the contractor that was onsite. This roof repair is complete. In addition, the assessment identified several doors with hardware that needed to be replaced. This project is also complete. This project was funded by Maintenance Reserve Funds allocated to WCC by the Virginia Community College System.
- **Landscaping Projects** – The Cyprus trees along the drive from Main Street have been thinned in one section. Other sections will likely be thinned next year. Brush removal from around the WCC pond is complete. A sitting area for the WCC Walking trail near the ballfields has had border pavers installed to prevent washout of the mulch. Flowers have been planted at the Main Street entrance and traffic circle. Spraying of weeds was also completed. These projects were funded with local funds.
- **AEP Power Line Reconfiguration Update** - The easement modification requested by AEP was approved by the State Board for Community Colleges on January 16, 2020. The modification was requested by AEP in fall 2019 in order to complete and connect upgrades that have already been made on either side of WCC property. The project includes the rerouting of a current power line that runs over a portion of the large WCC pond to instead go around the pond for safety reasons. In addition, power poles will be placed near the small WCC pond to provide a future power source in case a filtration system is installed to improve water quality of the small pond. Davis Elliot is the subcontractor of the project. WCC will not incur any costs for this project. The project is in process.
- **Paving of Smyth Hall parking and drive** – The parking and circle drive in front of Smyth Hall was milled, repaved, and painted in early May 2021 prior to the Cruise-Thru Celebration for graduates. This was to repair sunken places in the pavement. This project is complete and was funded with the Parking Auxiliary local funds.
- **VCCS Building Assessment of Fincastle Hall and the Maintenance Building** – As noted above, the VCCS regularly assess buildings on campuses. Fincastle Hall and the Maintenance Building were assessed on May 26, 2021. WCC will receive a report in a few weeks regarding the assessments.
- **Tennis Courts** – WCC is revisiting the condition of the tennis courts and has met with the A&E firm that provided the initial proposal report. The options are being reviewed and we hope to move forward in the near future. Dr. Sprinkle noted that the Board initially discussed replacing the tennis courts in fall 2019; however, the College's reduction in force that was implemented in late fall 2019 necessitated putting the project on hold. Dr. Sprinkle mentioned that some of the area high schools use the tennis courts for tournaments. He also noted that WCC has received a request to paint pickle ball lines on the tennis courts which would enable community patrons to play pickle ball.

Mr. Snapp asked if there were any questions or comments. There were none.

d. Audit and Compliance Update

Mr. Dickens referred to the attachment for agenda item XIX d. He reported that WCC is in receipt of the Virginia Department of Accounts Quarterly Report for the second quarter of fiscal year 2021 dated December 31, 2020. WCC is referenced in the report for audit points from the FY 2019 audit that occurred in the spring of 2020. Mr. Dickens explained that all audit points have since been completely resolved and this report acknowledges the resolution of the findings.

Mr. Dickens noted that WCC was also listed for falling below the 98% requirement of having salaried employees being paid by direct deposit. He explained that WCC's Human Resources and Payroll Department followed up with the Department of Accounts (DOA) regarding the finding because according to our records all WCC salaried employees are paid by direct deposit. After researching, it was determined there was an error and WCC should not have been listed. An adjustment transaction was paid with a check which distorted the result. DOA is working to resolve this issue to be more accurate in the future.

The full report can be referenced at the DOA website at the following link:
https://www.doa.virginia.gov/reports/Quarterly_Report/2020/Dec_2020.pdf

Mr. Snapp asked if there were any questions or comments. There were none.

e. State Operating Budget Update

Mr. Dickens provided an update on WCC's State Education and General (E&G) Operating Budget for fiscal years 2021 and 2022. He referred to attachment XIX e, which included the following information:

The College's FY 2021 Educational and General Operating Budget is \$14,796,734. June 30, 2021 is the fiscal year end and the business office staff will be working through year-end close out activities throughout the month of June. At present, WCC has not received the VCCS Preliminary Resource Distribution Model used for basing the FY2022 Education and General (State) Operating Budget on. The College is expecting the Preliminary Model very soon. WCC is currently basing the FY2022 Operating Budget on the FY2021 Operating Budget numbers. A final version of the budget for next year is being developed and will be finalized after receipt of the VCCS Validated Resource Distribution Model in June 2021. WCC is expecting to carry-over funds from FY2021 in FY2022 due to cost savings and funding from the Higher Education Emergency Relief Fund (HEERF).

