

**Wytheville Community College Board Meeting
Smyth Hall, Learning Resource Center, Room 101
June 9, 2022, Minutes**

MEMBERS PRESENT:

Mr. Malcolm Brown, Chair
Mrs. Angie Jackson, Vice Chair
Mr. Dale Clark
Mrs. Leslie Farthing
Dr. Oliver McBride
Mr. Roger Perez
Mrs. Shirley Pratt
Mr. Joe Reeves

MEMBERS ABSENT:

Mr. Davis Goforth
Dr. Gary Houseman
Mr. Danny McDaniel
Mrs. Patsy McKnight
Ms. Debra Walker

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
Dr. Scott Jefferies, Associate Vice President of Finance
Mr. Roland Hall, Director of Workforce Development and Occupational Programs
Mr. Jim Harrington, Faculty Assembly Vice Chair
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. Roll Call

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

B. Call to Order

Mr. Malcolm Brown, Board Chair, called the meeting to order at 6:10 p.m.

C. Welcome and Introductions

Mr. Brown welcomed everyone to the meeting.

D. Approval of Minutes

Mr. Brown referred to the draft of the WCC Board minutes from March 10, 2022, and asked if there were any corrections or changes to the minutes; there were none.

Mrs. Jackson moved to approve. Mr. Reeves seconded; the motion carried.

E. Public Comment

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

F. Presentation – Capital Projects and Facilities Update

Mr. Brown asked Mr. Perry Hughes to begin the presentation. Mr. Hughes referenced the Capital Projects and Facilities Updates PowerPoint presentation and began with an update on the AEP Power Line reconfiguration. Photos of the current power line that crosses over the WCC pond show many fishing lines and lures tangled around the power line, which is the reason for re-routing it around the pond. He reported that the new poles have been set and the lines should be moved to the new poles soon.

Mr. Hughes displayed a photo showing the area where the new Power Line Worker Program Expansion will be located. He reported the project has had some roadblocks in regards to tree removal and disturbing land and water. The project is currently on hold.

Mr. Hughes reported the Information Desk has been installed in the center of Smyth Hall and is being utilized by a full-time employee who assists students and visitors. A photo of the Information Desk was included in the presentation.

The next slide of the presentation included two photos of the recently renovated rooms in Grayson Hall which will be utilized for the Center for Automation and Robotics Education Lab. Mr. Hughes reported additional equipment for the labs has been ordered. He explained that these labs will provide training for industrial technicians which are in high demand at existing businesses and incoming businesses such as Blue Star. Mr. Hughes noted that WCC has been working with Wythe County Schools to recruit students into this program.

Mr. Hughes reported that WCC is working with an engineering firm regarding the WCC tennis courts. He explained that two options are being considered. One option is to move the tennis courts to be closer to the Al Jennings Ballfields. A photo of the proposed area was included in the presentation. The second option is to leave the courts where they are currently located, resurface the existing four courts, and expand to six courts. He noted that having six courts would enable us to host tournaments. A photo of the current tennis courts was included in the presentation.

Mr. Hughes reported that WCC administrators have been reviewing the current WCC Campus Master Plan and exploring the possibility of implementing some items from that plan. He explained that one of the items is moving the Student Services 1Stop from the current location in lower Bland Hall to Smyth Hall. He explained that Smyth Hall is considered the main entrance to WCC's Wytheville campus and placing the Student Services 1Stop in that building would provide easy access to all the services a new student would need. The idea is that a person could walk in the front of Smyth Hall and

out the other side as a WCC student. A photo of Smyth Hall was included in the presentation.

The next slide included two photos of parking lot A in front of Smyth Hall. Mr. Hughes reported that WCC's main upper parking lot needs to be reconfigured mainly due to the addition of the entrance to campus from Community Boulevard. Mr. Hughes noted that currently parking lot A is wide open with very little structure and guidance for incoming and outgoing traffic. A reconfiguration of the parking lot and addition of an entrance that directs traffic to Smyth Hall was also part of WCC Campus Master Plan. Mr. Hughes reported that additional meetings are scheduled to explore reconfiguration possibilities.

