2010-2011 Goals and Outcomes
Wytheville Community College

ACCESS - Increase the number of individuals who are educated and trained by Virginia's Community Colleges by 50,000 to a total of 423,000, with emphasis on increasing the number from underserved populations by at least 25,000 individuals.

In FY 11, Wytheville Community College will:

- Develop and implement a marketing plan for the recruitment of underserved populations.

RESULTS: Accomplished - The WCC Public Information Office developed and implemented a marketing plan designed to recruit underserved populations within the WCC service region. When the college viewbook was redesigned during the fall of 2010, an effort was made to place photos within the document illustrating the diversity of WCC’s students. The availability of financial aid and scholarships was promoted by various means, including the college website and the campus Visix TV messaging system (the messaging system was used primarily to inform students and the public of deadlines for applying for financial aid and scholarships). Periodical articles highlighting the Wytheville Training School Cultural Center’s Scholarship for publication in the center’s newsletter were provided by WCC. A flyer aimed at recruiting Hispanic students to the Crossroads Institute was designed by the Public Information Officer and distributed by the Student Services Office.

- Develop a general information brochure to help recruit Hispanic students.

RESULTS: Accomplished - In cooperation with Student Services, the Public Information Office developed an informational flyer designed to help recruit Hispanic students. Flyers were available on the WCC website, the Academic Resource Center, and the Crossroads Institute. Also, flyers were made available to area Adult Basic Education programs.

- Participate in the VCCS’s “Great Expectations” to expand access to foster care youth with a goal of enrolling at least 20 students by the end of 2011.

RESULTS: Partially Accomplished - WCC currently serves 6 students in the “Great Expectations” program. More referrals are being received.

- Increase FTE by 2%.

RESULTS: Partially Accomplished - For the Fall semester, full-time equivalent enrollment increased from 2,165 FTEs in Fall 2009 to 2,200 FTEs in Fall 2010, an increase of 1.6%. Headcount increased from 3,783 students in Fall 2009 to 4,045 students in Fall 2010, an increase of 6.9%. For the Spring semester, full-time equivalent enrollment decreased slightly from 2,056 FTEs in Spring 2010 to 2,038 FTEs in Spring 2011, a decrease of 0.9%. Headcount decreased slightly from 3,697
students in Spring 2010 to 3,611 students in Spring 2011, a decrease of 2.3%. Annualized FTEs increased from 2,451 during the 2009-2010 academic year to 2,486 during the 2010-2011 academic year, an increase of 1.4%.

- Increase dual enrollment by 2%.

**RESULTS:**  *Not Accomplished* - For Fall semester, dual enrollment of high school students decreased slightly from a total of 1,022 students (370 FTEs) in Fall 2009 to a total of 1,009 students (365 FTEs) in Fall 2010, a decrease of 1.3% for headcount and 1.4% for FTEs. During Spring semester, dual enrollment of high school students decreased from a total of 1,032 students (382 FTEs) in Spring 2010 to a total of 967 students (342 FTEs) in Spring 2011, a decrease of 6.3% for headcount and 10.5% for FTEs.

- Pilot two new courses for dual credit.

**RESULTS:**  *Accomplished* - Added HIS 121 & 122 at Carroll County High School as the teacher became credentialed. Also, the following new dual credit courses were piloted this year:
  - Forestry at Galax High School
  - HLTH 105 at Carroll County High School
  - HLTH 160 at Grayson County High School
  - CST 110 at Carroll County High School

**AFFORDABILITY** - Maintain tuition and fees at less than half of the comparable cost of attending Virginia's public four-year institutions, and increase the annual number of students who receive financial assistance and scholarships by 36,000.

In FY 11, Wytheville Community College will:

**Continue to Seek Executive and Legislative Support**
- WCC will contact legislators at least twice annually (besides during the regular session) to make them aware of operating and capital outlay needs.

**RESULTS:**  *Accomplished* - In August 2010, Dr. Charlie White met with Congressman Morgan Griffith, Delegate Bill Carrico, Delegate Ward Armstrong, Senator Roscoe Reynolds, and many other state and local officials during the annual "Poor Man's Dinner" sponsored by the Twin County Regional Chamber of Commerce.

