

**Wytheville Community College Board Meeting
Smyth Hall, Learning Resource Center, Room 101
September 21, 2023, Minutes**

MEMBERS PRESENT:

Mr. Malcolm Brown, IV, Chair
Mrs. Leslie Farthing, Vice Chair
Mr. Dale Clark
Dr. Gary Houseman
Mr. Franklin Jett
Mrs. Patsy McKnight
Mrs. Shirley Pratt
Mr. Joe Reeves
Mr. Jack Roberts

MEMBERS ABSENT:

Mr. Anthony Cline
Mr. Davis Goforth
Ms. Coraima Hernandez
Ms. Carla Pauley

OTHERS PRESENT:

Dr. Oliver McBride, Retired WCC Board member
Mrs. Vivian McBride, Spouse of Retired WCC Board member
Dr. Dean Sprinkle, WCC President and Board Secretary
Dr. Rhonda Catron-Wood, Vice President of Academics and Institutional Advancement
Mr. Perry Hughes, Vice President of Workforce Development and Occupational Programs
Mr. David Dickens, Associate Vice President of Finance
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 6:42 p.m.

C. Welcome and Introductions

Mr. Brown welcomed everyone to the meeting. He extended a special welcome to new Board member Franklin Jett appointed by Carroll County Board of Supervisors. Each person present introduced themselves.

3. WCC Board Business

A. Recognition of Retired WCC Board member

Mr. Brown recognized recently retired WCC Board member Dr. McBride and thanked him for his service on the WCC Board. (A retirement resolution was presented to Dr. McBride immediately prior to the meeting.) Dr. McBride commented that he was blessed to serve on the Board. He noted the WCC update Dr. Sprinkle provided at the WCC Board, Faculty, Staff Picnic prior to the meeting was full of wonderful news. Dr. McBride expressed his appreciation for the opportunity to serve. (Dr. and Mrs. McBride left the meeting.)

B. Approval of Minutes

Mr. Brown referred to the draft minutes from the June 8, 2023 WCC Board meeting and noted two changes were made on Page 16. He asked if there were any additional corrections or changes to the minutes; there were none.

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

C. Approval of Revised 2023-2024 Board Meeting Schedule

Mr. Brown referred to the attached revised 2023-2024 Board meeting schedule. He explained that the November Board meeting location typically rotates between WCC's off-site locations in Marion and Galax. This year it was to be at one of the locations in Marion. The WCC WEST location will not be ready to host a meeting by the November meeting. Therefore, the revised schedule is moving the location of the March 14, 2024 meeting to the WCC WEST site instead of the November 9, 2023 meeting which will be held at WCC's Wytheville campus.

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

D. Public Comment

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

E. Appointment of Board Committees

Mr. Brown referred to the attached Board Committees list for 2023-2024. He noted that the WCC Board prefers to act as a whole, or when necessary by Executive Committee. However, these Committees are in place in case they are needed and mirror the Committees used by the VCCS and the State Board for Community Colleges. The members of the Executive Committee and President's Evaluation Committee were appointed and approved at the June 8 Board meeting. Each Board member is assigned to two Committees.

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

Mr. Brown reported that he had attended the Annual Meeting of the Boards and Chancellor's Retreat last month. He noted that it was extremely informative. Chancellor Doré shared his plans to advance Virginia's Community Colleges forward, which will require additional funding. Board members will be asked to advocate for Community College funding with legislators. It was a great chance to network with other college Board members and administrators. Dr. Sprinkle agreed with Mr. Brown's report and noted it was a great opportunity to hear the Chancellor's vision.

4. President's Report

A. Review of WCC Local Interest Goals for 2023-24 and President's Evaluation Form

Dr. Sprinkle referred to the attached draft of WCC Local Interest Goals for 2023-24 and the President's Evaluation Form. He noted the goals are mostly the same as last year except for an update on number 13, that added "and culture of care." He asked Board members to provide any changes or additions by October 16, so those can be incorporated prior to the November meeting at which time the Goals would be presented for Board approval. Dr. Sprinkle explained that the Outcomes of these Goals are one of the tools used by Board members to evaluate his performance. The attached President's Evaluation Form was updated a few years ago to assist with the Board evaluation process and seems to work well. It has also been revised to align with the reports provided at Board meetings, however we are open to suggestions for improvement to the evaluation form or process. In addition to these items, Dr. Sprinkle will provide a self-evaluation, which was suggested last year, and proved to be helpful to the evaluation process.

