

**Wytheville Community College Board Meeting
WCC at The Crossroads Institute
1117 East Stuart Drive, Galax, Virginia
June 12, 2025, Minutes**

MEMBERS PRESENT:

Mrs. Leslie Farthing, Vice Chair
Mr. Anthony Cline
Mrs. Theresa Dix
Mr. Jeff Holderfield
Mr. Franklin Jett
Mrs. Patsy McKnight
Mrs. Haley Painter
Mr. Joe Reeves
Mr. Jack Roberts
Mr. Joe Robinson

MEMBERS ABSENT:

Mr. Malcolm Brown, IV, Chair
Mr. Davis Goforth
Dr. Gary Houseman

OTHERS PRESENT:

Dr. Dean Sprinkle, WCC President and Board Secretary
Ms. Deanna Bradberry, Director of Institutional Advancement
Mr. David Dickens, Vice President of Finance & Administrative Services
Mr. Perry Hughes, Vice President of Workforce Development & Occupational Programs
Dr. Sherry Phelan, Vice President of Instruction & Student Development
Mr. Ewell Vernon, Dean of Health Professions & Medical Services
Mr. Tracy McAfee, Faculty Assembly Chair
Mr. Charlie Ruble, Director of Information Technology/CIO
Mrs. Denita Burnett, Administrative Assistant to the President
Mrs. Christy Price-Townsend, Administrative Assistant to the VP of Instruction & Student Development

2. Opening and Board Business

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

Mrs. Leslie Farthing, Board Chair, called the meeting to order at 6:07 p.m.

C. Welcome

Mrs. Farthing welcomed everyone to the meeting. She extended a special welcome to new Board member, Theresa Dix representing Wythe County. Each person present

introduced themselves. She also thanked Mr. Tracy McAfee for attending on behalf of the WCC Faculty Assembly.

D. Approval of Minutes

Mrs. Farthing referred to the draft minutes of the March 13, 2025, Board meeting. She asked if there were any corrections or changes to the minutes; there were none.

Mr. Jett moved to approve. Mr. Holderfield seconded; the motion carried.

E. Approval of Retirement Resolution

Dr. Sprinkle referred to the attached Retirement Resolution for recent retiree Mrs. Julia Jackson King. He respectfully requested the Board approve the Resolution recognizing Mrs. Jackson King for her years of service to WCC.

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

F. Public Comment

Mrs. Farthing asked if there were any public comments; there were none.

G. Presentation – Crossroads Update

Mr. Hughes welcomed everyone to Crossroads and presented the following information.

- Crossroads has 15 tenants that range from the USDA, Virginia Employment Commission, and Beyond Catering which provided the Board dinner this evening.
- Crossroads has numerous WCC Programs, many that are solely located at this location. The programs offered include:
 - Credit programs:
 - Construction Trades – Electrical, HVAC, Plumbing, and Carpentry
 - Welding
 - Practical Nursing
 - Non-credit programs
 - CDL – Commercial Driver's License
 - Off-road Diesel
 - Heavy Equipment Operator
 - Welding
- Crossroads also hosts the Galax City Early College program for students from Galax High School.
- Several upgrades have been made recently including the addition of three new classrooms on the second floor. Previously that area had been one large space occupied by one tenant. When that tenant left, WCC decided to divide the area into classrooms and was able to utilize grant funds to do so. This will allow WCC to offer more classes at Crossroads.
- Additional A/V and technology upgrades will be occurring in the next few weeks in the Café where the Board dinner was held this evening. The upgrades will make that a state-of-the-art meeting space. The Conference room, which seats 120 people, will also receive A/V and technology upgrades.
- Numerous community meetings and special events take place at Crossroads. The facility is well utilized by businesses and the community, and is very active both during the day and evening.

Mrs. Farthing asked if there were any questions; there were none. Mrs. Farthing thanked Mr. Hughes for the presentation.

H. Approval of President's Evaluation Committee Minutes

Mrs. Farthing referred to the draft minutes of the June 2, 2025, President's Evaluation Committee meeting. She asked if there were any corrections or changes to the minutes; there were none.

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

I. President's Evaluation Committee Report

Mrs. Farthing noted the President's Evaluation Committee Report would be discussed in closed session. Mr. Reeves moved that the WCC Board convene in closed session to discuss personnel matters regarding the 2024-2025 President's evaluation pursuant to the personnel exemption at § 2.23711(A)(1) of the Code of Virginia. Mr. Cline seconded; the motion carried.