Dr. Charlie White and Dr. Rhonda Catron-Wood, Vice President of College Development, attended multiple meetings of the Virginia Tobacco Commission, contacting Senators Roscoe Reynolds and Phillip Puckett, as well as other state officials.

In March 2011, Dr. White and Dr. Catron-Wood attended a Town Hall Meeting held by Congressman Morgan Griffith in Independence, Virginia.
Continue to Promote the Affordability of Community College Education

- Public Information Office marketing/Public Relations efforts will continue to emphasize the affordability of a community college education in advertising, news releases, the WCC radio show, and publications, with a minimum of three such ads, releases, or radio show mentions per semester.

RESULTS: Accomplished - WCC’s registration ads for the fall 2010, spring 2011, and summer 2011 semesters specifically mention WCC’s low tuition. These ads are published in all six of the regional newspapers. WCC’s affordability is also mentioned regularly in the college’s “Access WCC” radio show. The college viewbook, which is WCC’s main recruitment publication, also addresses the affordability of a community college education.

- Provide a minimum of 500 scholarships to qualified WCC students during 2010-2011.

RESULTS: Accomplished - WCC, the WCC Educational Foundation and the WCC Scholarship Foundation together provided 696 scholarships, totaling $552,366, to qualified WCC students during 2010-2011. (WCC Educational Foundation & WCC Scholarship Foundation scholarships—268 awards totaling $94,938; “WCC Forging Futures Scholarship Program funded by the Virginia Tobacco Commission—154 awards totaling $116,037; the Wythe-Bland Foundation Scholarship Program—274 awards totaling $341,391.)

- Seek grant or external funding on behalf of unemployed/underemployed individuals.

RESULTS: Accomplished - Tuition Differential Grant administered by Joy Simmons & Mike McHone while not targeted directly at those groups did serve them. Work has been completed on the G.R.E.E.N. (Growing Rural Energy Education Networks) grant initiative recently submitted to the Dept. of Labor in partnership with 7 community colleges. This grant targets Trade Act eligible students.

WCC received $1,484,328 in grant and external funding on behalf of unemployed/underemployed individuals ($349,583 through a Department of Labor CREATES grant; $109,070 through a series of On-Ramp grants; $35,000 through a Great Expectations grant; $396,985 for Student Support Services; $312,190 for Talent Search Program; and $280,500 for Upward Bound).

STUDENT SUCCESS - Increase the number of students graduating, transferring or completing a workforce credential by 50 percent, including increasing the success of students from underserved populations by 75 percent.

In FY 11, Wytheville Community College will:

Promote Student Success through Marketing of Successful WCC Students and Graduates
• Public Information Office marketing/Public Relations efforts will highlight more successful WCC students and graduates in advertising, news releases, publications, and on the web, with a minimum of three such highlight per semester.

**RESULTS:** Accomplished - WCC highlighted 7 successful WCC students and graduates in college publications during the year. Fall Semester 2010: The WCC Viewbook included quotes from current student Sharonette Edwards and WCC alumni Dr. Richard “Dickie” Copenhaver and Emily Darlington. Current student Samantha Magyar was highlighted in a press release that appeared in the Wytheville Enterprise (local newspaper) on August 7, 2010. Spring Semester 2011: Press releases highlighting the success of current WCC student Staccotta Dickerson appeared in the Wytheville Enterprise on March 2, 2011; an article about current RN student Rhonda Roberts appeared in the Galax Gazette (local newspaper) on April 22, 2011; and an article about current WCC student Sara Looney was published in the Bland Messenger (local newspaper) on April 27, 2011.

• Increase the number of minority and underserved population by 5%.

**RESULTS:** Accomplished - For racial/ethnic under-represented student populations, enrollment increased from 224 students in Fall 2009 to 418 students in Fall 2010, an increase of 86.6%. For students living in locations that are traditionally underserved (i.e., Carroll and Smyth Counties in WCC’s service district), enrollment increased from 1,346 students in Fall 2009 to 1,451 students in Fall 2010, an increase of 7.8%.

• Increase the number of faculty using Blackboard for “face to face” classes by 5%.