Mr. Dickens reported the State Board for Community Colleges set the 2021-22 tuition and fees rate at their May 21 meeting and it is unchanged from this year. He noted that WCC recently received a preliminary resource distribution model which allocated WCC a budget of \$14,728,370 in Educational and General State Operating Funds. A final resource distribution model is expected to be released later this month. Mr. Dickens reported that WCC will also be carrying forward funds in FY2022 which will keep the College in good shape fiscally. He noted the carry forward funds can be attributed to conservative spending during the past year, along with the hiring freeze that was in effect for the majority of the year, as

well as the benefit of receiving federal funding that assisted with expenses directly related to COVID. Mr. Dickens reported that this year has been one of the best budget years for the VCCS in terms of receiving funding from the General Assembly. The VCCS is receiving funds for the G3 Program which will provide funding to students; it also includes funding for the colleges to hire career coaches which support those students. In addition, there are state funded raises for faculty and staff; in the past raises were only partially funded by the state with the colleges having to come up with the remaining portion out of their budget which necessitated an increase in tuition. This year the state has provided the funds so we do not have to raise tuition.

Mr. Snapp asked if there were any questions or comments. He commented that it is good to hear funding is being provided to cover employee raises. Mr. Snapp was also pleased to hear that WCC has been able to use COVID funding to provide advanced technology that supports student learning.

Dr. Sprinkle added that Mr. Dickens does an outstanding job at WCC; he knows our budget, he knows our college, he is easy to work with, and he has the respect of everybody at WCC. We really appreciate the work he does for the College. Mr. Snapp also thanked Mr. Dickens.

f. Student Services Update

Dr. Sprinkle provided the following update regarding Student Services.

- **Admissions** – There were over 200 graduates that attended the Cruise Thru event on May 14. The weather was great. Dr. Sprinkle heard many comments from faculty and staff that the event was, in some ways, better than the usual commencement ceremony. It afforded the faculty and staff the chance to cheer for the graduates as they drove through. Dr. Sprinkle was able to have a personal conversation with each student during the event instead just a quick handshake at typical graduation ceremony. Dr. Sprinkle said there were family members and loved ones in the cars with the students and he saw many smiles and tears of joy. He noted it could never replace a formal graduation ceremony but it was a very special event in its own right and the students appreciated it. Dr. Sprinkle reported the virtual graduation is still on target to premier tomorrow, June 11, at 11 a.m. He explained that WCC graduates were able to send in personalized messages which will be included in the virtual graduation. WCC contracted with a company to prepare the virtual graduation. Dr. Sprinkle reported that WCC has partnered with Parchment. This service allows students to request official transcripts electronically. Students, parents, and third parties will have access to faster electronic delivery of official transcripts with online tracking and email notifications of when the transcript is submitted, processed, and downloaded by the receiving institution.
- **Outreach/Advising** – Dr. Sprinkle reported that WCC will be contacting the students whose student debt was paid with federal funds as Mr. Dickens reported earlier. Students are being notified that since the debt has been paid, the blocks on those student accounts have been removed which will allow those students to register for classes. He noted that outreach to new applicants is ongoing and Academic Advisors are currently contacting students who may be eligible for the G3 Program.

Since re-opening on June 7, Academic Advisors are available at all WCC locations, as well as via phone and Zoom if students prefer that option. Dr. Sprinkle reported WCC is also currently offering in-person TEAS (Test of Essential Academic Skills) testing which is used as part of the selective application process for health programs and placement.

- **Retention** – Dr. Sprinkle reported that tutoring is now available in-person this summer; we had been previously offering tutoring remotely.
- **Single Stop** – Dr. Sprinkle noted that WCC is promoting the availability of the Single Stop to students who may qualify for various assistance programs. WCC has a trained person that assists students by using the Single Stop tool, which is an online access portal of non-academic resources. The portal helps to determine what resources students might be eligible to receive such as housing assistance, childcare, health insurance, and financial assistance.
- **Financial Aid** – Dr. Sprinkle was pleased to report that WCC has become designated as a Military Friendly school for 2021-22. He noted this designation was made to only 20 colleges and universities in Virginia. Dr. Sprinkle reported that WCC will be opting out of the current Financial Aid and Student Accounts call center (Blackboard) as of June 30, 2021. He explained that WCC will reallocate those funds to the salary of a person at WCC who will be able to assist our students. Dr. Sprinkle reported that the financial aid office is working with WCC's IT Department to ensure students are still able to upload documents securely. He expressed appreciation to Mr. McReynolds, WCC's IT Team, and Student Services personnel for their work.
- **TRIO** – Dr. Sprinkle reported that the TRIO Programs have been serving students online but will be bringing students back on campus beginning in July. He noted that the Programs are also beginning to look at scheduling cultural trips for the students. The Project AIM-Student Support Services has been meeting with students during the spring semester. Both Upward Bound and Talent Search have scheduled online summer programs, but are looking at bringing students on campus later this summer.