Roll call vote: all ayes, no nays.

The WCC Board entered into closed session at 6:17 p.m.

Mr. Cline moved to return to open session. Mrs. McKnight seconded; the motion carried at 6:28 p.m.

Roll call vote: all ayes, no nays.

Upon returning to open session, Mrs. Farthing 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.

J. Approval of Nominating Committee Minutes

Mrs. Farthing referred to the draft minutes of the June 2, 2025, Nominating Committee meeting. She asked if there were any corrections or changes to the minutes; there were none.

Mr. Jett moved to approve. Mr. Cline seconded; the motion carried. She noted the next agenda item is the official election.

K. Election of Officers for 2025-2026

Mr. Cline moved to approve the Nominating Committee's recommendation of Mrs. Leslie Farthing as Chair and Mr. Joe Reeves, as Vice Chair for 2024-2025. Mr. Jett seconded; the motion carried.

L. Election of the Third Member of the Executive Committee for 2025-2026

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

Mr. Jett moved to close the nominations. Mr. Roberts seconded; the motion carried.

Mr. Jett moved to approve Mr. Robinson to serve as the third member of the Executive Committee for 2025-2026. Mr. Cline seconded; the motion carried.

M. Election of the Fourth Member of the President's Evaluation Committee for 2025-2026

Mrs. Farthing opened the floor for nominations for the fourth member of the President's Evaluation Committee for 2025-2026. She noted that Dr. Gary Houseman is willing to serve again on this Committee.

Mr. Cline moved to close the nominations. Mrs. McKnight seconded; the motion carried.

Mr. Cline moved to nominate and approve Dr. Houseman to serve as the fourth member of the President's Evaluation Committee for 2025-2026. Mrs. McKnight seconded; the motion carried.

N. Approval of the 2025-2026 Board Meeting Schedule

Mrs. Farthing referred to the attached proposed 2025-2026 Board meeting schedule. She 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 June meeting which rotates between the WCC off-campus sites in Marion and Crossroads in Galax. Next year's June meeting will be held at either WCC at the Henderson or WCC WEST in Marion. In addition, a Board Orientation for new Board members date and time is to be determined. Dates of interest are also included at the bottom of the schedule.

Mrs. Farthing asked if any changes need to be made; there were none. Mr. Reeves moved to approve. Mr. Roberts seconded; the motion carried.

3. President's Report

A. WCC Board Appointments and Reappointments

Dr. Sprinkle referred to the attached list of WCC Board members and the terms of appointment. He noted that as reported earlier, the Wythe County Board of Supervisors

appointed Mrs. Theresa Dix to fill the unexpired term vacated by Dale Clark. Mrs. Dix will be eligible for reappointment on July 1, 2025, to a 4-year term.

Dr. Sprinkle reported that on June 30, 2025, Mr. Malcolm Brown will retire from the Board after serving two consecutive 4-year terms. We appreciate his years of service and leadership as Board Chair. Mr. Jack Roberts is also completing his term on June 30, 2025, and declined reappointment due to work obligations. He expressed appreciation to Mr. Roberts and encouraged him to keep in touch and stay engaged with WCC. Smyth County Board of Supervisors and Galax City Council have been notified regarding the need to appoint.

Dr. Sprinkle reported two Board members are completing their first term and have been reappointed. Mrs. Patsy McKnight was reappointed by the Grayson County Board of Supervisors; and Mr. Davis Goforth was reappointed by the Wythe County Board of Supervisors. Dr. Sprinkle expressed appreciation to each for their willingness to serve.

Mrs. Farthing noted this was an informational item; no approval or vote was needed.

B. WCC Local Budget Presentations Update

Dr. Sprinkle thanked the Board members who were able to attend the budget presentation for their locality. He reported Local Budget presentations were provided to Galax City Council, and the counties of Bland, Smyth, and Wythe. Grayson County declined having a budget presentation this year. Instead of a budget presentation, Carroll County has requested a WCC Update presentation later this year. Dr. Sprinkle noted all of the localities are very supportive of the college. He reported that we have received a Local Budget approval from Carroll County. Dr. Sprinkle explained this is not unusual since localities are still finalizing their budgets. Mrs. Painter reported that WCC's Local Budget request was approved by Bland County and notifications will be sent in the coming weeks.