**RESULTS:** Accomplished - During Fall 2009/Spring 2010, 99 full-time and adjunct faculty members actively used Blackboard in their face-to-face courses. During Fall 2010/Spring 2011, 109 full-time and adjunct faculty members used Blackboard in their face-to-face courses. This represents a 10.1% increase over the previous year. The Adjunct and Dual Credit Faculty In-Service Workshops on August 17, 2010, featured a presentation by Ken Fairbanks. He demonstrated most of the Blackboard 9 features available to students and instructors.

• Increase the number of students receiving Blackboard Training by 20%.

**RESULTS:** Partially Accomplished - In Fall 2009, 383 students participated in the Orientation/Blackboard Training events held on the main campus. In the Fall 2010, 409 students participated in the Orientation/Blackboard Training events held on the WCC main campus. This represents a 7% increase over the previous year. There were no data for students trained at the Crossroads and Smyth Education Center locations. There were also no data from Spring 2010 training activities. During Spring 2011, 48 additional students participated in the Orientation/Blackboard Training events held on the WCC main Campus.
• Increase the number of students enrolling in SDV by 10%.

RESULTS: *Partially Accomplished* - For SDV 100, enrollment increased from 502 students in Fall 2009 to 551 students in Fall 2010, an increase of 9.8%. For all SDV classes, enrollment increased from 567 students in Fall 2009 to 622 students in Fall 2010, an increase of 9.7%.

• The College will focus on Developmental English and Mathematics through funding from a Tuition Differential Grant from the VCCS. A part-time faculty member will design an SDV course to assist in the success of these students.

RESULTS: *Accomplished* - An SDV 108 course was developed and taught to students with low test scores in all developmental areas. We plan to continue to teach this course for students that need more support to be successful.

WCC also used this grant to offer some pre-placement test review classes. The classes were very successful with helping students to place higher in math and in some cases to place out of developmental English.

• Institute a “Quality Matters” Program to enhance student success with online learning.

RESULTS: *Partially Accomplished* - In January 2011, WCC joined a consortium of VCCS schools in registering with the Quality Matters organization. WCC is currently in the process of identifying courses that will be re-engineered as part of a Title III Grant. These courses will be the first to undergo peer review using the Quality Matters rubric for assessing quality in distance learning courses.

• Increase the online training using IDOL and TOPS to full-time and part-time faculty by 50%.

RESULTS: *Partially Accomplished* - In 2009/10, nine WCC full-time and part-time faculty completed EDU 287: Instructional Design for Online Learning (IDOL). In 2010/11, eleven WCC full-time and part-time faculty completed EDU 285: Teaching Online Program (TOP) representing a 22% increase over the previous year. WCC started a section of EDU 287 in May with ten full-time and part time faculty that will be completed in July 2011.

• Market Transfer Programs Through the Virginia Education Wizard
  o Market and utilize the Virginia Education Wizard.

RESULTS: *Accomplished* - According to the VCCS Student Success Snapshot #14 – “An Initial Review of the Virginia Education Wizard” – WCC had the highest rate of account creation among the age 14-17 student population in the VCCS.
• Incorporate student orientation to the Wizard in the SDV 100 class.

**RESULTS:**  *Accomplished* - As part of the Career Exploration and Development component of SDV 100, students are required to complete all three skills assessments found in the Virginia Education Wizard.

• Maintain high-profile VEW link on home page of WCC website.

**RESULTS:**  *Accomplished* - The VEW link is prominently displayed on the WCC home page.

• Include information about VEW and transfer opportunities in at least three “Access WCC” radio programs during the year.

**RESULTS:**  *Accomplished* - Information about VEW and transfer opportunities was highlighted in the following “Access WCC” radio programs: June 18, 2010, September 17, 2010, November 19, 2010, and January 21, 2011.

• Highlight transfer programs and VEW in one news release per semester.

**RESULTS:**  *Accomplished* - In addition to regular highlights of transfer programs and the VEW in the “Access WCC” radio show, one news release promoting transfer programs was produced by the Public Information Office in June of 2010 as part of the fall 2010 pre-registration marketing efforts. Another release featuring transfer programs was issued in April of 2011.

• Include VEW website address on all transfer program brochures as they are revised.

