

**Wytheville Community College Board Meeting
Smyth Hall, Learning Resource Center, Room 101
March 9, 2023, Minutes**

MEMBERS PRESENT:

Mr. Malcolm Brown, Chair
Dr. Oliver McBride, Vice Chair
Mr. Dale Clark
Mr. Anthony Cline
Mrs. Leslie Farthing
Ms. Coraima Hernandez
Dr. Gary Houseman
Ms. Carla Pauley
Mrs. Shirley Pratt
Mr. Joe Reeves

MEMBERS ABSENT:

Mr. Davis Goforth
Mrs. Patsy McKnight
Mr. Jack Roberts

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
Ms. Susan Evans, Dean of Transfer and Educational Partnerships
Mr. Josh Floyd, Dual Enrollment Coordinator
Mr. David Dickens, Business Manager
Mr. Tracy McAfee, Faculty Assembly Chair
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 6:19 p.m.

C. Welcome and Introductions

Mr. Brown welcomed everyone to the meeting. He extended a special welcome to new Board members Coraima Hernandez and Carla Pauley and noted that Jack Roberts was unable to attend due to a medical procedure. Each person present introduced themselves.

D. Approval of Honorary Degree Committee Minutes

Mr. Brown explained the purpose of awarding honorary degrees is to recognize individuals who have contributed significantly to WCC or the VCCS. The committee met on January 30, 2023, and was comprised of himself, Mrs. Leslie Farthing, Dr. Oliver McBride, Dr. Rhonda Catron-Wood, Mr. Shawn McReynolds, Mr. Ewell Vernon, Dr. Dean Sprinkle. After much discussion, the committee recommended that Anne Vaughan be nominated for an Honorary Degree. The nomination was submitted to the VCCS and will be included for approval on the agenda of the next State Board meeting on March 16. Mr. Brown noted the nomination needed to be kept confidential until we receive official approval from the State Board.

Mr. Brown referred to the draft of the Honorary Degree Committee minutes and asked if there were any corrections or changes to the minutes; there were none.

Dr. McBride moved to approve. Mr. Reeves seconded; the motion carried.

E. Approval of Executive Committee Minutes

Mr. Brown reported the minutes of the WCC Board Executive Committee minutes from January 13, 2023, were approved at the March 2, 2023, WCC Board Executive Committee meeting and were provided for reference. He referred to the draft minutes from the March 2, 2023 WCC Board Executive Committee meeting and asked if there were any corrections or changes to the minutes; there were none.

Mr. Cline moved to approve. Dr. McBride seconded; the motion carried.

F. Approval of President Emeritus Nomination

Mr. Brown reported the distinction of President Emeritus for Dr. Charlie White was approved by the Board Executive Committee as noted in the March 2, meeting minutes. He explained that the deadline to submit a letter of nomination was prior to our meeting this evening, which necessitated the Executive Committee meeting last week. Mr. Brown referred to the nomination letter and noted that Dr. White is certainly deserving of the honor. Dr. White will be officially named President Emeritus at the State Board meeting in Lynchburg on March 16. Mr. Brown explained that though it is a formality, He requests that the full Board approve Dr. White's nomination.

Dr. McBride moved to approve. Mrs. Pratt seconded; the motion carried.

G. Public Comment

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

H. Presentation – Investing in our Students through Dual Enrollment

Mr. Brown asked Dr. Catron-Wood to introduce the presenter. Dr. Catron-Wood provided introductions of Ms. Susan Evans, Dean of Transfer and Educational Partnerships, and Mr. Josh Floyd, Dual Enrollment Coordinator.