Mrs. Farthing noted this was an informational item; no approval or vote was needed.

C. Legislative Update

Dr. Sprinkle reported the following items:

- The upcoming budget year includes increased compensation and bonuses for VCCS employees. A 3% salary increase will be granted to all employees; a 1.5% bonus is approved for full-time employees, while part-time and adjunct employees will receive a bonus based on number of hours worked/courses taught.
- Two representatives of the Joint Legislative Audit and Review Commission (JLARC) visited WCC on April 17, 2025. The itinerary for the meetings is attached. The focus of this particular JLARC study is on the VCCS adapting to the changing higher education landscape, see attached Study Resolution for details.
- Secretary Juan Segura was at the Southwest Virginia Economic Forum at UVA Wise on May 22. I had an opportunity to speak with him about a previous JLARC study regarding dual enrollment and followed up with an email that included additional information.

- The General Assembly's Emergency Committee on the Impacts of Federal Workforce Reductions met on WCC's Wytheville campus in Snyder Auditorium on May 12. The agenda from the meeting is attached. The Committee had a full slate of presentations. WCC was pleased to be able to host, and it offered us an opportunity to speak with several delegates. Ellen Davenport, the VCCS Associate Vice Chancellor, Governmental Relations, also attended. Delegate Sickles also attended and provided an opportunity to discuss the JLARC Dual Enrollment study.
- The VCCS has scheduled a Legislative Strategy Strategic Session during the Advisory Council of Presidents (ACOP) meetings next week.

Mrs. Farthing noted this was an informational item; no approval or vote was needed.

D. Enrollment Update

Dr. Sprinkle referred to the attached VCCS enrollment reports, and noted WCC's enrollment is up 10.40% in FTE for Summer semester and up 16.20% for Fall semester. He noted that Summer enrollment is up at 19 of the 23 colleges and ranges from down 9.94% to up 14.81%. The increase for VCCS overall is 4.77%. Dr. Sprinkle explained that it is important to note these numbers are not final and will continue to fluctuate. The WCC Enrollment by Localities report for Spring 2025 End-of-Term and Annualized Summer 2024 to Spring 2025 were attached and shows the percent of enrollment from each locality.

Mrs. Farthing noted this was an informational item; no approval or vote was needed.

E. Institutional Effectiveness, Research, and Planning Update

Dr. Sprinkle referred to the attachment and reported the following items:

- The SACSCOC Preliminary Report of the Off-Site Reaffirmation Committee has been received. The WCC SACSCOC Team is working on the Focused Report to address findings.
- Dr. Pat Donat visited WCC on June 3-4 to provide guidance for preparation of the Focused Report and the QEP.
- WCC will resubmit the WCC WEST Prospectus by June 30, 2025.
- WCC will host the On-Site SACSCOC Reaffirmation Committee September 29-October 2, 2025. Dr. Sprinkle noted that the Committee will want to meet with the Board Chair and Vice Chair.
- The IEIR department continues to provide data to help WCC make informed decisions for improving programs and services.

Mrs. Farthing asked for clarification on the WCC WEST Prospectus. Dr. Sprinkle explained that WCC is seeking SACSCOC approval of the WCC WEST location so we can offer credit classes at that site. Currently WCC is only able to offer non-credit classes at that location. He noted that SACSCOC has specific requirements for locations that offer credit classes. During Dr. Donat's visit she provided us with feedback to assist us with the resubmission of the WCC WEST Prospectus. Once SACSCOC approval is granted, WCC will be able to expand the class offerings at WCC WEST.

Mrs. Farthing noted this was an informational item; no approval or vote was needed.

F. Personnel Update

Dr. Sprinkle referred to the attached Personnel Update. He noted the following regarding two items listed in the attachment:

- Mr. David Dickens was promoted on March 25, 2025, from Associate Vice President of Finance to Vice President of Finance and Administrative Services.
- WCC employee Mr. Derek Halsey passed away on June 2, 2025. He was a WCC alumni and began working at WCC soon after graduating. Mr. Halsey was an Information Technology Specialist in WCC's IT Department. Dr. Sprinkle asked that we keep Mr. Halsey's family in our thoughts and prayers.

Mrs. Farthing noted this was an informational item; no approval or vote was needed.