Mr. Hughes reported that upgrades are occurring at the Crossroads location and will include the relocation of some labs and programs to other parts of Crossroads. He explained that the HVAC program will be relocated to a lab near the loading dock and that a concrete slab is being poured for use by the HVAC program. Two photos of the preparation and pouring of the concrete slab were included in the presentation. Mr. Hughes noted that we are excited about the Crossroads site and the upcoming changes that will improve our program offerings.

Mr. Hughes reported that even though a lease agreement wasn't reached with the owners of the Marion facility, WCC is exploring other options. One is the possibility of the Economic Development Authority (EDA) purchasing the property and leasing it to WCC. This option is in progress; an environmental study and assessments are underway. In addition, WCC is actively looking for additional facilities to lease in Wytheville in an effort to expand Technical and Occupational programs. Mr. Hughes explained that WCC's Welding program is doing well at the Crossroads location; however, there is a need to also offer Welding in Wytheville for people that reside in this area. He noted there is also demand for the Plumbing and Electrical Programs to be offered in Wytheville.

Mr. Hughes asked if there were any questions. Dr. McBride asked why additional facilities were being sought to lease in Wytheville when there is a proposal in the Campus Master Plan to expand Fincastle Hall. Mr. Hughes reported that the Fincastle Hall expansion is currently tabled since the State budget did not include funding for any new facility projects due to cost overruns for facilities currently underway. He also noted that even if the funding was available that it can take five years to get a project like that finished and we need to offer programs sooner. Dr. McBride requested that WCC not move programs out of the Crossroads site, but instead replicate those programs at the Wytheville campus. Mr. Hughes explained that the intent is to replicate programs and not move them.

Mr. Clark asked what type and size space was needed. Mr. Hughes responded that WCC is in need of an open shell building. He explained that welding can be set up rather quickly within an open space and the same goes for HVAC and electrical.

Mr. Perez asked if a fitness room is available to students. Mr. Hughes answered that there is a fitness room on the Wytheville campus located on the lower level of Carroll Hall. He also noted that it was observed during recent tours that prospective students like visiting the student lounge on the Wytheville campus and there are plans to create a

student lounge space at the Crossroads site. There is an adjunct faculty area at the Crossroads site that isn't being fully utilized and it may be converted to a student lounge.

Mr. Hughes noted there is a lot happening at WCC and there are opportunities to expand and offer more programs.

Mr. Hughes requested approval for WCC to seek additional facilities in the Wytheville and surrounding area. Dr. McBride moved to approve. Mr. Perez seconded; the motion carried.

Mr. Brown asked if there were any additional questions; there were none. He thanked Mr. Hughes for the presentation.

3. WCC Board Business

A. President's Evaluation Committee Report

Mr. Brown noted the President's Evaluation Committee Report would be discussed in closed session. Mrs. Jackson moved that the WCC Board convene in closed session to discuss personnel matters regarding the 2021-2022 President's evaluation pursuant to the personnel exemption at § 2.23711(A)(1) of the Code of Virginia. Dr. McBride seconded; the motion carried.

Roll call vote: all ayes, no nays.

The WCC Board entered into closed session at 6:35 p.m.

Mrs. Jackson moved to return to open session. Mr. Perez seconded; the motion carried at 6:46 p.m.

Roll call vote: all ayes, no nays.

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

THE WCC BOARD 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 WERE DISCUSSED, AND ONLY SUCH PUBLIC BUSINESS MATTERS AS WERE IDENTIFIED IN THE MOTION BY WHICH THE CLOSED SESSION WAS CONVENED WERE HEARD, DISCUSSED, OR CONSIDERED IN THE MEETING BY THE WCC BOARD.

Roll call vote: all ayes, no nays.

B. Nomination Committee Report

Mr. Brown reported the Nomination Committee met on June 2, 2022, and recommends himself, Malcolm Brown, to serve as Chair and Dr. Oliver McBride to serve as Vice-Chair for the 2022-2023 year. A draft of the Nominating Committee minutes was attached. Mr. Brown asked if there were any questions; there were none.