Mr. Snapp asked if there were any questions or comments. There were none.

g. Workforce Development Update

Mr. Hughes reported that Workforce is closing out a good year in spite of the pandemic. The current cohort in the Power Line Worker program will finish training on June 21. Mr. Hughes noted that percentage wise the Workforce numbers are down but in terms of program capacity, most of the trainings offered were nearly full. He reported there is a strong demand for fall trainings. The next Power Line Worker program will begin on July 26. Mr. Hughes reported that WCC will have several new training offerings starting in September, including Automotive, Heavy Equipment Operators, and Industrial Maintenance programs which were put on hold due to COVID. He noted there are several new pieces of equipment that should be arriving soon, which include a dump truck, skid steer, trailer, and Gator.

Mr. Hughes provided an update to an item previously mentioned at the March 2021 Board meeting by WCC Board member Dr. McBride, which was the possibility of WCC offering school bus driver training. Mr. Hughes explained that

he has been exploring this item and he has received positive feedback from the Virginia Department of Education, the Division of Motor Vehicles, as well as the school divisions that have been approached. He noted that WCC is trying to work through the process and it looks promising that we will be able to offer this training opportunity in the future.

Mr. Hughes was pleased to share that WCC has been involved with some of the economic development events in the area with several announcements occurring recently. He specifically mentioned the recent announcement by the STS Group which will establish a manufacturing operation in Wythe County's Progress Park. Mr. Hughes explained this is of special interest to WCC because STS Group has been approved for the Virginia Economic Development Partnership (VEDP) Talent Solutions funding. WCC will work with VEDP on developing the workforce training for STS Group.

Mr. Hughes also noted that WCC's Workforce Development is still providing a few customized training projects and expect those requests to increase as we move out of the pandemic.

Mr. Snapp asked if there were any questions or comments. He commented that it was good to hear that WCC may be able to offer the School Bus Driver training. There were none.

h. Academics and Institutional Advancement Update

Dr. Catron-Wood provided the following update:

- **Academics** – Dr. Catron-Wood noted WCC is working to implement the G3 Program that was mentioned earlier by Mr. Dickens. She noted that funding for the G3 Program will be available on July 1, and WCC is marketing that Program as well as the Transfer Virginia initiative to students who are interested in transferring to four-year colleges and universities. Dr. Catron-Wood was pleased to report that WCC will pilot an “Early College” program in the Twin County area. She explained that Galax City Schools requested the program and we plan to invite Carroll County Schools and Grayson County Schools to participate. The program is designed for students who complete high school requirements in December of their senior year. It will allow those students to continue as high school students until graduation, including participation in sports and extra-curricular activities, but students will enroll as regular full-time WCC students, not as dual enrollment students. In-person classes will be offered at the Crossroads Institute. The WCC Educational Foundation has recently submitted a grant proposal to the Virginia Foundation for Community College Education to support this pilot project. If funded, the grant will provide support for some of the program's startup cost.
- **Institutional Effectiveness, Research, and Planning/SACSCOC Accreditation** - Dr. Catron-Wood reported that work is progressing on the SACSCOC Fifth-Year Interim Report, which is due in September.
- **Foundation** – Dr. Catron-Wood reported that in terms of fundraising both Foundations together have received just over \$1.4 million in gifts and grants from July 1, 2020 to June 10, 2021. She also reported the Foundations had awarded \$940,000 in scholarships for 2020-2021; over \$200,000 in scholarships for Fall 2021 have been awarded, not including

scholarship awards from the Wythe-Bland Foundation Scholarship Program or the Twin County Community Foundation Scholarship Program. Dr. Catron-Wood noted we are pleased to provide scholarship awards that continue to assist students with education related costs which decreases the amount of student debt they accumulate. She reported that WCC received a \$2,500 grant from the Virginia Department of Criminal Justice Services to purchase four body-worn cameras for the WCC Police Department.

Mr. Snapp asked if the Neighborhood Assistance Program (NAP) was still available which offers tax credits. Dr. Catron-Wood responded that it is available and the WCC Scholarship Foundation has submitted a request for NAP tax credits and expects to receive notification in July regarding the request.