Ms. Evans and Mr. Floyd presented the following information:

- Investing in our Students Through Dual Enrollment

- The Perfect Storm
 - National Alliance of Concurrent Enrollment Partnerships (NACEP) Accreditation
 - Funds as a result of the COVID-19 pandemic
 - Directive from WCC Leadership to use pandemic funds to make long term investments
 - Severing of partnership with the organization that previously provided WCC's online Dual Enrollment courses
 - Prior relationship with Magellan Learning Solutions
- Opportunity for Growth
 - Course Construction Process
 - Common course format
 - Clock Hours/RSI
 - New Adjuncts
 - New course offerings
 - Complete oversight of quality/delivery
 - Phase II
 - ITE 152
 - MTH 154/MTH155 sequence
- Fall 2022
 - 12/5/2022 to 12/6/2021 comparison; 9.43% increase in dual enrollment
 - * (The PowerPoint includes a chart with specifics for FTE and Credits per locality/school)
- Spring 2023
 - 3/6/2022 to 3/7/2023 comparison; 11.43% increase dual enrollment
 - * (The PowerPoint includes a chart with specifics for FTE and Credits per locality/school)

Ms. Evans and Mr. Floyd answered various questions from Board members. Mr. Brown thanked them for the presentation.

I. Appointment of Nomination Committee

Mr. Brown explained that the Nomination Committee is charged with nominating one Board member to serve as Chair and one Board member to serve as Vice-Chair for the 2023-2024 year, and will present its recommendations at the June 8, Board meeting. He requested Mrs. Leslie Farthing and Mr. Joe Reeves to serve with him on the Committee; they agreed to serve.

3. President's Report

A. Approval of Recommendation from Ad-Hoc Committee to Select Professor Emeritus & Administrative/Professional Faculty Emeritus

Dr. Sprinkle reported that an Ad-Hoc Committee reviewed the list of eligible candidates and recommends Tommy Arnold be approved as the 2023 Professor Emeritus. Mr. Arnold has served WCC for 31 years in a variety of roles. He instructed Machine Technology classes, was Program Head for 10 years, and Interim Dean of Health and Occupational Programs for one year. The committee selected Mr. Arnold based on his commitment to teaching and dedicated service to WCC.

Dr. Sprinkle reported there is an additional recommendation for the awarding of an Administrative/Professional Faculty Emeritus. The same Ad-Hoc Committee reviewed a list of eligible candidates and recommends Bobby Horton as the 2023 Administrative/Professional Faculty Emeritus. Mr. Horton began at WCC in 1984 and retired in 2006 as the Assistant Dean of Student Services. The committee selected Mr. Horton based on his devotion to assisting students with career planning and placement, particularly dislocated worker, as well as, his efforts in building relationships with secondary schools. Dr. Sprinkle asked the Board to approve both recommendations.

Mr. Cline moved to approve. Mrs. Farthing seconded; the motion carried.

B. Approval of Recommendation from Ad-Hoc Committee to Select Support Staff Emeritus

Dr. Sprinkle reported an Ad-Hoc Committee reviewed the list of eligible candidates and recommends Gayle Lanter be approved as the 2023 Support Staff Emeritus. Ms. Lanter served in key support staff roles at WCC from 1975 until her retirement in 2015. The committee selected Ms. Lanter based on her longevity and commitment to WCC in addition to her helpful demeanor towards students and co-workers. Dr. Sprinkle asked the Board to approve the recommendation.

Ms. Pauley moved to approve. Mrs. Pratt seconded; the motion carried.

C. Approval of Landscaping Project

Dr. Sprinkle reported concerns regarding the sycamore trees in the raised bed retaining walls (built with pavers) located in the quad on the Wytheville campus. He explained the tree roots are pushing on the raised bed retaining walls, causing the walls to buckle. There are also portions of the roots systems exposed above ground level. Aside from being unsightly, there is concern the trees are unstable, could fall posing a safety concern, and due to their large size cause damage to nearby buildings.

A local company, Litton Landscapes, LLC., assessed the situation and provided two options and quotes for each. One option is to remove the existing raised bed retaining walls around the trees and replacing them with walls that would be larger in diameter, approximately 14'. The quote for this option is \$29,890. While this option keeps the existing trees, it is a temporary fix as the tree roots will eventually fill in the larger bed space and push on the walls. Another option is to remove the existing sycamore trees, stumps, retaining walls, excess soil, and replant new trees. The proposal is to plant zelkova trees (12' minimum) with mulched tree rings, and reseeding of the disturbed area. The quote for this option is \$9,200.