G. 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 noted that a copy of a thank you card from a Local Board Scholarship recipient was attached.

Dr. Sprinkle thanked Board members who participated in WCC's graduation ceremonies on May 10, 2025, at the Wytheville Meeting Center.

Dr. Sprinkle referred to the attached College Announcements and Events Report. He noted the following recent events:

- WCC Theatre Spring performances of *Popcorn Falls* were held March 21, 22, 28, and 29.
- The Wytheville Concert Series was held on March 29, at St. John's Episcopal church.
- The WCC Dental Hygiene and Dental Assisting Career Fair was held on April 4.
- WCC's 3rd Annual National Coalition of Certification Centers (NC3) National Letter of Intent Signing Day was held on April 10, at the Wytheville Meeting Center.
- The Legislative Emergency Committee on the Impact of Federal Workforce Reductions was held on May 12, in Snyder Auditorium in Grayson Hall.

Dr. Sprinkle noted the following upcoming events:

- The WCC Concert Band Spring concert will be held on June 17, at 7:00 p.m. at the George Wythe High School Auditorium.
- Chautauqua Balloon Glow will be held the evening of June 20; Hot Air Balloon Flights will be on June 21, in the morning and evening, and June 22, in the morning.
- The WCC Concert Band will perform at the Chautauqua Festival on June 21, at 12:00 p.m. in Elizabeth Brown Park.
- The WCC Choir will perform at the Chautauqua Festival on June 22, at 6:00 p.m. in Elizabeth Brown Park.
- Wytheville Lions Club Carnival will be held at the WCC's Wytheville campus July 8-12.
- WCC's Bluegrass and Old-Time Jamboree is not held in June or July. It will resume in August.

Dr. Sprinkle encouraged Board members to attend any events that may be of interest.

Mrs. Farthing noted this was an informational item; no approval or vote was needed.

4. Instruction Report

A. Approval of New Advisory Committee Members

Dr. Phelan referred to the attached memo and supporting information which proposed the approval the following new advisory committee members:

Nursing Advisory Committee

- Lavonne Blessing, Occupational Medicine Coordinator- Wythe County Community Hospital
- Jason Hash, Director of Nursing Services - Mount Rogers Community Services Board
- Brittney Ring, Clinical Support Coordinator - Lewis Gale Hospital
- Gretchen Robinson, Clinical Support Coordinator - Lewis Gale Hospital

Welding Advisory Committee

- Alan Webb, Agriculture Education teacher- Carroll County Public Schools
- Billy Frazier, Certified Welding Inspector-Utility Trailer Manufacturing Company

Dr. Phelan noted that the proposed members are well qualified to serve in this capacity and will bring a wide variety of experience and expertise to the respective advisory committee. She respectfully recommends approval of the appointments.

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

B. Curriculum Update

Dr. Phelan reported there have been several curricular changes since the last Board meeting. She noted the following revisions will be implemented in the 2025-2026 academic year and do not require Board approval:

- AS, Education - PSY 230 Human Growth and Development will be removed from the fourth semester of the program and replaced with EDU 207 Human Growth and Development. EDU 207 aligns with the TransferVA General Education Two-Year Curriculum, fulfilling the requirement for PSY 230 (Developmental Psychology) with an education-focused approach.
- AAS, Business Management and Leadership – The Health and Physical Education elective will be removed from the Associate of Applied Science in Business Management and Leadership program as it is not relevant to the degree. The HPE elective is one credit.
- AAS, Physical Therapist Assistant - Changing a part-time clinical education rotation to a full-time clinical rotation to comply with accreditation standards.

Mrs. Farthing noted this was an informational item; no approval or vote was needed.

C. Instruction Update

Dr. Phelan reported the following items related to the Health Professions and Medical Services division:

- The Healthcare Excellence program is being planned for Fall and Spring. The year kicks off with Wythe-Bland and Smyth.
- Health Professions graduates are in the process of taking licenses exams. The results will be completed in early Fall.
- The Practical Nursing Program will be implementing a common curriculum and changing to a one-year program. Various health professions prep classes will be imbedded into dual enrollment.

Dr. Phelan reported the following items related to the Transfer and Educational Partnerships division:

- We anticipate an increase in dual enrollment because of state changes.
- WCC is in the process of hiring some new faculty.
- WCC is renovating two classrooms in Fincastle Hall, combining the classrooms into one large Anatomy and Physiology lab.
- The annual Appalachian Summer Regional governor School Program will begin in July.