C. Election of Officers for 2022-2023

Mr. Reeves moved to approve the Nominating Committee's recommendation of Mr. Malcolm Brown as Chair and Dr. Oliver McBride, as Vice Chair for 2022-2023. Mrs. Pratt seconded; the motion carried.

D. Election of Third Member of the Executive Committee for 2022-2023

Mr. Brown opened the floor for nominations for the third member of the Executive Committee. He noted that Mrs. Farthing is willing to serve.

Mr. Brown moved to nominate and approve Mrs. Farthing to serve as the third member of the Executive Committee for 2022-2023. Mr. Clark seconded; the motion carried.

E. Election of the Fourth Member of the President's Evaluation Committee for 2022-2023

Mr. Brown opened the floor for nominations for the fourth member of the President's Evaluation Committee for 2022-2023. He noted that Dr. Houseman is willing to serve.

Mr. Brown moved to nominate and approve Dr. Houseman to serve as the fourth member of the President's Evaluation Committee for 2022-2023. Mrs. Pratt seconded; the motion carried.

F. Approval of the 2022-2023 Board Meeting Schedule

Mr. Brown referred to the attached proposed 2022-2023 Board meeting schedule. He noted that Board meetings are generally held on 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 conflict with a VCCS meeting. Also as a general rule the meetings are held on the Wytheville campus with the exception of the November meeting which rotates between Crossroads in Galax and the Henderson in Marion. This year's November meeting will be held at the Henderson. In addition, a Board Orientation and BoardDocs training for new Board members is tentatively scheduled for August 11.

Mr. Brown asked if there were any questions; there were none. Mrs. Farthing moved to approve. Mr. Reeves seconded; the motion carried.

4. President's Report

A. Approval of Retirement Resolution

Dr. Sprinkle referred to the attached retirement resolution for Mrs. Linda Newman, who retired May 31, 2022. He respectfully asked that the Board approve the resolution recognizing Mrs. Newman for her years of service to WCC. (Retirement Resolution is attached at the end of minutes.)

Mr. Brown asked if there were any questions; there were none. Mr. Perez moved to approve. Mrs. Pratt seconded; the motion carried.

B. WCC Board Appointments and Reappointments

Dr. Sprinkle referred to the attached list of WCC Board members and the terms of appointment. He noted that Mr. Danny McDaniel will be retiring from the Board on June 30, 2022, after serving two full terms. Dr. Sprinkle reported that Mrs. Angie Jackson has decided to not be reappointed for a second term and will also be retiring from the Board on June 30, 2022. Dr. Sprinkle expressed appreciation for Mr. McDaniel's and Mrs. Jackson's service on the WCC Board. In addition, two Board members will be completing terms but are eligible for reappointment to another term, those are Mrs. Leslie Farthing and Mrs. Debra Walker. The Wythe County Board of Supervisors has reappointed Mrs. Farthing and the Bland County Board of Supervisors has reappointed Mrs. Walker.

Mr. Brown asked if there were any questions; there were none. Mr. Brown noted this was an informational item; no approval or vote was needed.

C. WCC Local Budget Presentations Update

Dr. Sprinkle reported WCC Local Budget presentations were provided in-person to all six of WCC's localities. He presented at five of those and Mr. Hughes presented at one since Dr. Sprinkle was out of town attending the VCCS New Horizons Conference in Roanoke. He noted that all of the localities are supportive of the college. At this time, we have not received any notifications regarding WCC's Local Budget requests. Dr. Sprinkle expressed appreciation to the Board members who were able to attend the Budget presentations.

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

D. College Announcements & Events Report

Dr. Sprinkle thanked Board members who were able to assist with the Local Board Scholarship awards presentations at the high schools. He also expressed appreciation to the Board members who participated in WCC's graduation ceremonies on May 14, 2022, at the Wytheville Meeting Center.