The WCC Board Executive Committee discussed both options and noted that replacing the rings is a temporary solution, that does not resolve the safety concerns, and is the more costly option. The committee recommended presenting the second option to the full Board at this meeting. This option includes removal of the existing retaining walls and replacing the existing trees with another type of tree. Mr. Brown suggested using non-fruit bearing flowering cherry trees which do not grow very large and would enhance the landscape.

Dr. Sprinkle explained that this does constitute a change of appearance to the campus and requires State Board approval. The State Board has delegated that authority to the Chancellor or his designee, which in this case is Mr. Bert Jones with the VCCS. Mr. Hughes has proactively shared information with Mr. Jones regarding these options. Mr. Jones has approved the project, pending WCC Local Board approval.

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

D. Approval of Name of New Facility in Marion

Dr. Sprinkle reported we are excited about the new facility in Marion and are working to prepare it for use, which includes giving it an official name and ordering signage. According to WCC's Facilities Naming Policy, President's Cabinet approves new facility names first, then forwards that on to the WCC Board for consideration and approval. Cabinet has approved the following name and Dr. Sprinkle asked the Board to approve it:

WCC WEST
Workforce, Education, and Skills Training Center

Dr. McBride moved to approve. Ms. Pauley seconded; the motion carried.

E. WCC Board Appointments and Reappointments

Dr. Sprinkle referred to the attached list of WCC Board members and the terms of appointment. He noted that two Board members will be completing terms but are eligible for reappointment to another 4-year term; those are Dr. Houseman and Mr. Reeves. In addition, Dr. McBride is completing his second 4-year term and will be retiring from the Board on June 30, 2023. Dr. Sprinkle expressed appreciation to each Board member for their service on the WCC Board. The respective localities will be notified regarding the need to appoint or reappoint.

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

F. WCC Local Budget Presentations

Dr. Sprinkle reported the WCC Local Budget Request letters and supporting information were sent to each locality earlier this year. He provided a Budget presentation to the Grayson Board of Supervisors on February 27, and thanked Mr. Reeves and Mrs. McKnight for their support. The remaining Budget presentations are scheduled as follows:

- Smyth County Board of Supervisors Budget Committee on March 16, at 2 p.m.
- Wythe County Board of Supervisors on March 21, at 9:30 a.m.
- Galax City council on April 10, at 6 p.m.
- Bland County Board of Supervisors on April 12, at 3:10 p.m.
- Carroll County Board of Supervisors declined a budget presentation. Dr. Sprinkle plans to offer a WCC update in late summer or early fall.

Dr. Sprinkle noted that attendance of Board members at the Budget presentation for their locality is appreciated and encouraged them to attend, if they are able.

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

G. President's Evaluation & Outcomes of WCC Local Interest Goals

Dr. Sprinkle reported the Board will need to complete the President's Evaluation in a few weeks. He explained that the Evaluation form will be mailed along with the Outcomes of WCC's Local Interest Goals for 2022-2023, Board minutes from the past year, any additional pertinent information, as well as, his self-evaluation. A reference sheet will be included to assist with utilizing the information provided to complete the Evaluation form. Dr. Sprinkle noted for new Board members this will be a process they have not been through yet. He encouraged Board members to contact him or his administrative assistant, Denita Burnett, if assistance is needed or there are questions.

Mr. Brown explained this is an annual evaluation of the President by the WCC Board. He asked that Board members take time to review the information and use it in completing the Evaluation Form. The President's Evaluation Committee will then meet to review all information from the completed Evaluation forms. Members of the committee are Dr. McBride, Mrs. Farthing, Dr. Houseman, and Mr. Brown. After the committee meets, Mr. Brown will prepare a letter to the Chancellor to include with a summary of the Evaluation form information. The Chancellor will evaluate the President in May and uses the Board's input as one item of the President's Evaluation.