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

B. Graduates and Enrollment Update

Dr. Sprinkle referred to the attached VCCS enrollment reports, and noted WCC's enrollment is up 9.74% in FTE for Fall semester. He noted that WCC had the third highest increase. Fall enrollment is up at 22 of the 23 colleges and ranges from down 3.45% to up 15.6%. The increase for VCCS overall is 3.45%. Dr. Sprinkle explained that it is important to note these numbers are a snapshot in time and will continue to fluctuate. He noted there could be an additional increase because WCC has added some 8-week courses which will be available later in the semester. The WCC Enrollment by Localities reports for graduates and degrees and certificates awarded for Summer 2022 through Spring 2023, and the Summer 2023 End-of-Term, were attached. Mr. Brown commented that some private colleges are experiencing a 10-50% decrease in enrollment.

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

C. Student Service Update

Dr. Sprinkle referred to the attached Student Service Update. He noted a few specific items listed including the following:

- WCC changed our orientation process and offered over 15 New Student Orientation sessions this past summer in an effort to work with students earlier to prevent attrition. Preliminary results indicate this new process may have contributed to:
 - Fewer students needing assistance to access their MyWCC account
 - Less than 6% of students had courses dropped through the census reporting process
 - 3rd highest enrollment increase in the VCCS
 - Official shout out from the systems office for our enrollment efforts, specifically outreach by phone to all potential students

Dr. Sprinkle explained that the numerous orientation sessions resulted in small groups of students who received more personalized attention. This provided them the opportunity to ask questions, whereas previous orientation sessions that had large

numbers of students likely intimidated students and inhibited them from ask questions. We anticipate the more personalized orientation approach will increase retention.

Dr. Sprinkle also noted the following from the attached report:

- WCC participated in three College Day/Night recruitment events and hosted one event at WCC's Wytheville campus for high school seniors from Wythe and Bland counties and current WCC students. There were 36 college representatives including WCC reps at the event. We estimate 450 students attended the WCC College Day event.
- WCC participated on September 12 and 13, in Parkdale Rapid Response Sessions providing presentations on WCC programs and Short-term training opportunities.

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

D. Personnel Update

Dr. Sprinkle referred to the attached Personnel Update. He noted specifically that a first round of Zoom interviews for the Vice President of Instruction and Student Services position have been scheduled. A second round of interviews will occur in-person. Dr. Sprinkle asked if there were any questions; there were none.

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

E. VCCS and Legislative Updates

Dr. Sprinkle referred to the attached VCCS Strategic Priorities. He explained that this two-page document outlines the basis for the upcoming Legislative request and additional information will be shared as it is received. Dr. Sprinkle noted that Board members may be asked to provide letters of support to legislators. He also asked that they use the attachment to guide conversations they may have with legislators.

Dr. Sprinkle reported the VCCS will be hosting a Healthcare Summit on November 29, at Brightpoint Community College and we will be inviting healthcare employers and organizations to attend the Summit. Last month Dr. Sprinkle and Mr. Hughes attended a Tradesmen Workgroup meeting at the request of Senator Hackworth. It was a great opportunity to discuss obstacles and opportunities for enriching Virginia's workforce training in trade fields. Dr. Sprinkle noted that WCC has been active in providing short-term and customized training to businesses and industries. Mr. Hughes provided some examples including: customized training for Klockner and CDL trainings for VDOT, AEP, and Pepsi.

Mr. Brown noted that Chancellor Doré is asking Board members to help reiterate the message of continuity of funding for community colleges to legislators.

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

F. Security Awareness Training

Dr. Sprinkle explained that all people who have WCC email accounts, including Board members, are required to complete security awareness training annually. The KnowBe4 training is designed to ensure users understand the mechanisms of spam,

spear phishing, malware, ransomware, and social engineering in an effort to keep accounts secure. Board members will receive an email to their WCC email account regarding accessing and completing the training in early October. Mrs. Burnett will also send reminders to WCC Board member's personal email accounts regarding the training and deadline.

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

G. College Announcements and Events Report

Dr. Sprinkle thanked Board members who were able to attend the WCC Board, Faculty, Staff picnic at the Wytheville Meeting Center prior to the meeting.