Mrs. Farthing noted this was an informational item; no approval or vote was needed.

D. Student Development Update

Dr. Phelan reported the following information regarding graduation:

- Fall 2024 and Spring 2025 – 678 total credentials awarded to 455 individual students
 - 289 Associate Degrees
 - 258 Career Studies Certificates
 - 127 Certificates
 - 4 Diplomas

Dr. Phelan reported the following regarding enrollment:

- Summer 2025 enrollment as of June 9, 2025 compared to June 10, 2024:
 - Point in Time – Increase of 10.4% (Non dual enrollment increase of 8.99%). WCC is currently in the top 5 on the VCCS report.
 - Point in Time headcount – Increase 15.16% (Non dual enrollment increase of 18.44%). WCC is currently at the top of the VCCS report.
- Currently, Fall enrollment numbers are up, compared with a year ago. This can vary as we get closer to August.
- TRIO Programs are working with state and national organizations to communicate with elected officials to ensure their continuation.
 - Upward Bound began its Summer program this week, lasting until July 11.
 - Talent Search has planned two trips for participants this summer. There are currently 26 enrolled in the Summer programs.
 - Student Support Services is awaiting a grant award notification, which was submitted in July 2024. Notifications are expected to be received in July 2025.

Dr. Phelan reported Summer New Student Orientations are scheduled before Fall. There will be five at Crossroads, nine at WCC's Wytheville campus, and one at the Henderson.

Mrs. Farthing 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 the following:

- We are currently at 362 Fast Forward enrollments for the year. This is an increase of 81 enrollments from this point last year which equates to a 29% increase. We have also seen a 25% increase in head count above last year's numbers.
- We are now offering Precision Measurement at Bland Correctional and will start offering the program at Marion Correctional in August.
- We will see a slowing of our offerings in 2025-2026. In the past, FastForward funding was first come, first served with no limitation per college. Due to increased demand, and to stay within the State allocation of \$23.75 million, each college will receive a set allocation.
- We are currently evaluating our programs and will assign enrollment allocations to ensure we are able to continue operations and serve as many students as possible. We are also looking for other means of funding to use after the FastForward funding is expended, such as scholarships.

Mrs. Farthing noted this was an informational item; no approval or vote was needed.

B. Occupational Programs Update

Mr. Hughes reported Occupational Programs had a wonderful graduation in May and many of our programs have Summer offerings occurring now.

Mrs. Farthing noted this was an informational item; no approval or vote was needed.

C. Economic Development Update

Mr. Hughes reported since our last meeting, Hitachi Energy had a ribbon cutting in Smyth County and will also be expanding operations in Bland County. We have met with Hitachi Energy and the Virginia Economic Development Partnership regarding training that will need to occur to prepare the workforce for these new jobs. It is estimated to be around 125 new jobs between the two locations.

Mrs. Farthing noted this was an informational item; no approval or vote was needed.

D. External Off-Site Facilities Update

Mr. Hughes reported there are 16 poles set at the new Pole Yard at WCC's Wytheville campus. We hope to have that facility fully operational when the new Power Line class begins in July. Mr. Hughes provided an update regarding Crossroads during the presentation earlier in the meeting.

Mrs. Farthing noted this was an informational item; no approval or vote was needed.

6. Institutional Advancement Report

A. Annual Review and Approval of Memos of Understanding between WCC and WCC Educational, Scholarship, and Real Estate Foundations

Ms. Bradberry referred to the attached Memos of Understanding (MOU) Between WCC and each Foundation. She explained that an annual review and approval of the MOUs is required by VCCS Policy. She noted that each Foundation is technically a separate 501(c)(3) entity. Per VCCS policy, each Foundation must have an MOU with the college. Ms. Bradberry reported the three Boards of Directors have reviewed and approved the MOUs with one change from the previous year; any references to the Vice President of Institutional Advancement are changed to reflect the new title, Director of Institutional Advancement.