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

H. Legislative Update

Dr. Sprinkle reported for the first time in recent history, the legislature provided a "stopgap" measure to the state budget. Beyond items that were included in the "skinny budget," other items will revert back to what was in the biennium budget unless an additional legislative session is held. He noted that it is uncertain as to whether there will be an additional legislative session this year before the beginning of the next fiscal year. If that remains the case, the HIRE Virginia ask that the VCCS was proposing will not be funded this year, but will be included in legislative asks going forward. The biennium budget previously passed does include a 5% raise in August for employees. However, without further legislative action, there is no funding to cover the estimated \$14+ million increase cost for colleges. This will need to be addressed through a tuition increase, which would be approved at the May State Board meeting. Dr. Sprinkle thanked Board members who contacted our legislators on our behalf.

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

I. Enrollment Update

Dr. Sprinkle reported WCC's total enrollment is down 2.26% in FTE for Spring semester. Enrollment is down at 9 of the 23 colleges and ranges from down 10.06% to up 8.8%, according to the attached VCCS enrollment reports. The increase for the VCCS overall is .4%. Also included are enrollment reports for FastForward, which WCC is up 35.15% and Workforce Credentials Grant, which WCC is up 37.65% compared to this time last year. The WCC Enrollment by Locality reports for Fall 2022 End-of-Term and Spring 2023 as of February 6, 2023, were included and shows the percentage of enrollment from each locality.

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

J. Student Services Update

Dr. Sprinkle provided the following information from the Admissions Office:

- So far, 500 degrees, diplomas, certificates, and career studies certificates will be awarded.
- 297 students are set to graduate in Spring 2023
- 45 students graduated in Fall 2022
- 275-280 graduates will be attending Commencement ceremonies
- Currently reviewing students who have completed graduation requirements, but have not applied to graduate, so the number may increase

Dr. Sprinkle reported the following from other Student Service areas:

- Project AIM and Single Stop have partnered this spring and have prescreened 173 students for services.
- This semester with the Collegiate Recovery Grant, approximately 70 faculty, staff, and students have been Narcan trained helping WCC to become a recovery ready campus. Weekly Recover Fitness meetings have been held that include Students, faculty, and staff. WDBJ visited on February 9 to highlight the program and interviewed our Recovery Specialist Michelle Bryant and trainer Walter Midkiff. Fitness Recovery is held every Tuesday at 5 p.m. in the Learning Resource Center of Smyth Hall.
- Regarding online tutoring, there have been 54 live sessions totaling 1389 minutes with statistics and precalculus being the most requested sessions. There have been 73 writing submissions totaling 2555 minutes.
- An Open House for High School Juniors is scheduled for April 14, to highlight our academic and workforce programs.

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

K. Personnel Update

Dr. Sprinkle referred to the two attached Personnel Updates, one from the cancelled November Board meeting and one for this meeting, and asked if there were any questions; there were none.

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

L. College Announcements & Events Report

Dr. Sprinkle reported Chancellor Dr. David Doré will officially begin April 1; however, he has already begun seeking information, which includes a survey that was emailed to Board members and others. Dr. Sprinkle encouraged Board members to complete the brief survey if they hadn't already done so. In addition, Chancellor Doré will go on a Listening Tour during his first 45 days, which will include visiting all 23 colleges and the Shared Services Center. He is scheduled to visit WCC the afternoon of April 12, from 1 to 5:30 p.m. Dr. Sprinkle noted we are still planning details regarding the schedule for that afternoon but asked Board members to make a note of this date as they will be invited for at least one session and possibly more.