**RESULTS:**  *Accomplished* - All transfer program brochures currently include the VEW website address.

**WORKFORCE** - Double the annual number of employers provided training and services to 10,000, with a particular focus on high-demand occupational fields.

In FY 11, Wytheville Community College will:

• Increase the number of employers served by 5%.

**RESULTS:**  *Accomplished* - FY11 – number of employers served = 179  
FY10 – number of employers served = 114 + 5% = 164
• Increase revenue by 5%.

**RESULTS:** *Accomplished* - FY11 (9 mos.) - $73.4K (full year’s data not available until end of fiscal year) FY10 (12 mos.) - $55.8K

**RESOURCES** - Raise at least $550 million in cumulative gifts and grants to support the mission of Virginia’s Community Colleges.

In FY 11, Wytheville Community College will:

• WCC, through the WCC Educational Foundation and WCC Scholarship Foundation and through grants, will secure at least $1 million in private support during 2010-2011.

**RESULTS:** *Accomplished* - WCC secured $3,358,996 in private support and grants during 2010-2011.

**MANAGEMENT GOALS** - In Order to accomplish the goals set forth in Achieve 2015 and these Chancellor’s Goals, various management goals are necessary.

In FY 11, Wytheville Community College will:

• Enhance security practices to meet college, state, and federal security requirements.

**RESULTS:** *Accomplished and Ongoing* - The College conducted a Shelter in Place Exercise with students, faculty and staff October 2010. A fire drill and tornado drill were also conducted. All exercises and drills were conducted during day and evening classes. Emergency notification systems (WCC Alert System, Cisco Phone System, Exterior Loud Speaker, television messaging system) were tested during each emergency exercise and drill.

Installation of a new IP camera system (interior and exterior cameras) is underway at the main campus with scheduled completion in summer 2011.

Installation of a new building proximity access system which allows main exterior doors to be locked with a keystroke command is underway at the main campus with scheduled completion in summer 2011.

Three new Security Officers began working on April 11, 2011, at WCC’s Galax Location at the Crossroads Institute. The officers provide security support and will assist with carrying out emergency exercises at that location.

WCC is in the process of establishing a campus police department. The request to establish the department was approved by the State Board at the May 2011 meeting.
The Safety Committee meets regularly to promote safety awareness at the College.

The Threat Assessment Team and Violence Prevention Team meet regularly.

The Vice President of Finance and the Safety Committee Chairperson are active members of the Wythe County Local Emergency Planning Commission.

WCC representatives attended and hosted VDEM meetings related to campus safety and security.

At-Risk training was provided to faculty and staff to help them identify students who might be a threat to themselves or others.

- **Administrators, faculty, and staff will continue to pursue NIMS certifications as new courses become available.**

**RESULTS:** *Accomplished* – Three additional WCC Administrators and the WCC Security Manager completed the following NIMS courses: ICS100, ICS200, ICS700, ICS800. Three of these employees also completed the ICS300 course.

WCC now has twenty-two NIMS certified employees.

WCC was the host site for the NIMS ICS300 course in March 2011.

- **Send at least two administrators to Community Emergency Response Team (CERT) training.**

**RESULTS:** *Not Accomplished* - WCC will send two representatives to CERT Training scheduled for August 12-13, 2011, at New River Community College in Dublin.

WCC’s V.P. of Finance visited Danville Community College in the fall of 2010 and attended a presentation from the DCC CERT Team leaders.

- **Meet specified academic, administrative, and financial Institutional Performance Standards (IPS) required to receive incentives provided for in the Higher Education Restructuring Act.**

**RESULTS:** *Accomplished* - WCC is aware of the Institutional Performance Standards (IPS) required to receive incentives provided for in the Higher Education Restructuring Act. A review of the 2010 and 2011 year assessments indicates that the VCCS, which includes WCC, is in compliance.

- **Establish a team to support successful launch of new HRMS System and provide training and support to college employees.**

**RESULTS:** *Accomplished* - WCC’s HRMS project team met weekly throughout the project planning and development stage to prepare for launch of the new system. The team attended informational training sessions at regional locations. HR, Payroll
and IT personnel attended training at Featherstone and multiple regional training sessions, in addition to webinars. The HR Department promoted employee training taken via the Virginia Knowledge Center and provided multiple live training sessions for specific employee groups. Employees in the HR/Payroll Office and IT representative have worked countless hours on this extensive project. The Administrative Team promoted use of the system, ensured that all employees completed the required training and emphasized the importance of timely entry and approvals into the system.