Mr. Snapp asked if there were any questions or comments. There were none.

i. President's Report

Dr. Sprinkle thanked the Board members who were able to assist with the Local Board Scholarship award presentation at the high schools. He noted that some high schools did not have award ceremonies and others requested no presenters be sent; all scholarships were awarded and recipients have been or will soon be notified. Dr. Sprinkle commented that we look forward to next year when hopefully we will be able to attend all award ceremonies in-person.

Dr. Sprinkle reported that he was able to provide Local Budget presentations to four of the six localities either in-person or virtually. He thanked Board members who were able to attend the presentations. WCC emailed the presentation information to the Bland County Administrator to share with the Bland County Board of Supervisors. Dr. Sprinkle noted that we are aware that the localities are experiencing financial challenges due to the ongoing COVID pandemic and that may impact our requests. If that is the case, we will revise the 2021-22 Local Budget and present it for approval by the Board at a future meeting.

Dr. Sprinkle reported that the WCC Board Faculty Staff Picnic event typically held in August will be modified this year as a result of the current health concerns related to COVID. The event will be scaled back to a boxed lunch for WCC employees only. Dr. Sprinkle will work with the Leadership Team to determine if a different format or timeline may be feasible.

Dr. Sprinkle reported the Annual Meeting of the Boards will be August 2-3, and the Chancellor's Retreat will be August 3-4; both are offered in a hybrid format. The in-person option for both events will be hosted at the Hotel Roanoke. There are a limited number of in-person tickets available for each event. The WCC Board Chair and Vice-chair are invited to attend the Annual Meeting of the Boards in-person. All Board members are invited to attend the Chancellor's Retreat; though the in-person tickets are limited, all Board members may attend virtually. Dr. Sprinkle asked that interested Board members notify Denita Burnett and she will assist with the registration and travel arrangements. He noted these are very good events to attend.

Dr. Sprinkle reported that WCC's Summer enrollment is currently down 25.5% in FTE and 22.5% in headcount. He noted that the VCCS is down 11% to 12% in both FTE and headcount, also 19 of the 23 colleges are down in FTE and 17 of 23 colleges in headcount; this is a continuation of a downward trend that has been going on since 2008 and has also been compounded by COVID. Dr. Sprinkle also mentioned that WCC isn't the only college to have a large decrease in Summer enrollment; one college is down over 27.5%, and one college is up 18% in FTE and headcount likely due to some one time offerings.

Dr. Sprinkle reported the Bookstore offered in-person hours for four days in May so students could purchase books and materials for Summer classes. He noted that WCC personnel were also available to greet and assist students those days. The Bookstore has posted hours for Summer to continue assisting students.

Dr. Sprinkle reported that WCC's Reopening Plan was modified due to improving COVID conditions and the lifting of restrictions by the Governor. We moved the reopening up from July 6 to June 7 for all WCC locations. He noted the social distancing guidance has been a bit unclear for higher education institutions; the VCCS is currently adhering to social distancing. We are seeking clarification because the six feet distancing will cause problems in some spaces and classrooms. Dr. Sprinkle reported the Learning Resources Center, previously known as the Library, is open and available to students only; not to the general public. He noted additional areas open to students include the Bookstore, Business Office, Student Services One Stop, Institutional Advancement (Foundation) Office, and Workforce Development Office. Dr. Sprinkle explained that he and the Leadership Team will revisit the situation and implement changes if warranted; however, his philosophy is to err on the side of safety. He noted that we do want to open though, as soon as it is safe to do so.

Dr. Sprinkle thanked Mr. Snapp for his service on the Board and his leadership as Chair. He also thanked Mr. Wingate, who had been Vice Chair in the past. Dr. Sprinkle expressed appreciation for their guidance, advice, and suggestions during their time on the Board. He also expressed appreciation to Dr. Barton and Mrs. Nuckolls for their service on the Board and their support of the college and him. Dr. Sprinkle thanked Dr. McBride and Dr. Houseman for their willingness to serve on the Executive and Presidential Evaluation Committees. He also thanked Mr. Brown and Mrs. Jackson for accepting the roles of Chair and Vice Chair. Dr. Sprinkle expressed appreciation to all Board members for their dedicated service. He asked that the Board members who are completing their terms to remain interested in the College.