Dr. Sprinkle reported Graduation ceremonies will be held on Saturday, May 13, at the Wytheville Meeting Center and shared the following details:

- There will be three ceremonies, one for each of the college's academic divisions: Health Professions and Medical Services, Occupational Programs, and Transfer Programs, which will include Dual Enrollment students.
- Pinnings for WCC's Health Programs will also be held May 13, with the exception of the Practical Nursing Pinning which will be on May 8, at Crossroads.
- There will be no receptions, either for students or for the traditional President's Reception for faculty, board, and special guests. We will use funds that would have been spent on receptions to pay for regalia for all students participating in graduation, which includes a cap, robe, stole, and tassel.
- A detailed Pinnings and Graduation timeline is attached for reference.
- All Board members are invited to attend and will be seated on the platform. To avoid crowding on the platform, it would be preferable to have a few Board members attend each ceremony. A letter will be sent in April with additional details and my office will be in touch to confirm which ceremony you plan to attend.

Dr. Sprinkle referenced the attached Upcoming Events list which includes details for the following:

- Wytheville Concert Series will be March 10, at St. John's Episcopal Church
- WCC Bluegrass and Old Time Jamboree will be March 18
- WCC Theatre production, *Men Are Dogs*, will be March 24, 25, 31, and April 1
- WCC Concert Band will be May 2, at Legacy Church

Dr. Sprinkle encouraged Board members to attend any of the upcoming events that may be of interest. Dr. McBride noted dates for the WCC Choir concerts had been set for May 4, in Hillsville and May 11, in Wytheville.

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

4. Academics and Institutional Advancement Report

A. Approval of New Curricula and Curriculum Changes

Dr. Catron-Wood referred to the attachment and presented several curriculum items for review and requested approval for the following:

Revised Programs

Changes related to Transfer Virginia

- Accounting 111 and Accounting 112 have each been decreased from being four-credit courses to three-credit courses. These changes will reduce the total program credits for each of the following programs:
 - Associate of Arts & Science (AA & S) Business Administration (61 credits to 59 credits)
 - Associate of Applied Science (AAS) Business Management and Leadership (67 credits to 65 credits)
- Elimination of required physical education or health course for transfer programs.

- Physical education and health courses have been being required by community colleges but not by four-year colleges and universities. Therefore, community college students have been completing courses that do not transfer. This change will eliminate the cost—both financially and in terms of time—for community college students. This will result in a one- or two-credit decrease in all of WCC’s Associate of Arts & Sciences transfer programs, except the AA&S Science and the AA&S Science: Computer Science Specialization, as these programs have not yet undergone Transfer Virginia review.

Credit for Prior Learning Credit for Administration of Justice/Corrections Science Programs

- Based on recommendations of the Virginia Community College System, colleges are encouraged to grant “Credit for Prior Learning” when appropriate. The attached information outlines several opportunities for awarding “Credit for Prior Learning” to students who have completed law enforcement training and/or have relevant job experience.

Changes for Career Studies Certificate Welding II

- Replace WEL 141/142 with WEL 247/248 – This change will provide students two additional industry-recognized credentials and enhance the employability of graduates.

New Career Studies Certificates in Manufacturing Operations Apprentice I, II, III

- WCC’s Workforce Development & Occupational Programs Division has been asked to develop three customized Career Studies Certificates (CSCs) in Manufacturing Operations Apprentice I, II, & III for employees of Klockner. These CSCs are similar to one that was developed several years ago for Gatorade. The CSCs include already approved courses, as well as apprenticeship opportunities. While the CSCs are being developed for Klockner, they will be available for use by other employers. Members received copies of specific information regarding these CSCs.

Informational Items

Career Studies Certificate in Pharmacy Technician

- WCC is seeking accreditation for the Pharmacy Technician Program from the American Society of Health-System Pharmacists (ASHP). The approved courses within the approved curriculum will remain the same but will be offered in a different sequence and in two 8-week block schedules. There will be no change to the number of required credit hours.

Associate of Applied Science in EMT-Paramedic

- Catron-Wood updated the Board regarding the previously approved Associate of Applied Science in EMT-Paramedic Program. WCC had planned to expand its partnership with the EMT-Paramedic Consortium led by Southwest Virginia Community College (SWCC). However, the cost of joining the consortium that was initially estimated by SWCC to be \$180,000 increased to an actual cost of \$235,000. The WCC administration determined that this increase was cost prohibitive. Therefore, WCC will continue its current partnership with the consortium that involves providing space for the program.