- Provide adjunct and dual-credit faculty in-service training to enhance faculty development and to increase student retention.

**RESULTS:** *Accomplished* - On August 17, 2010, Professional Development In-Service Workshop was conducted for WCC Adjunct and Dual Credit Instructors. Eighty-one of WCC active Adjunct and Dual Credit Faculty attended. The agenda included: general information presented by Dr. White and a training session for Blackboard 9.

- Continue efforts to increase placement of minority adjuncts by 10%.

**RESULTS:** *Ongoing* – WCC Administrators monitor the Chancellor’s Diversity web site for people who may indicate an interest in teaching with us and follow up with them. There is one promising lead who has completed his course work in Political Science and History that we hope to be able to offer classes to this summer or fall.

- A work order system for maintenance and IT requests will be implemented to improve operational efficiencies.

**RESULTS:** *In Progress* - A product has been selected with implementation to begin in July 2011. The system will streamline work order requests for the following areas: Maintenance, IT, Janitorial, Building Card Access and Fleet Vehicle Scheduling. System will be fully functional by mid-August 2011.
Wytheville Community College
Environmental Sustainability Goals 2010-2011

Wytheville Community College is committed to supporting the Mission Statement of the VCCS regarding Environmental Sustainability: “The Virginia Community College System creates healthy living and learning environments that promote economic and environmental sustainability through education, workforce development, community outreach, and resource conservation in the development and operation of its facilities and programs.” The following list contains the 2010-2011 goals WCC will work toward in relation to the recommendations presented by the Chancellor’s Task Force on Environmental Sustainability.

RECOMMENDATION 2 - Provide annual funding specifically for professional development opportunities in sustainability.

- Wytheville Community College will continue to provide annual funding specifically for professional development opportunities in sustainability. Wytheville Community College has previously committed to professional development in “Green” initiatives in workforce programs and will commit to providing funding for professional development activities related to “Green Jobs” and implementing “Green” into appropriate curricula and classes in the future. WCC will provide professional development activities/conference opportunities for a minimum of 3 faculty and programs.

RESULTS: Accomplished - WCC provided funding in 2011 to allow 6 employees to attend training.

WCC will set aside funding in the 2012 operating budget for additional professional development opportunities specific to sustainability.

RECOMMENDATION 3 - Identify gaps between existing college programs and industry needs and develop programs and scholarships to bridge these gaps.

- WCC will heavily promote newly established Solar Installer and HVAC programs to students and potential employers.

RESULTS: Accomplished - The new diploma option, once approved, was immediately advertised and the website updated to reflect changes. New brochures and flyers are being printed to promote new diploma program to potential students and employers.

- WCC will partner along with other community colleges, employers and other community groups and agencies to promote green technologies and sustainability initiatives.

RESULTS: Accomplished - WCC WFD is partnering with the Town of Wytheville to conduct a “Be Green & Save Energy Day” at the Wytheville Meeting Center. The event will be in July or August and will include displays by utilities, contractors, suppliers, WCC and municipalities.
CREATES grant partners with 2 other community colleges and VT to promote green technology initiatives in our Solar Installer Certificate and Alternative Energy Diploma programs. We have a link to our programs on the regional CREAT ES web site.

Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant recently submitted to Dept. of Labor focuses on our Solar Installer Certificate and Alternative Energy Diploma programs.

WCC sponsored “WCC Go Green, Save Green Workshop” a free event for the public Fall 2010 (led by Danny Choate, Solar Installer program Coordinator)


WCC received a Tuition Differential Grant in the amount of $75,000 to purchase additional equipment for the Solar Installer Program.

Alternative Energy Program was highlighted at a Career Fair hosted by WCC and CREAT ES at Crossroads 3/17/11

- WCC will hire a full-time faculty member to grow the Heating, Air Conditioning and Ventilation program to meet industry needs that will incorporate green technologies.