Dr. Sprinkle reported the following items:

- Recent events held at WCC's Wytheville campus include a Kiwanis Club 5K on May 7, and a Slow Down, Move Over, Rally on June 5.
- Regarding upcoming events:
 - The WCC Bluegrass and Old Time Jamboree will not be held in June or July, but will resume in August.
 - The WCC Theatre will be performing *The Sweet Delilah Swim Club* at Chautauqua on Monday, June 20, in Elizabeth Brown Memorial Park.
 - The Dr. Jack White Celebration Tribute will be held on June 18, in Snyder Auditorium.
 - There will be several Chautauqua events taking place on the Wytheville campus including the Miss Chautauqua Pageant on June 11, in Snyder Auditorium. The Chautauqua Hot Air Balloon Glow Festival will be held

the evening of June 17, and the Hot Air Balloon Flights will be June 18, in the morning and evening and the morning of June 19.

- The Wytheville Lions Club Carnival will be held July 18 – 23.
- The administration is discussing the return of the WCC Board, Faculty, Staff Picnic this fall. Additional details will be provided at a future date.

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

E. Legislative Update

Dr. Sprinkle noted that funding for detailed planning projects was eliminated in the State budget this year was already mentioned earlier during Mr. Hughes presentation. He explained that this will delay the project to expand Fincastle Hall. Dr. Sprinkle reported that the Virginia State Legislature had passed a budget which will be sent to the Governor for approval. He noted the following positive items were included in the proposed State budget:

- Funding for additional advisors
- \$24.1 million to continue to increase affordable access
- \$30 million increase to financial aid
- Funding to enhance cybersecurity
- G3 innovation grant funding, which would support increasing nursing capacity
- Funding for the Great Expectations program - \$500,000 each year of the biennium
- 5% raises each year and \$1,000 bonus for full-time state employees
 - If that is approved, the colleges will have to cover the raise and bonus for part-time employees.
- \$100 million for Lab schools – one-time funding
- Advanced Manufacturing Talent Investment Program and Fund Pilot
 - \$2.5 million in FY24 for pilot
 - Funds directed to VEDP for competitive award to increase the number of trained people for high demand jobs.
- Innovative Internship Program
 - \$3 million in FY23 and \$10 million in FY24, to expand paid or credit-bearing student internships and opportunities with employers.

Dr. Sprinkle noted the State budget is not yet final and may change. The Governor has seven days to review the budget and can choose to approve it as is, or recommend amendments.

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

F. Enrollment Update

Dr. Sprinkle referred to the attached VCCS enrollment reports, and noted WCC's enrollment is down 1.15% in FTE for Summer semester and up 24.81% for Fall semester. Summer enrollment is down at 12 of the 23 colleges and ranges from down 20.28% to up 13.21%. The decline for VCCS overall is 4.53%. Dr. Sprinkle explained that it is important to note these numbers are a snapshot in time and will continue to fluctuate. The WCC Enrollment by Localities reports for Spring 2022 End-of-Term and Annualized Summer 2021 to Spring 2022, were attached.

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

G. Student Services Update

Dr. Sprinkle referred to the attachment and noted the following specific items:

- WCC submitted a Collegiate Recovery Grant to assist students with offering recovery support services. NRCC is a partner as a sub-grantee. If funded, the grant will provide financial support to hire a full-time Recovery Specialist to work with substance abuse students.
- Summer activities will include training for Single Stop, SNAP benefits, direct enrollment placement, Transfer Virginia, and financial aid.
- WCC was granted accreditation by the National Alliance of Concurrent Enrollment Partnerships (NACEP). We are the second VCCS School to receive NACEP accreditation. Dr. Sprinkle thanked Dual Enrollment Coordinator Josh Floyd for his efforts.
- Galax High School Early College program – WCC had 10 students participate in the newly launched Early College program.
- WCC credentialed new dual enrollment instructors in Administration of Justice, Building Trades, Business, Information Technology, Math, and Practical Nursing for 2021-22; and new dual enrollment instructors in Business and English/Literature for 2022-23.
- Upward Bound received a \$1,488,000 grant to re-fund the program for five more years.
- Talent Search has numerous summer activities planned; please see attachment for details.

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

H. Personnel Update

Dr. Sprinkle referred to the attached Personnel Update and asked if there were any questions; there were none.