This gives WCC students access to the EMT-Paramedic Program, but the degree students earn is awarded by SWCC, not WCC. Catron-Wood noted that WCC is continuing to explore options related to this program.

Dr. McBride moved to approve. Mrs. Farthing seconded; the motion carried.

B. Approval of New Advisory Committee Members

Dr. Catron-Wood referred to the attached memo and supporting information which proposed the approval of the new members to the advisory committees noted. She noted each person is qualified to serve.

Administrative Support Technology Advisory Committee

- Heather Morehead Taylor

Dental Hygiene Advisory Committee

- Abigail Cooper
- Lori Deel
- Grant Throckmorton

Physical Therapist Assistant Advisory Committee

- Shane Owens

Ms. Pauley moved to approve. Mr. Cline seconded; the motion carried.

C. Approval of Local Board Scholarship Program

Dr. Catron-Wood referred to the attached memo and supporting information of the WCC Local Board Scholarship program, which requested approval for 11 scholarships for Fall Semester 2023, not to exceed \$35,000. She noted that recipients of the Local Board Scholarships are required to have a minimum 2.5 high school grade point average.

Mr. Cline moved to approve. Mrs. Pratt seconded; the motion carried.

D. Approval of Recommendation from WCC Awards Committee of the Distinguished Service Awards

Dr. Catron-Wood explained the Distinguished Service Awards (DSA) were established by the Pendleton family through an endowment managed by the WCC Educational Foundation. The WCC Awards Committee met to review the nominations and recommends the following:

- Mrs. Cindy Kincer receive the DSA in Teaching
- Mrs. Cindy Jackson and Mr. Frank Pugh receive the DSA in Service

She noted usually one person is recommended for each award; however, the committee felt both Mrs. Jackson and Mr. Pugh are deserving of the DSA Service Award for their contributions to the WCC Choir and WCC Concert Band respectively.

Mrs. Pratt moved to approve. Dr. McBride seconded; the motion carried.

E. Academics Update

Dr. Catron-Wood reported that WCC is a part of a recently approved planning grant for a Lab School focused on health programs. Emory & Henry College is the lead applicant; other partners include Smyth County Public Schools, Wythe County Public Schools, Washington County Public Schools, Virginia Highlands Community College, the Linwood Holton Governor's School, and the Southwest Virginia Higher Education Center. Partners are working to design the curriculum. Additional information will be shared with the Board as it becomes available.

Dr. Catron-Wood was pleased to report WCC Nursing students achieved a 93% pass rate on the National Council of State Boards of Nursing (NCLEX) exam. She noted that WCC's pass rate was the second highest in the VCCS and was higher than pass rates of several four-year university programs.

Dr. Catron-Wood also reported that all of the health programs have now completed programs have now completed program accreditation reviews, and they have gone well overall, but there are some follow up reports that have been requested. She and the Dean of Health Professions and Medical Services will be assisting with submitting requested information.

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

F. Institutional Effectiveness, Research and Planning Update

Dr. Catron-Wood reported that WCC has received official notification that the college successfully completed its recent Fifth-Year Interim Report and is fully accredited without reporting by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The next step in the accreditation process will be a decennial review in 2026.

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

G. Institutional Advancement Update

Dr. Catron-Wood reported that the WCC Educational Foundation recently received an estate gift totaling just over \$662,000, the largest single gift received during her tenure working with the Foundation. The gift has not yet been publicly announced, as it will be part of the launch of WCC's 60th Anniversary Campaign. More details will be forthcoming.

In terms of the campaign, Catron-Wood reported that a planning committee has met, and marketing materials are being developed. A 60th Anniversary Gala is tentatively planned for September 23, 2023, at the Wytheville Meeting Center. Additional information will be available soon.