RESULTS:  Accomplished - Scott Quesenberry was hired Fall 2010.

- WCC will expand course offerings in green technology.

RESULTS:  In Progress - Instructors are scheduled to attend summer workshops to offer expanded certification options to students in Solar Installer and Alternative Energy.

We also offer on-line green certification and career programs by partnering with JEROline.

Alternative Energy Diploma option in Construction Technologies was approved at the March 2011 College Board meeting and has been implemented.

RECOMMENDATION 4 - Conform to LEED silver or Green Globes two-globe standards.

- The design of the 3 mile Biking/Walking Trail project will incorporate sustainability features (project design to begin May 2010 with construction tentatively scheduled to begin in Spring 2011).

RESULTS:  In Progress - Construction of the Biking/Walking Trail is in progress with a scheduled completion date of July 15, 2011. The trail footprint was routed around wetland areas and follows the gentle slope of the existing topography. Landscaping to include newly planted shade trees will be added by the college.
after construction is complete. Signage and environmentally friendly benches will be added to the perimeter as funds become available.

- Renovation projects at WCC will be planned with sustainability features, as part of the College’s Facility Maintenance Plan.

**RESULTS:** **Ongoing** - A facelift of restrooms across several buildings will include automatic flush and water on/off sensors and automatic hand dryers to replace paper towels. Environmentally sound products/designs will be considered and incorporated when feasible.

- All future construction projects of 5,000 square feet or more will be designed to meet LEED silver and/or Green Globes two-globe standards.

**RESULTS:** **Ongoing** - As capital construction projects are funded. Snyder Auditorium lobby addition (5000 square feet) was completed in March 2011 and energy efficient lighting and natural light were incorporated into the design.

**RECOMMENDATION 5 - Develop a program for ensuring a healthy learning and work environment.**

- WCC will engage community leaders in developing new programs at the college.

**RESULTS:** **Ongoing** - Lorri Huffard, Dean of the Science and Health Technologies Division, has been working with John Dreyzehner, MD, MPH, of the Virginia Health Department, to develop the Career Studies Certificate in Public Health, a flagship program for Public Health education in the VCCS and for the Commonwealth. It will be one of a few programs in the nation to offer introductory public health courses at the community college level. WCC initiated the adoption of a new PBH prefix and 6 new courses which were approved at the Dean’s Course Review Committee in April for inclusion in the Master Course File. The first 2 courses in this curriculum are currently under development, with the intent to admit students to the program in Fall 2012.

Industrial Maintenance Certificate – 41 credit hours – was developed and implemented at the request of Gatorade.

Project Management Career Studies Certificate – 9 credit hours – was developed and implemented at the request of Gatorade.

Autonomous Maintenance – 5 credit hours – developed in Blackboard format for delivery to Gatorade new hires. 61 students will take the course Summer 2011 term (20.33 FTEs).

Hospitality Management – a plan has been formulated to introduce the first course in a proposed career studies certificate Fall 2011. The local Director of Tourism will be the course instructor. The proposed program was considered because of recent development of lodging facilities. Several local hospitality industry leaders will form an advisory committee.
WFD is currently meeting with DLB Construction to implement a non-credit welding program to train pipe welders for their employee candidate pool.

- WCC will install energy efficient classroom and office lighting fixtures in Bland, Carroll and Fincastle Halls to improve the learning and work environment.

**RESULTS:**  **In Progress** - Second round of drawing review by the Bureau of Capital Outlay Management is in progress. Project will be bid summer 2011 with work to begin in fall 2011.

- The college Sustainability Committee will promote recycling and energy conservation.

**RESULTS:**  **Ongoing** - WCC purchased and placed recycling containers at our Crossroads site in June 2010.

The Environmental Sustainability Committee actively promotes the campus recycling program and energy conservation.

The college just purchased three hybrid sport utility vehicles for the college vehicle fleet.

2011 WCC graduates will wear gowns, sold by the college bookstore, that are made from recycled plastic materials.

- WCC will include a category on surveys for feedback from students and employees on the quality of their learning and work environment at the college.