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

5. Academics and Institutional Advancement Report

A. Report on New Curricula and Curriculum Changes

Dr. Catron-Wood reported the WCC Curriculum Committee approved the discontinuance of the Career Studies Certificate in Management. She noted the program had not been offered since 2009 but had never been officially discontinued. That has now been done. (Note - This discontinuance was approved by the WCC Board at the March meeting contingent on the WCC Curriculum Committee's approval.)

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

B. Approval of New Advisory Committee Members

Dr. Catron-Wood referred to the attached memo and supporting information which proposed the approval of two new Advisory Committee members, Kevin Garner and

Trista Ruff, to the Nursing Advisory Committee. She noted each person is qualified to serve.

Mr. Brown asked if there were any questions; there were none. Mr. Clark moved to approve. Mr. Perez seconded; the motion carried.

C. Approval of Grant Proposals for July 1, 2022 to June 30, 2023

Dr. Catron-Wood referred to the attached memo and reported 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 requests the Board to authorize WCC President Dean Sprinkle to approve grant proposals that he deems appropriate for WCC to pursue in support of its mission effective from July 1, 2022 to June 30, 2023. This is an annual request.

Mr. Brown asked if there were any questions; there were none. Mrs. Pratt moved to approve. Mr. Perez seconded; the motion carried.

D. Annual Review and Approval of the Memos of Understanding Between WCC and the WCC Educational and WCC Scholarship Foundations

Dr. Catron-Wood referred to the attached Memos of Understanding (MOU) Between WCC and each Foundation. She explained that an annual review and approval of the MOUs 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 a 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 the May Board meetings.

Mr. Brown asked if there were any questions; there were none. Mr. Perez moved to approve. Mrs. Farthing seconded; the motion carried.

E. Approval of Appointment to the WCC Educational Foundation Board

Dr. Catron-Wood reported that the WCC Board is responsible for select appointments to the WCC Educational 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 as the WCC College Board liaison until June 30, 2022, at which time his term on the WCC College Board ends. The WCC College Board will need to replace Mr. McDaniel with another WCC Board member to serve in the liaison role. Dr. Catron-Wood reported that Mr. Dale Clark was willing to accept the appointment to the WCC Educational Foundation and serve as the WCC College Board liaison.

Mr. Brown asked if there were any questions; there were none. Dr. McBride moved to approve. Mrs. Pratt seconded; the motion carried.

F. Academics Update

Dr. Catron-Wood reported the following:

- WCC is making a strategic investment in health programs:

- Plans are moving ahead to begin a Nurse Aide program; interviews are scheduled to hire a program head.
- There are new state guidelines for offering the Pharmacy Technician Program; therefore, WCC is currently advertising for a full-time faculty position to lead this program. Previously, a Science faculty member had been coordinating this program.
- With the current shortage of nurses and other health care workers, WCC is investing in additional faculty and support positions. One of the support positions will be dedicated to helping students work through the selective admissions process for all health programs.
- As part of the work with Transfer Virginia, the State Council for Higher Education for Virginia (SCHEV) and the VCCS will be working on making program titles more consistent between community colleges and four-year colleges and universities. Therefore, in the coming years there will likely be numerous curricular changes that will be coming before this Board.

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

G. Institutional Effectiveness, Research and Planning Update

Dr. Catron-Wood reported that we are working to prepare our response report for recommendations from the SACSCOC Fifth-Year Interim Report that is due in September. She noted that Ms. Vicki Delp is doing an outstanding job in her new role as Director of Institutional Effectiveness, Research, and Planning.

Dr. Catron-Wood reported the following regarding public relations and marketing:

- WCC is working to update the look of the college's website, and the new version is scheduled to "go live" in early July.
- WCC will also be investing in a marketing campaign. A preliminary meeting with a marketing firm was held earlier today.

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

H. Foundation Update

Dr. Catron-Wood reported the following:

- Fund-raising report: Since July 1, 2021 and as of today, the WCC Educational Foundation and the WCC Scholarship Foundation together have raised \$1,496,669.25. She noted the goal is to reach \$1.5 million by June 30, 2022.
- Scholarships awarded for Fall Semester 2022:
 - Wythe-Bland Foundation Scholarships - 87
 - Twin County Community Foundation Scholarships - 79
 - Private Scholarships - 295
 - Forging Futures Scholarships - 26
 - Total scholarships awarded – 487
- Grants
 - Received \$240,000 from the Virginia Tobacco Region Revitalization Commission to continue the Forging Futures Scholarship Program for 2022-23.