The WCC Educational Foundation and the WCC Scholarship Foundation will host a Benefactor Appreciation Luncheon on Monday, April 3, at 12:30 p.m., at the Wytheville Meeting Center. Board members will be receiving invitation letters, and she encouraged members to attend.

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

5. Workforce Development and Occupational Programs Report

A. Workforce Development Update

Mr. Hughes reported there continues to be strong enrollments in our workforce programs. We are currently at 244 FastForward enrollments for 2022-2023. He noted WCC currently has programs running in Overhead Power, Commercial Drivers Licenses (CDL), Automotive, Industrial Maintenance, and Welding. The Diesel program is gaining momentum. We have received a donation of a Kubota engine and will be purchasing a Detroit engine soon. The equipment for the training should be arriving shortly.

Mr. Hughes reported that we are training a lot of CDL students through our customized side for business and industry. We have several other customized projects going on or in the process of being developed.

Mr. Hughes was pleased to report WCC received a couple of grants to expand some existing programs. We received a \$750,000 grant to expand our Power Line program into the Patrick & Henry Community College service area. The program will be housed in Stuart at the Rotary Field Sports Complex. We also received a \$250,000 grant to expand our Welding program to the new facility in Marion.

B. Occupational Programs Update

Mr. Hughes reported the Occupational programs division hosted the Minnick School from Wytheville last week. The students were exposed to careers in Building Trades, HVAC, Practical Nursing, and Welding. They built bird houses as a project and were able to take those with them. The students spent two days at the Crossroads site.

He noted all of the programs except Welding have spent time in the high schools recruiting for next year. Welding will be going to the high schools soon.

C. Economic Development Update

Mr. Hughes reported we continue to work with Blue Star and the Virginia Economic Development Partnership. The project anticipates a fourth quarter start for production of Nitrile.

D. Capital Projects and Facilities Update

Mr. Hughes noted the WCC facilities team is busy preparing our campus for the new Chancellor visit on April 12. We are working on both inside and outside projects to make sure we make a good first impression. He also referred to the attached update and asked if there were any questions; there were none.

Mr. Brown noted Mr. Hughes' updates were informational items; no approval or vote was needed.

6. Finance and Budget Report

A. Approval of Local Funds Financial Statements

Dr. Jefferies referred to the attached financial statements which include summary and detailed information of WCC's non-Commonwealth funds for FY23, and noted the following:

- On Attachment 1, the local fund depositories have a balance of \$3,642,437.01 as of February 21, 2023. This includes the local Truist account totaling \$1,123,213.03, two certificates of deposit with First Sentinel Bank which total \$640,978.99, and \$1,878,244.99 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 February 16, 2023 was 4.70%.
- On Attachment 2, the FY23 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 February 21, 2023. The expenditures are \$87,528.98. Detailed statements can be found on Attachment 5, which gives specific information on each expenditure in each category.

Dr. McBride move to approve. Ms. Pauley seconded; the motion carried.

B. Approval of Outstanding Debt Write-Off

Dr. Jefferies reported that in order to remain in compliance with policies and procedures set forth by the Department of Accounts and the VCCS, all accounts receivable that remain uncollected after a 12-month period must be written off the college's Quarterly Receivable Report. For the quarter ending December 31, 2022, WCC has semesters of outstanding financial aid return of funds charges which must be written off. The semesters and amounts are as follows:

- Fall 2021, \$6,014.06
- Spring 2022, \$4,954.14

Mr. Reeves move to approve. Mrs. Pratt seconded; the motion carried.

C. Report of Local Fund Investments

Dr. Jefferies referred to the attached 2023 Local Accounts Summary which lists our Local Fund Depositories. He noted the maturity dates of our two certificates of deposits with First Sentinel Bank are August 19, 2023 (\$432,560.01) and March 11, 2023 (\$208,418.98).

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

D. Audit and Compliance Update

Dr. Jefferies reported WCC was not mentioned in the Report on Statewide Compliance for the Quarter Ended September 30, 2022, issued by the Virginia Department of Accounts. A link to the full report is included below.