Dr. Sprinkle reported the following regarding upcoming events:

- The monthly Bluegrass and Old-Time Jamboree resumed in August and is held on the third Saturday of each month through May. The next one will be October 21, at 7 p.m. in Snyder Auditorium, on WCC's Wytheville campus.
- The WCC Theatre is working on the Fall play production. Performances are scheduled for October 29, 30 and November 3, 4 in Snyder Auditorium.
- The Choir and Band have begun rehearsals and concerts have been scheduled. The WCC Choir will perform "Holiday Lights" at 7 p.m. on November 30, at the First United Methodist Church in Hillsville and December 7, at St. Paul United Methodist Church in Wytheville. The WCC Band's Holiday concert will be held at 7 p.m. on December 5, at Legacy Church in Wytheville. Dr. Catron-Wood noted she recently heard an additional WCC Band concert will be on November 28, at Carroll County High School.
- The Wytheville Concert Series will host a performance at 7 p.m. on December 2, in Snyder Auditorium. The concert will feature soprano Leslie Mabe and the Rainer Trio.

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

5. Academics and Institutional Advancement Report

A. 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 stated that each person is well qualified to serve.

Business Advisory Committee

- Chad Arnold
- Lorie Cox
- Zachary Marshall
- Kelby Mclean
- Carla Pauley
- Alison Pollard

Information Systems Technology Advisory Committee

- Nathan Jones

Physical Therapist Assistant Advisory Committee

- Lindsey King

Dr. Catron-Wood noted the Business Advisory Committee is a new committee and therefore had several people listed.

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

B. Academics Update

Dr. Catron-Wood was pleased to report the graduates of the Associate Degree Nursing Program achieved a 100% pass-rate on their NCLEX exams (National Council Licensure Examination) and the graduates of the and Practical Nursing programs also achieved a 100% pass-rate on their licensure exams.

Dr. Catron-Wood reported that the recently expanded Pharmacy Technician program was at capacity. In addition, the furniture to outfit the simulation lab for that program arrived this week and is scheduled to be installed next week.

Dr. Catron-Wood reported that all health programs had completed reaccreditation with their respective agencies. She noted that the Dental Hygiene program was accredited with reporting requirements, and program faculty and college administrators are working to address those reporting items.

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

C. Institutional Effectiveness, Research, and Planning Update

Dr. Catron-Wood noted that the Office of Institutional Effectiveness, Research, and Planning finished the Fifth-Year Report for SACSCOC (Southern Association of Colleges and Schools Commission on Colleges) last year; now it is time to begin work on the ten-year reaccreditation report which will be due in 2026. WCC applied for, and was granted permission, to participate in a Differentiated Review Process which involves an abbreviated report but still entails both off-site and on-site visits. WCC has six people registered to attend the SACSCOC Annual Meeting in December 2023 in Orlando, Florida, who will attend orientation sessions regarding the 2026 reaccreditation. WCC has a new SACSCOC Vice President who we will work with throughout the process.

Dr. Caton-Wood reported Vicki Delp, Director of Institutional Effectiveness, Research and Planning, is working with faculty on educational program assessment. She will also be coordinating strategic planning.

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

D. Institutional Advancement Update

Dr. Catron-Wood reported WCC's 60th Anniversary Gala was a very successful event. She noted the following regarding fundraising:

- Total contributions received for the year ending June 30, 2023, was \$2,035,860, the largest amount received in a single year.
- Since July 1, 2023, contributions received total \$157,926.

- Received \$240,000 from the Virginia Tobacco Region Revitalization Commission for the Forging Futures scholarship program.
- Received a pledge of a generous \$100,000 donation designated to assist with the acquisition of the Crossroads Institute property or if that isn't possible another location in the Twin County area.
- Received an estate gift in the amount of \$48,000, from the estate of Eleanor Faye Kincer that is designated for the "Mr. and Mrs. Lee Hale Memorial Scholarship Endowment."

Dr. Catron-Wood noted that she and Dr. Sprinkle met with a new donor this afternoon who is a WCC alum and is providing a contribution to establish the McGrady-Liddle Scholarship in memory of her parents.

In terms of scholarships, Dr. Catron-Wood reported the Foundation Office received over 800 scholarship applications from students. There were 299 private scholarships awarded for Fall semester, in addition to 81 awards through the Wythe-Bland Foundation Scholarship Program, 52 awards through the Twin County Community Foundation Scholarship Program, 21 awards through the new Smyth County PROMISE Scholarship Program, and 50 awards through the Forging Futures Scholarship Program.

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 the following:

- Enrollments in WCC's workforce programs continue to remain strong. We are currently at 94 Fast Forward enrollments for 2023-24.
- The current class of Power Line program students has 18 enrolled at WCC's Wytheville campus and there are an additional 10 students enrolled in the first class at the Patrick & Henry Community College (P&HCC) location in Patrick County.
- WCC's CDL truck driving program continues to be in high demand.