- Received \$26,000 last year for a pilot program for Early College in partnership with Galax City Public Schools. All 10 students successfully completed the program and are continuing their post-secondary education. We have been notified that we have received a second grant award for \$26,000 to continue the program next year.
- WCC is planning to offer the Twin County Leadership Institute program this Fall. This will be offered in partnership with the Crossroads Institute, Twin County Chamber of Commerce, and Virginia Cooperative Extension.
- The WCC Carroll County Alumni Picnic is tentatively scheduled for September 16; more information will be forthcoming.
- WCC will be celebrating its 60th Anniversary next year, so we will be planning special activities and events.

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

6. Workforce Development and Occupational Programs Report

A. Workforce Development Update

Mr. Hughes reported that WCC continues to see strong enrollments in the workforce programs. There have been 248 FastForward enrollments for 2021-2022 to date. Compared to 153 for the 2020-2021 year equates to a 62% increase in FastForward enrollment. One cohort of Overhead Power line Workers graduated on May 19, and another cohort will graduate on June 16 along with a CDL cohort. He noted that Workforce continues to work to meet the needs of our business and industry partners and we have conducted several customized CDL courses for AEP and VDOT.

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

B. Occupational Programs Update

Mr. Hughes reported the Spring semester finished strong in the Occupational Programs with a wonderful graduation on May 14, which many Board members attended. He noted that WCC continues to enhance programs with new technology and equipment. Mr. Hughes gave credit to Mr. Roland Hall and others for the development of the brochure that was distributed at the meeting. He explained that it was designed to put a focus on our Perkins funded programs with an emphasis on non-traditional enrollment. The QR codes in the brochure link to videos for the programs. The brochure spotlights WCC's CTE and workforce programs and will be mailed to high school seniors in our service area early next week.

Mr. Hughes reported that the Occupational division hosted a Career Camp this week for youth throughout the region. An average of 30 students attended the Camp daily and were able to explore careers both here at the Wytheville campus and at Crossroads in Galax. The students also participated in tours at Real Performance Machinery in Independence and the Chestnut School of the Arts in Galax. Mr. Hughes noted he had attended a meeting recently and overheard people discussing the Camp WCC was hosting and how much the students enjoyed it. He reported that this was the third time the Camp had been offered in the past four years, it was cancelled in 2020 due to COVID, but the Camp is really starting to grow.

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

C. Economic Development Update

Mr. Hughes reported we continue to work with Blue Star and the Virginia Economic Development Partnership to get ready to start training their future workforce. A major press release is scheduled for next Tuesday, June 14, that will have a strong focus on the future employment at Blue Star and WCC has a large presence in that announcement. Mr. Hughes reported that STS Group AG is slated to break ground in two weeks. He noted there is still a lot of economic development activity occurring in our region and there will likely be more announcements soon.

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

7. Finance and Budget Report

A. Approval of Local Funds Financial Statements

Dr. Scott Jefferies referred to the attached financial statements and noted the following:

- On Attachment 1, the local fund depositories have a balance of \$3,285,796.85, as of May 20, 2022. This includes the local Truist account in the amount of \$806,276.14, two certificates of deposit with First Sentinel Bank which total \$639,637.19, and \$1,839,883.52, invested in the Local Government Investment Pool (LGIP).
 - The LGIP is run by the Cash Management and Investments Division at the Virginia Treasury. LGIP allows us to invest our money at a competitive rate in a diversified investment portfolio and have next day access to our money. Investment in LGIP adheres to Commonwealth Code investment requirements, is in accordance with Statement No. 79 of the Governmental Accounting Standards Board (GASB), and has been rated AAA by Standard & Poor's, the highest rating awarded to such funds. The rate as of May 12, 2022, was .71%.
- On Attachment 2, the FY22 Locality Contributions are listed. We expect to receive all contributions from the localities by the end of the fiscal year.
- On Attachment 3, the available funds for our student activity and student club accounts are listed.
- On Attachment 4, is a summary of the Local Board Budget as of May 20, 2022. The expenditures are \$33,468.10. This leaves a balance of \$120,201.90. Detailed statements can be found on Attachment 5, which provides specific information on each expenditure in each category.