Dr. Sprinkle closed by referencing the Enrollment by Locality reports for Spring 2021 and Annualized for Summer 2020 through Spring 2021, which were included in the materials. He noted that Wythe County had a slightly larger percentage of enrollment on both reports.

Mr. Snapp asked if there were any questions or comments. There were none.

j. Personnel Update

Dr. Sprinkle noted that the Personnel Update, attachment XIX j, was included in the Board materials and offered to answer any questions. The attachment listed the following information:

NEW HIRES

Full-time:

JULIAN GAMMON SUBANNEY was hired as a High School Career Coach in the Dual Enrollment Department effective March 25, 2021.

CAROL SHEETS was hired as a Chancellor Success Coach at the Summit Center in Marion effective May 25, 2021.

Part-time:

MELISSA LEAGANS was hired as a part-time Human Resources/Payroll Assistant in the Human Resources/Payroll Department effective May 10, 2021.

JESSICA CHILDERS was hired as a part-time Library Specialist II in the Library Resource Center effective June 4, 2021.

PROMOTIONS

Full-time:

JOSEPH COLLINS was promoted to Manager over Facilities Maintenance (Trades Tech IV) effective May 10, 2021. Mr. Collins was previously a Trades Tech III in Facilities.

SEPARATED

Full-time:

JESSICA PHILLIPS separated effective April 23, 2021 as an Education Support Specialist III in the Project Aim Grant.

JUSTIN CROWE separated effective April 15, 2021 as an Education Support Specialist III in the Talent Search Grant.

BOBBIE SLATE transitioned to Long-Term Disability on April 5, 2021 and was separated as an Education Support Specialist III in the Talent Search Grant.

SHAWN WILDMAN separated effective May 2, 2021 as a Senior Project Engineer in the Manufacturing Technology Center (MTC).

Part-time:

BRINDA BROWNING separated effective April 30, 2021 as a part-time Switchboard Operator in the Human Resources/Payroll Department.

LAUREN BEDWELL separated effective April 23, 2021 as a part-time HR/Payroll Assistant in the Human Resources/Payroll Department.

SAMUEL IRVIN separated effective April 15, 2021 as a part-time Police Officer in the Wytheville Community College Police Department.

RECRUITMENT UPDATE

Status of open positions at WCC:

ASSOCIATE VICE PRESIDENT OF FINANCE AND ADMINISTRATIVE SERVICES has been re-advertised.

DEAN OF HEALTH PROFESSIONS AND MEDICAL SERVICES has been advertised, and a screening committee has been appointed. Initial interviews have been held. Open Forums are being scheduled for finalists.

HIGH SCHOOL CAREER/SUCCESS COACH-CARROLL has been re-advertised.

HIGH SCHOOL OUTREACH COORDINATOR-TALENT SEARCH has been re-advertised.

G3 ACADEMIC ADVISORS (2 positions) has been advertised.

NINE-MONTH DENTAL HYGIENE/ASSISTING TEACHING PROGRAM HEAD has been advertised.

FINANCIAL AID FINANCIAL SPECIALIST I has been advertised.

Dr. Sprinkle closed by reiterating that WCC has an all-star Leadership Team and personnel. He wanted to take time to acknowledge them for their work and dedication.

Mr. Snapp asked if there were any questions or comments. There were none.

Mr. Snapp reminded the Board that the next regular meeting of the WCC Board will be September 16, 2021, at the WCC Wytheville campus. At that time, Mr. Brown will assume duties of the Chair.

Mr. Snapp closed by commenting that he and a few other Board members were on the Board during the Presidential transition from Dr. White to Dr. Sprinkle. He noted that Dr. White's leadership was different than most people and that Dr. Sprinkle makes informed decisions after thoroughly evaluating the situation. Not long ago Dr. Sprinkle had to make challenging decisions to reduce personnel due to reduced funding and he dealt with it in a respectful way. Mr. Snapp also commended Dr. Sprinkle for navigating WCC well during the COVID pandemic. He stated that WCC has a great President, Leadership Team, and staff.

Mr. Snapp noted that WCC has elected to use the Federal COVID Relief funds on technology to assist and benefit students consistent with Federal guidelines. He also noted that enrollment at the Summit in Marion may be impacted by how another college had elected to use the funds.

Mrs. Nuckolls moved to adjourn the June 10, 2021 Meeting of the Board. Mrs. Jackson seconded, and the motion was approved.

Roll call vote: All ayes, no nays.

The meeting was adjourned at 8:01 p.m.

Respectfully submitted,

Dean E. Sprinkle
WCC Board Secretary
WCC President