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

B. Occupational Programs Update

Mr. Hughes reported the following:

- The Occupational Programs are doing well. Enrollment is above average overall.
- There has been substantial growth in the construction trades programs that include HVAC and Carpentry. Those doubled in size from 20 to 40 students.

Mr. Brown asked if there would be any problems with people getting jobs in those fields. Mr. Hughes indicated there is a huge demand for workers in the construction trades and we do not see an issue with flooding that area any time soon.

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

C. Economic Development Update

Mr. Hughes reported the following regarding economic information:

- The Blue Star glove manufacturing plant project is in a holding pattern. The first building phase is complete; however, there is currently no funding for Phase two since the federal loan package is no longer available.
- We hope that a positive economic announcement will be made soon in the Twin County area.

Mr. Hughes also reported the following regarding external off-site facilities which he oversees:

- The WCC WEST location is open and running an Automotive Technician program. WCC recently submitted a grant to the Virginia Tobacco Region Revitalization Commission to help finalize renovations to that facility.
- WCC is exploring the possibility of purchasing the Crossroads Institute location. Some maintenance projects have been recently completed at Crossroads including carpet cleaning and painting; additional projects going forward include repairs to the parking lots, sidewalks, and repairing the sign lighting.
- Several people from WCC built a pole yard last week in Patrick County for the new Powerline Worker class housed at P&HCC.

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

Mr. Dickens referred to the attached cover memo, Non-Commonwealth financial statements for two years, FY2023 and FY2024; the FY2023 statements are as of June 30, which is the year end. He noted the following for the FY 2023 year-end financial statements:

- On page 1, the local fund depositories had a balance of \$3,623,211.08. This includes the local Truist account in the amount of \$1,062,386.44, two certificates of deposit with First Sentinel Bank which total \$643,848.37, and the Local Government Investment Pool in the amount of \$1,916,976.27.
- On page 2, the FY2023 Locality Contributions are listed. We received all contributions from the localities.
- On page 3, the available funds for our student activity and student club accounts are listed.
- On page 4, is a summary of the Local Board Budget as of June 30, 2023. The expenditures are \$114,998.90. This leaves a balance of \$38,671.10, which will be added to the Parking Auxiliary Fund. Detailed statements can be found on pages 5-11, which provides specific information on each expenditure in each category, including the President's Discretionary Fund.

Mr. Dickens noted the following for the FY 2024 financial statements as of September 8, 2023:

- On page 1, the local fund depositories had a balance of \$3,725,163.31. This includes the local Truist account in the amount of \$1,154,606.52, one certificate of deposit with First Sentinel Bank in the amount of \$211,996.33, and the Local Government Investment Pool (LGIP) in the amount of \$2,358,560.46. One of the

certificates of deposit (CD) came due and since the LGIP interest rate was higher, the CD was cashed and funds moved to the LGIP.

- On page 2, the FY2024 Locality Contributions are listed. We have sent invoices to all the localities and expect to receive those payments throughout the coming fiscal year.
- On page 3, the available funds for our student activity and student club accounts are listed.
- On page 4, is a summary of the Local Board Budget. The expenditures are \$4,102.57. This leaves a balance of \$149,567.43. Detailed statements can be found on pages 5-6, which provides specific information on each expenditure in each category, including the President's Discretionary Fund.

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

B. Approval of Debt Write-Off

Mr. Dickens referred to the attached memo. He reported the Business Office reviewed account balances that are past due. All of the accounts have been previously placed on debt set off with the Treasury Department. However, the person must file a Virginia state tax return in order for the debt set off process to be utilized to collect the debt. A contracted collection agency has also been unsuccessful in attempting to collect the debt. At this point, to be compliant with audit requirements, WCC is required to write-off this bad debt. Collections efforts will continue, even after the write-off has occurred.

The write-off requests are as follows:

- Summer 2022, \$6,218.56; Return of Funds
- Summer 2022, \$1,906.02; Tuition
- Fall 2022, \$7,194.05; Return of Funds

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

C. Approval of Authorized Signatories

Mr. Dickens referred to the attached memo which lists the names of WCC employees who are designated as approved signatories for Local and Federal 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 designated authority. This is a formal request to add WCC's new Business Manager, Melody Surratt, as a designated signatory for Local and Federal Accounts along with the existing signatories:

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

Mr. Brown asked if there were any questions. Mr. Jett moved to approve. Mr. Roberts seconded; the motion carried.