Mr. Brown asked if there were any questions; there were none. Mrs. Farthing moved to approve. Mrs. Jackson seconded; the motion carried.

B. Update on Local Fund Investments

Dr. Jefferies referred to the attached 2022 Local Accounts Summary. He noted the Local Fund Depositories listed two certificates of deposits (CD) with First Sentinel Bank. One has a maturity date of August 19, 2022, in the amount of \$431,349.54, and the second has a maturity date of March 11, 2023 in the amount of \$208,287.65.

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

C. Approval of Continuation of President's Discretionary Fund

Dr. Jefferies referred to the attached memo. He reported the WCC Board has previously approved an annual funding allocation to the President's Discretionary Fund for expenditures such as membership dues in local community organizations and other professional expenses. Dr. Jefferies noted the request for FY2023 is \$3,000, which is the same amount that was approved for FY2022.

Mr. Brown asked if there were any questions; there were none. Mr. Perez moved to approve. Mrs. Farthing seconded; the motion carried.

D. Approval of Proposed Student Activities Budget for 2022-2023

Dr. Jefferies referred to the attachment which listed the proposed Student Activities Budget for academic year 2022-2023. He explained that funding for this budget comes from student activity fees collected from students per the 2023 fee structure approved by the VCCS State Board.

Mr. Brown asked if there were any questions. Dr. McBride noted there was a decrease in the total amount from the year before and asked if that was related to the decline in enrollment. Dr. Jefferies answered that part of the reduction was due to decreased enrollment since the funds are generated from student fees. He noted there has also been a reduction in the number of active clubs due to the departure of faculty sponsors who have left or retired.

Mr. Clark moved to approve. Mr. Reeves seconded; the motion carried.

E. Approval of Authorized Signatories

Dr. Jefferies referred to the attached memo which lists the names of WCC employees who are designated as approved signatories for Local and Federal Fund accounts. He explained that these designated signatories are added to bank account signature cards so they can sign checks and bank investments for the college. In addition, designated signatories are able to approve contractual documents within the college's delegated authority. This is a formal request to approve the following employees as designated signatories for Local and Federal Fund Accounts:

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

Mr. Brown asked if there were any questions; there were none. Mrs. Pratt moved to approve. Mr. Perez seconded; the motion carried.

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

Dr. Jefferies referred to the attached WCC Investment Policy and Guideline for Local Funds. The WCC Board established and approved the policy for local funds in June 2012. The purpose of the policy is to provide guidelines for the college to utilize in

investing available funds. There are no suggestions for revision at this time. He noted the policy is to be reviewed and approved annually.

Mr. Brown asked if there were any questions; there were none. Mr. Reeves moved to approve. Mr. Clark seconded; the motion carried.

G. Adoption of WCC Crisis and Emergency Management Plan

Dr. Jefferies referred to the attachment and reported the WCC Crisis and Emergency Management Plan was recently reviewed by staff and formal updates were completed in May 2022. He requested that the Board formally adopt the attached plan.

Mr. Brown asked if there were any questions; there were none. Mr. Clark moved to adopt. Mrs. Farthing seconded; the motion carried. The plan was adopted.

H. Outstanding Debt Write-Off Update

Dr. Jefferies reported there is no request for debt write-off for this meeting.