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

B. Approval of Appointments to the WCC Educational Foundation Board and WCC Real Estate Foundation Board

Ms. Bradberry referred to the attachment. She explained that as established in the By-Laws of the WCC Educational Foundation, Inc. and the WCC Real Estate Foundation, Inc., the WCC Board has authority to appoint some members to the respective Foundation Boards of Directors. Per VCCS Policy 2.16.3.6, at least one member of the WCC Board is to be appointed to serve as an ex officio member of the Foundation with voting rights. This year, the following appointments are recommended:

- Appointment to the WCC Educational Foundation Board of Directors - Mr. Joe Reeves to represent Grayson County and to serve as the WCC Board Liaison for the term beginning July 1, 2025 to June 30, 2027. This term coincides with the remainder of Mr. Reeves' term on the WCC Board.
- Mrs. Theresa Dix currently serves on the WCC Board as a representative of Wythe County and is willing to serve as the Board Liaison for the term beginning July 1, 2025 to June 30, 2028, (contingent on her reappointment to the WCC Board on July 1, 2025).

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

C. Approval of Grant Proposals for July 1, 2025, to June 30, 2026

Ms. Bradberry 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, Ms. Bradberry 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, 2025 to June 30, 2026. This is an annual request.

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

D. Institutional Advancement Update

Ms. Bradberry reported the following information:

- Since July 1, 2024, the WCC Educational Foundation, Inc. has received a total of \$2,392,156.92 in gifts.

- On May 20, 2025, the Virginia Tobacco Region Revitalization Commission awarded WCC the Workforce Financial Aid Grant in the amount of \$240,000 to continue the WCC Forging Futures Scholarship Program.
- A grant proposal was submitted on May 23, 2025, for the Rural Virginia Horseshoe Initiative Matching Grant to support the Early College Program with Galax City Schools. The request included \$3000 for outreach and marketing materials for the program and \$49,612.50 was requested for tuition and fees for up to 21 students. The total cost of the program is \$52,612.50. Galax City Schools matches the grant in the amount of \$24,806.25.
- The Scholarship Committee is in the process of awarding scholarships for Fall semester 2025. Summer scholarships are awarded as needed.
- The WCC Benefactor Appreciation Luncheon was held on March 31, with approximately 175 in attendance. Ms. Bradberry thanked Board members who were able to attend.
- Dr. Rhonda Catron-Wood received the Kathleen H. Smith Distinguished Service Award from the Virginia Foundation for Community College Education. This is awarded every two years to honor an exceptional leader in philanthropy in the state.

Mrs. Farthing 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 and Non-Commonwealth financial statements for FY2025. He noted the following for the FY 2025 financial statements:

- On attachment 1, the local fund depositories had a balance of \$3,913,861.52 as of May 21, 2025. We have our local Truist account totaling \$1,106,670.60, one CD with First Sentinel Bank for \$228,039.80, and we have \$2,579,151.12 invested in the Local Government Investment Pool (LGIP).
- On Attachment 2, you can see the FY25 Locality Contributions. We are on track to have all the contributions collected by the end of the fiscal year. Since this statement was prepared, we have received an additional Smyth County payment and will likely have the final payment from them in the next few days. Wythe County has been invoiced for their last payment for FY2025.
- On Attachment 3, you will find the available funds for our student activity and student club accounts.
- On Attachment 4, there is a summary of the local board budget as of May 21, 2025. The expenditures are \$128,529.23. This leaves a balance of \$25,140.77. Detailed statements can be found on Attachment 5, which gives specific information on each expenditure in each category, including the President's Discretionary Fund.

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

B. Approval of Outstanding Debt Write-Off

Mr. Dickens referred to the attachment. 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. A contracted collection agency has also

been unsuccessful in attempting to collect the debt. At this point, to remain in compliance with policies and procedures set forth by the Virginia Department of Accounts (DOA), WCC has Spring 2024 semester outstanding charges which must be written off. Mr. Dickens noted collections efforts will continue, even after the write-off has occurred. The total amount of the write-off request is \$4,190.52.

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

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

Mr. Dickens referred to the attachment. He reported the Local Board has previously approved an annual funding allocation to the President's Discretionary Fund to fund expenditures such as membership dues in local community organizations, memorial gifts/donations, and other professional expenses. Attached is a request that the Local Board approve \$5,000 in local funding for the President's Discretionary Account for FY2026, which is an increase of \$500 from FY2025. Mr. Dickens explained that the funding for this comes from the local vending fund. The spending for this year is at \$4,493, and there were additional items that could have used this funding. He noted there has been an increase in expenditures this past year including quite a few President retirements in which we are asked to contribute.