D. Approval of Tree Replacement in Quad

Mr. Dickens referred to the attached memo and explained that earlier this year the WCC Board approved the removal and replacement of seven trees in the quad of WCC's Wytheville campus due to safety and aesthetic reasons. The area where the trees were removed now looks very clean and open. It has also had a positive impact on campus security by improving visibility for campus police who monitor and ensure the safety of our students, employees, and visitors. Therefore we are proposing that instead of replacing all seven trees, we replace two trees with blossoming cherry trees which are consistent with the other trees in that area. A map indicating the placement of the two trees was provided on page two of the attachment.

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

E. Approval of Removal of Diseased and Dead Trees

Mr. Dickens referred to the memo and supporting attachments and explained we are requesting approval to remove diseased and dead trees on the Wytheville campus. The trees along the driveway from Main Street have been diagnosed with Seiridium canker, a fungal disease that poses significant risk to the health of our campus tree population. There are also dead trees located on campus that need to be removed for safety and aesthetic reasons. The attachments include a map indicating the locations of the trees to be removed and the Tree Condition Evaluation report.

Mr. Reeves asked what type of trees are being removed. Mr. Dickens answered the trees along the driveway affected by the fungus are Leland Cypress and the other dead trees are Red Oak, which are being affected by a blight. Mr. Brown asked if the trees would be replaced. Mr. Dickens answered we plan to replace the trees.

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

F. Audit and Compliance Update

Mr. Dickens referred to the attachment. He reported WCC was not referenced in the Report on Statewide Compliance for the Quarter Ended December 31, 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 March 31, 2023 \(Virginia.gov\)](#)

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

G. State Operating Budget Update

Mr. Dickens referred to the attachment. He reported that WCC ended FY2023 with \$5,409,109 in State Education and General Operating funds. Mr. Dickens explained there were a few contributing factors that resulted in the significant carryover of funds including WCC's Reduction in Force in 2019-2020, the COVID pandemic which limited spending and resulted in a hiring freeze, and the influx of Federal COVID relief funds. The college has plans to fully spend these funds out in FY2024 and FY2025 on the following:

- Funding facility renovation projects

- Design and construction of non-capital renovations to instructional labs
- Complete G3 Innovation Grant projects
- Purchase equipment to support career technical education programs
- Course development
- Cover encumbrance commitments for service and equipment purchase ordered but not completed or delivered prior to fiscal-year close due to supply chain disruptions and long lead times
- Purchase campus police vehicle and Stop the Bleed kits
- College marketing initiatives

Mr. Dickens reported WCC's approved FY2024 State Education and General Operating budget is \$16,520,483.

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

H. Capital Projects and Facilities Update

Mr. Dickens referred to the attachments and noted the projects related to WCC's Master Facilities Plan are progressing. Those include the Smyth Hall Parking Lot Redesign, Student Services 1Stop Relocation, Learning Resource Center Relocation, and President's Conference Room Renovation. He mentioned the AEP Power Line Reconfiguration project is mostly complete. Mr. Dickens also noted that WCC will be raising the tree canopies marked on the attached campus map due to safety concerns.

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

8. Closing

A. Report from Board Members

Mr. Brown reported that he had received some questions regarding the new WCC WEST location and if that would result in closure of WCC at the Henderson location. WCC plans to use both locations.

Mr. Brown asked for reports from Board members.

- Mrs. Leslie Farthing – nothing to report.
- Mr. Franklin Jett noted the closure of Parkdale Mills will negatively impact the Twin County area. He was glad to hear WCC was involved with the Rapid Response Sessions that offered options to those workers losing their jobs.
- Mr. Dale Clark – nothing to report.
- Mr. Joe Reeves – nothing to report.
- Mr. Jack Roberts – nothing to report.
- Dr. Gary Houseman noted he attended WCC when it first opened in 1963 and tuition at that time was \$60 a quarter and the next quarter it increased to \$75 a quarter. It is amazing the number of people WCC has helped during its 60 year existence.

B. Next Meeting

Mr. Brown noted the next regular meeting of the WCC Board will be Thursday, November 9, 2023 at 6:00 p.m. at WCC's Wytheville campus.

C. Adjournment

Mr. Reeves moved to adjourn. Mrs. Farthing seconded; the motion carried. Mr. Brown thanked everyone for attending. The meeting was adjourned at 7:49 p.m.

Dr. Dean E. Sprinkle, WCC Board Secretary