[Report on Statewide Compliance For the Quarter Ended September 30, 2022](#)
[\(Virginia.gov\)](#)

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

E. State Operating Budget Update

Dr. Jefferies reported as we monitor the current FY23 Budget, our planning has already started for the FY24 Budget. The college's E&G operating budget for FY23 is currently \$15,760,811. 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 FY24 in good shape.

Dr. Jefferies reported we are holding FY24 Budget planning meetings with department leadership and will continue to build an effective, needs-based budget for WCC. We've been very intentional with reviewing the college needs and making sure our budget plans are updated to meet those needs. He noted as Dr. Sprinkle reported earlier, the General Assembly has passed a budget and it remains to be seen whether they will reconvene and make any additional changes.

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

F. Emergency Preparedness Report

Dr. Jefferies reported WCC was proud to host an emergency response Tabletop Exercise on January 27, 2023, from 9 a.m. to 1 p.m. The Tabletop Exercise was held in Snyder Auditorium in Grayson Hall. We hosted representatives from local and regional law enforcement, emergency management, fire departments, and first responders throughout our service area, as well as state and federal agencies, for this worthwhile exercise. He explained this exercise focused on our collective response to several emergency scenarios. We are committed to involving our strong community partners to ensure that all agencies respond appropriately to emergency situation at our three locations: Wytheville Campus in Wytheville, Crossroads Institute in Galax, and the Henderson in Marion.

Dr. Jefferies expressed appreciation to Sarah Asbury and Steve Burnette for their hard work and planning for this important event. In addition, he thanked Kim Hobert, VCCS Director of Emergency Planning, Safety, and Security, for serving as Facilitator for this Tabletop Exercise.

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

7. Closing - Brown

A. Report from Board Members

Mr. Brown reported there is much excitement about the opening of the new WCC WEST Center location in Marion. He noted there have been questions whether WCC would be leaving the Henderson site. Dr. Sprinkle advised that WCC has no plans of leaving the Henderson, which offers classroom space that we utilize. Dr. Jefferies noted that classroom space will likely be used for some Healthcare Lab School courses.

Mr. Brown asked for reports from Board members.

- Mrs. Leslie Farthing – Nothing to report.
- Mr. Dale Clark – I appreciate the Lab School partnership, which will assist in addressing healthcare staffing shortages throughout the service region. There are currently 1000 job openings at Ballad Health.
- Ms. Coraima Hernandez – Nothing to report.
- Dr. Oliver McBride – I work with the Fuller Center for Housing and we are excited to have students from WCC's HVAC, Plumbing, and Construction Trades programs assisting us between April 30 and May 6 during our building blitz; an entire house will be constructed in one week.
- Mr. Anthony Cline – I was impressed with the Dual Enrollment presentation.
- Ms. Carla Pauley – Eric Workman will soon be retiring as Bland County Administrator and Cameron Burton will be stepping into that position.
- Dr. Gary Houseman – My wife and I attended a WCC Choir concert and a WCC Concert Band performance and really enjoyed both events.
- Mrs. Shirley Pratt – Nothing to report.
- Mr. Joe Reeves – Nothing to report.

B. Next Meeting

Mr. Brown reported the next regular meeting of the WCC Board will be Thursday, June 8, 2023, at 6 p.m. at WCC's Wytheville campus. He noted the meeting may need to be moved due to a potential conflict on Dr. Sprinkle's calendar. Dr. Sprinkle explained it is possible a Planning Retreat with the Chancellor and President's could be a conflict. There are two sets of dates being considered, one of which would necessitate moving the Board meeting. If that occurs, the President's Office will notify the Board.

C. Adjournment

Ms. Pauley moved to adjourn. Mrs. Pratt seconded; the motion carried. Mr. Brown thanked everyone for attending. The meeting was adjourned at 7:50 p.m.

Dr. Dean E. Sprinkle, WCC Board Secretary