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

D. Approval of Proposed Student Activities Budget for 2025-2026

Mr. Dickens referred to the attached memo and spreadsheet for the proposed Student Activities Budget for the 2025-2026 academic year. Funding for this budget comes from student activity fees collected from students per the 2026 fee structure approved by the VCCS State Board.

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

E. 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 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 designated authority. This formal request is that the following employees continue as approved signatories for Local and Federal Fund Accounts:

- Dr. Dean Sprinkle, President
- Dr. Sherry Phelan, Vice President of Instruction and Student Development
- Mr. Perry Hughes, Vice President of Workforce Development and Occupational Programs
- Mr. David Dickens, Vice President of Finance and Administrative Services
- Mrs. Melody Surratt, Business Office Manager

Mrs. Farthing asked if there were any questions. Mr. Jett moved to approve. Mr. Robinson seconded; the motion carried.

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

Mr. Dickens referred to the attached WCC Investment Policy and Guidelines 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. The policy has been reviewed and the recommended edits are listed below:

- Update role title from Associate Vice President of Finance to Vice President of Finance and Administrative Services.
- Edit the process to show Business Manager recording interest.

Mr. Dickens noted the policy is to be reviewed and approved annually the College Board.

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

G. Adoption of WCC Crisis and Emergency Management Plan

Mr. Dickens referred to the attachment and noted we ask the College Board to adopt the WCC Crisis and Emergency Management Plan (CEMP) every other year. He reminded Board members not to share the CEMP due to the sensitive nature of the information it contains. Mr. Dickens reported the CEMP was reviewed and a formal update with minor changes was completed earlier this month. He requested the Board formally adopt the attached plan.

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

H. Audit and Compliance Update

Mr. Dickens referred to the attached memo. He reported WCC was not referenced in the Report on Statewide Compliance for the Quarter Ended December 31, 2024, issued by the Virginia Department of Accounts (DOA). A link to the full report is included below.

https://www.doa.virginia.gov/reports/Quarterly_Report/2024/December_2024.pdf

Mrs. Farthing noted this was an informational item; no approval or vote was needed.

H. State Operating Budget Update

Mr. Dickens referred to the attached FY25 and FY26 State Operating Budget Update memo and reported that we are currently working through wrapping up FY25. He expects WCC will end the year with our carryforward balances more in-line with where we would like them to be. Mr. Dickens noted that we still have major renovation projects going on, but the funding for our two larger projects, the Student Services 1Stop and LRC renovations, are going to be reallocated to a different coding which will provide a better representation of our carryforward balance.

Mr. Dickens reported the VCCS State Board is responsible for the basic financial support of community colleges in Virginia and they have the ultimate responsibility for approving the budget. He explained that the VCCS provides us with an agreed upon revenue model to base our Education and General (E&G) Operating expense budget. We have taken that preliminary budget allocation into consideration with other projected revenues that will be coming in FY26. The college worked together to provide estimated expenditures for FY26 and we have worked to fit those priorities against the revenues to come up with a balanced budget. Our state E&G budget for FY26 is \$19,730,847. We will receive a final validated model later this month and will adjust it if necessary. We will also monitor enrollment and make adjustments if needed.

Mrs. Farthing noted this was an informational item; no approval or vote was needed.

I. Capital Projects and Facilities Update

Mr. Dickens referred to the attachment and noted the following specific items and additional related details:

- He reported that the President's Conference Room (PCR) project is underway. Demolition is mostly complete and the contractor, Extreme Concrete, will soon bring in materials to begin the renovation. Furniture for the PCR will be arriving in late July.
- The Student Services 1Stop Center renovation project is almost through the VCCS procurement process and we should have a notice to proceed later this month.
- The Smyth Hall Parking lot pre-bid meeting was held yesterday and bids are due June 25, so we should see that project beginning later this summer or early fall.
- The replacement trees have been planted along the road from Main Street. If you attended graduation, you probably noticed them. The planting was completed a week before graduation and the mulch piece has been completed since then and looks really nice.
- The tree canopy raising has been completed on the Wytheville campus near the WCC pond. This helps deter people from camping in the woods and provides sight lines for our WCC Police Department when they are patrolling. Mr. Dickens noted that it looks really nice and cleaned up. Additional canopies will be raised once a survey of the property has been completed.