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

I. Audit and Compliance Update

Dr. Jefferies reported the most recent report is the same one that was shared at the March 10, 2022 Board meeting, which is the Report on Statewide Compliance for the Quarter Ended September 30, 2021, issued by the Virginia Department of Accounts. He noted the link to the full report was included in BoardDocs (also included below). [Report on Statewide Compliance For the Quarter Ended September 30, 2021 \(virginia.gov\)](https://www.virginia.gov/department-of-accounts/reports-and-publications/reports-on-statewide-compliance-for-the-quarter-ended-september-30-2021)

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

J. State Operating Budget Update

Dr. Jefferies noted that Dr. Sprinkle had already provided a legislative update earlier. He added that we continue to monitor the current FY22 Budget and our planning has ramped up for the FY23 Budget. The college's E&G operating budget for FY22 is \$14,728,370. We continue to monitor enrollment and how that will impact our budget, but we are in a good spot to end the current year and go forward into FY23 in good shape. WCC has also benefited from federal stimulus monies to recover some lost revenues attributed to COVID and to cover expenses related to the COVID pandemic. The General Assembly is working through budget actions for the new biennium which starts July 1, 2022. We anticipate positive outcomes for the VCCS. Dr. Jefferies noted that WCC is striving to increase enrollment in order to maximize funding.

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

8. Closing - Brown

A. Report from Board Members

Mr. Brown asked for reports from Board members.

- Mr. Dale Clark – Nothing to report.
- Mrs. Leslie Farthing – I have received several positive comments regarding WCC's graduation ceremonies.

- Mrs. Angie Jackson – Thanks to the staff and Board. I have enjoyed serving on the Board. I encourage everyone to keep doing a great job.
- Dr. Oliver McBride – I am excited for what lies ahead for WCC. Thanks to Mrs. Jackson for serving on the Board.
- Mr. Roger Perez – This was the first year I attended WCC's graduation ceremony as a Board member. It was well organized and I was honored to participate.
- Mrs. Shirley Pratt – Nothing to report.
- Mr. Joe Reeves – Nothing to report.
- Mr. Malcolm Brown – We have received a thank you note from a Galax High School student expressing appreciation for the Local Board Scholarship.

B. Next Meeting

Mr. Brown noted the next regular meeting of the WCC Board will be Thursday, September 15, 2022, at 6 p.m., at WCC's Wytheville campus.

C. Adjournment

Mr. Perez moved to adjourn. Mrs. Farthing seconded; the motion carried. Mr. Brown thanked everyone for attending. The meeting was adjourned at 7:36 p.m.

Dr. Dean E. Sprinkle, WCC Board Secretary

WYTHEVILLE COMMUNITY COLLEGE RESOLUTION

Whereas Linda L. Newman has served devotedly as a member of the Wytheville Community College support staff from the first day of September, nineteen hundred eighty-seven, until her retirement on the thirty-first day of May, two thousand twenty-two; and

Whereas she has served the college exceptionally well in numerous support staff roles for several departments and programs, including the Manufacturing Technology Center as an Administrative and Program Specialist III, Executive Secretary Senior, and Executive Secretary; the Nursing Program as a Secretary Senior; the Economic and Technology Development – Center for Innovative Technology, Wood Products Program, Small Business Development Center, and Continuing Education Department as Executive Secretary and Secretary Senior; and

Whereas she exhibited a strong work ethic and diligently supported the Manufacturing Technology Center Board members and administrators; and she notably never missed a Manufacturing Technology Center Board meeting, which were held throughout the region of the five community colleges it serves; and

Whereas through her support staff roles she strived to achieve proficiency in relevant office and technology skills and furthered her education earning a second Associate of Applied Sciences degree in Office Systems Technology in nineteen hundred ninety from college; and she was self-taught in WordPerfect prior to its implementation at the college and subsequently served as an adjunct instructor in the fall of nineteen hundred ninety-one teaching courses in WordPerfect; and

Whereas she actively participated in many aspects of the life of the college, through service on numerous important Ad-Hoc and standing committees including the Affirmative Action/Diversity and Inclusion Committee, Campus Beautification and Environmental Sustainability Committee, and Professional Development Committee; and

Whereas she has been a special member of the college family for nearly thirty-five years and her dedicated presence will be missed immensely by the Manufacturing Technology Center Board members and administrators, as well as, the businesses and industries that have been served;

Now, therefore, be it resolved by the Board of Wytheville Community College in regular session this ninth day of June, two thousand twenty-two, that a sincere expression of appreciation be extended to Linda L. Newman for her lasting influence on the college;

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

Chair

Secretary