**RESULTS:**  **Accomplished for students** - Two questions were added to WCC's Current Student Survey. The first question asks “Do you feel that WCC has a healthy learning environment?” using a 5-point Likert-type scale. The second question is open-ended, and asks “Please list any recommendations you have for creating a healthier learning environment at WCC.” These questions will be adapted for employees’ work environments and will be included with the next survey that is targeted to employees of WCC.

**RECOMMENDATION 6 - Establish an effective Preventative Maintenance Program for building HVAC, electrical, and other equipment to optimize levels of energy efficiency.**

- WCC has established preventative maintenance contracts for all boiler, HVAC equipment, elevators, fire suppressions systems and fire alarm systems. WCC will incorporate improvements that will enhance energy efficiency into both Capital Fund and Maintenance Reserve Requests. The College will continue to plan for needed repairs and upgrades with energy efficiency in mind.

**RESULTS:**  **Ongoing** - Maintenance contracts are in place for HVAC equipment, elevator, boilers, fire alarm systems and fire suppression systems.
Window replacement is scheduled for Bland, Carroll, Fincastle and Galax Halls starting August 2011 (current windows are 40 years old, single pane and not energy efficient).

Many exterior doors were replaced in summer and fall of 2010 for Bland, Carroll, Fincastle, Galax and Grayson Halls (doors were original to the buildings).

**RECOMMENDATION 7 - Establish a variety of transportation and parking options and incentives to reduce fuel consumption and carbon emissions.**

- WCC will expand the delivery of online and hybrid courses in order to improve accessibility and to reduce the commuting frequency for students.

**RESULTS: Accomplished** - The number of online and hybrid classes delivered increased from 187 classes in Fall 2009 to 212 classes in Fall 2010, an increase of 13.4%. The number of students enrolled in online and hybrid classes increased from 2,051 students in Fall 2009 to 2,312 classes in Fall 2010, an increase of 12.7%. The number of FTEs generated from online and hybrid classes increased from 768 FTEs in Fall 2009 to 924 FTEs in Fall 2010, an increase of 20.3%.

- The College will continue to explore telecommute options for administration, faculty and staff and establish a telecommute schedule.

**RESULTS: Ongoing** - Administrators are encouraged to telecommute at least one day per month. Due to limited staffing across the college, telecommuting is permitted on a case-by-case basis if the position responsibilities are conducive to it.

**RECOMMENDATION 8 - Establish a sustainability committee at each college.**

- WCC’s Sustainability Committee will continue to work to identify ways for the campus to be environmentally friendly. This committee will be charged with setting sustainability goals and reporting on progress.

**RESULTS: Ongoing** - The committee is active and provides feedback on sustainability goals to the Administrative Team.

**RECOMMENDATION 9 - Assess the sustainability emphasis included in current procurement practices and identify areas for improvements.**

- Sustainability criteria will be included in the evaluation of responses to Request for Proposals from companies who wish to conduct business with the College.

**RESULTS: Ongoing** - WCC issued one Request for Proposal in 2010-2011 and incorporated environmental sustainability criteria into the solicitation.

**RECOMMENDATION 10 - Assess the use of new information technologies, such as virtual servers, digital imaging, electronic file sharing, and electronic signatures to find ways to further reduce energy consumption and paper waste.**
• WCC will employ a person to scan documents and old records and develop a process of initiating records electronically rather than in paper format.

RESULTS:  **In progress** - Admissions Office has been identified as first office to make scanning/query solution operational.

Employees are encouraged to scan files/documents via copier scanning feature and route them via e-mail rather than by hard copy. Employees are encouraged to use the two-sided copy feature.

• WCC will continue to develop a work order system that will allow electronic copies of travel vouchers, etc. to be routed for electronic approval, rather than printing out a hard copy for signature routing.

RESULTS:  **Ongoing** – Options being explored with plan to expand upon functionality of the work order system.

• WCC will establish a new printing protocol with the goal of reducing paper usage.

RESULTS:  **Ongoing** – Paper usage has been greatly reduced after new printing protocol was implemented. WCC students are required to show a student ID to pick up printing in the Library, Academic Resource Center, at the Crossroads Institute and Smyth Ed Center. Instructions on how to efficiently print multi slide Power Point presentations have been posted and shared with students. General public now pays for printing at established rate that is uniform across WCC’s three locations.