Mr. Dickens reported the following item that was not included in the attachment:

- The railings across campus are in rough condition. Maintenance staff has attempted to grind and paint the railings, but it hasn't worked out well. The paint jobs have not lasted long with the sun exposure. WCC has enlisted a contractor, Extreme Concrete, to work on the railings. Extreme Concrete will remove the railings in sections, sandblast it, weld portions that need repaired, powder coat it, and reinstall it. Before pictures of the railings were taken and will be shared with after pictures.

Mrs. Farthing noted this was an informational item; no approval or vote was needed.

8. Closing

A. Report from Board Members

Mrs. Farthing asked for reports from Board members.

- Mr. Anthony Cline – nothing to report.
- Mr. Joe Reeves – nothing to report.
- Mr. Jack Roberts – nothing to report.
- Mrs. Patsy McKnight – nothing to report.
- Mr. Franklin Jett – Thanked Crossroads staff for hosting the meeting at this location.
- Mr. Joe Robinson – nothing to report.
- Mr. Jeff Holderfield – nothing to report.
- Mrs. Haley Painter – nothing to report.
- Mrs. Theresa Dix – nothing to report.
- Mrs. Leslie Farthing – shared that a person had expressed concerns to her after using the walking trail on the WCC Wytheville Campus. Mr. Dickens responded that we have had issues with people camping and loitering around the porta johns near the ballfields, and that WCC's Police perform regular patrols of campus including the walking trail and ballfields.

B. Next Meeting

Mrs. Farthing noted the next regular meeting of the WCC Board will be Thursday, September 18, 2025, at 6:00 p.m. at WCC's Wytheville campus.

C. Adjournment

Mr. Jett moved to adjourn. Mr. Reeves seconded; the motion carried. Mrs. Farthing thanked everyone for attending. The meeting was adjourned at 7:41 p.m.

Dr. Dean E. Sprinkle, WCC Board Secretary

Retirement Resolution Attached

WYTHEVILLE COMMUNITY COLLEGE RESOLUTION

Whereas Julia S. Jackson King has served faithfully and with constant dedication as a member of the Wytheville Community College full-time faculty from the sixteenth day of March, two thousand five through the first day of June two thousand twenty-five; and

Whereas she contributed to the ongoing success of the Wytheville Community College Physical Therapist Program as Program Head from two thousand eight to two thousand twenty-five and held the position of associate professor for fourteen years, prior to that assistant professor for three years, instructor for three years, and adjunct faculty for one year; and

Whereas her knowledge of regulations and attention to detail led to successful reaccreditation of WCC's Physical Therapist Program from the Commission on Accreditation in Physical Therapy Education in two thousand thirteen and again in two thousand twenty-two; and

Whereas she has given generously of herself to physical therapist assistant students through her roles as teacher, advisor, and friend, as well as Co-sponsor of the Regional Physical Therapist Assistant Club, and she was recognized in two thousand twenty-five with the WCC Improvement of Instruction Award, and in two thousand twenty-three with the WCC Excellence in Teaching Award, and in two thousand nine with the WCC Distinguished Teaching Award; and

Whereas she established a lasting partnership between WCC and Emory & Henry University's Doctor of Physical Therapy Program through an annual collaboration of exercises for students from both schools to become familiar with how the two occupations interact in a variety of clinical settings, and she served the college community through her membership on the Brock Hughes Medical Center Board of Directors; and

Whereas she actively participated in many aspects of the life of the college through service on key standing and ad-hoc committees, including the Admissions and Standards Committee, Curriculum Committee, Enrollment Management Committee, Financial Aid Committee, Professional Development Committee, Faculty Rewards and Recognitions Ad-Hoc Committee, Multi-Year Appointment Ad-Hoc Committee, WCC Awards Committee, Presidential Screening Committee, and numerous Interview Committees; and

Whereas she has been a member of the college family for twenty-one years and her dedicated presence and supportive manner will be greatly missed by her students, colleagues, and administrators alike.

Now, therefore, be it resolved by the Board of Wytheville Community College in regular session this twelfth day of June, two thousand twenty-five, that a sincere expression of appreciation be extended to Julia S. Jackson King 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 Julia S. Jackson King as a token of the esteem of the members of the Board.

Chair

Secretary