

GERMANNA COMMUNITY COLLEGE BOARD
MARCH 14, 2019 AGENDA
BARBARA J. FRIED CENTER – ROOM 107
STAFFORD COUNTY CENTER
124 OLD POTOMAC CHURCH ROAD
STAFFORD, VA 22554

2:30 p.m. – Tour of New Stafford Nursing Facility – Dr. Angela Sheaffer

3:00 p.m. – 4:00 p.m. Committee Meetings

Academic Affairs/Workforce/Student Services – Room # 120

Enrollment and Student Services Update, Dr. Tiffany Ray-----Page 2
HQ2, Dr. Janet Gullickson and Dr. Jeanne Wesley

Executive/HR – Room # 107

Drop the Drops, Mr. Bruce Davis -----Page 16

Finance/Facilities – Room # 126

Financial Analysis Narrative– (Eight Months Ending February 28, 2019), Ms. Joyce Warnacut-----Page 38
Financial Statements – (Eight Months Ending February 28, 2019), Ms. Joyce Warnacut-----Page 39
Locality Funding Request Update, Dr. John Davis-----Page 46
Facilities Report, Dr. John Davis -----Page 47

4:00 - 4:30 p.m. – Program Updates

FOIA Update: “What Every Board Member Needs to Know.” – Mr. William Thomas-----Page 48
Dr. Janet Gullickson

4:30 p.m. - Regular Meeting

1. Call to Order/Determination of Quorum
2. Public Comment
3. Approval of Minutes #318, January 10, 2019-----Page 78

4:40 – 5:30 p.m. – Committee Discussion/Action

4. Academic Affairs/Workforce/Student Success: Ms. Manya Rayner, Chair
5. Executive/HR: Mr. William Thomas, Chair
6. Finance/Facilities: Dr. Victor Gehman, Chair

5:30 – 6:00 p.m. – Informational Items/Other Business

7. Foundation Update, Mr. Bruce Davis
8. President’s Report, Dr. Janet Gullickson
9. Chair’s Report, Mr. William Thomas
10. Calendar of Events-----Page 86
11. Other Business

Adjournment: 6:00 p.m.

2018-2019 Committee Appointments

Executive/HR

Mr. William Thomas, Chair
Ms. Ann Tidball, Vice Chair
Mr. Simon Gray
Dr. Janet Gullickson, Secretary
Ms. Laurie Bourne, Staff

Finance/Facilities

Dr. Victor Gehman, Chair
Ms. Sarah Berry
Mr. Baron Braswell
Dr. John Davis, Staff
Mr. Garland Fenwick, Staff
Ms. Joyce Warnacut, Staff

Academic Affairs/Workforce/Student Success

Ms. Manya Rayner, Chair
Ms. Teri McNally
Ms. Cleo Coleman
Dr. Jeanne Wesley, Staff
Dr. Tiffany Ray, Staff

**Colleges Attended by Residents in the Germanna Service Region
Fall 2018 Headcount
Caroline County**

Location	College	Enrolled	Pct
	Averett College	2	0
	Blue Ridge Community College	1	0
	Bluefield College	1	0
	Bridgewater College	6	1
	CHRV - College of Health Sciences	1	0
	Central Virginia Community College	1	0
	Christopher Newport University	7	1
	College of William and Mary	7	1
	Danville Community College	1	0
	Eastern Mennonite University	3	0
	Emory and Henry College	2	0
	Ferrum College	4	0
	George Mason University	11	1
	Germanna Community College	359	39
	Hampton University	4	0
	J. Sargeant Reynolds Community Coll	66	7
	James Madison University	16	2
	John Tyler Community College	6	1
	Liberty University	50	5
	Longwood College	12	1
	Lord Fairfax Community College	1	0
	Lynchburg College	1	0
	Mary Baldwin College	2	0
	Mary Washington College	30	3
	Marymount University	6	1
	Medical College of Hampton Roads, E	1	0
	Norfolk State University	8	1
	Northern Virginia Community College	19	2
	Old Dominion University	42	5
	Other	1	0
	Radford University	19	2
	Randolph-Macon College	8	1
	Rappahannock Community College	32	4
	Regent University	2	0
	Richard Bland College	5	1
	Roanoke College	2	0
	Shenandoah University	2	0
	Southern Virginia College	1	0
	Sweet Briar College	1	0
	Thomas Nelson Community College	1	0
	University of Richmond	1	0
	University of Virginia	12	1
	University of Virginia College at W	6	1
	Unknown	4	0
	Virginia Commonwealth University	84	9
	Virginia Military Institute	2	0
	Virginia Polytechnic Institute	31	3
	Virginia State University	22	2
	Virginia Union University	5	1

Caroline County	Virginia Wesleyan College	1	0
Caroline County		912	100

Colleges Attended by Residents in the Germanna Service Region
Fall 2018 Headcount
Culpeper County

Location	College	Enrolled	Pct
	Averett College	4	0
	Blue Ridge Community College	3	0
	Bluefield College	10	0
	Bridgewater College	25	1
	CHRV - College of Health Sciences	1	0
	Central Virginia Community College	1	0
	Christendom College	1	0
	Christopher Newport University	35	2
	College of William and Mary	15	1
	Eastern Mennonite University	9	0
	Emory and Henry College	6	0
	Ferrum College	9	0
	George Mason University	115	6
	Germanna Community College	665	33
	Hampden-Sydney College	8	0
	Hampton University	2	0
	J. Sargeant Reynolds Community Coll	10	0
	James Madison University	116	6
	John Tyler Community College	5	0
	Liberty University	119	6
	Longwood College	38	2
	Lord Fairfax Community College	252	12
	Lynchburg College	9	0
	Mary Baldwin College	8	0
	Mary Washington College	53	3
	Marymount University	5	0
	Mountain Empire Community College	1	0
	New River Community College	2	0
	Norfolk State University	2	0
	Northern Virginia Community College	82	4
	Old Dominion University	52	3
	Other	5	0
	Patrick Henry Community College	1	0
	Piedmont Virginia Community College	17	1
	Radford University	59	3
	Randolph-Macon College	7	0
	Randolph-Macon Womans College	1	0
	Regent University	5	0
	Roanoke College	3	0
	Shenandoah University	31	2
	Southern Virginia College	2	0
	Sweet Briar College	4	0
	University of Virginia	41	2
	University of Virginia College at W	15	1
	Unknown	4	0
	Virginia Commonwealth University	86	4
	Virginia Military Institute	5	0
	Virginia Polytechnic Institute	80	4
	Virginia State University	5	0

Culpeper County	Virginia Western Community College	2	0
Culpeper County		2036	100

Colleges Attended by Residents in the Germanna Service Region
Fall 2018 Headcount
Fredericksburg City

Location	College	Enrolled	Pct
	Averett College	4	0
	Blue Ridge Community College	4	0
	Bluefield College	5	0
	Central Virginia Community College	3	0
	Christendom College	6	0
	Christopher Newport University	8	0
	College of William and Mary	8	0
	Eastern Mennonite University	4	0
	George Mason University	50	2
	Germanna Community College	1600	60
	Hampden-Sydney College	2	0
	Hampton University	16	1
	J. Sargeant Reynolds Community Coll	33	1
	James Madison University	101	4
	John Tyler Community College	8	0
	Liberty University	43	2
	Longwood College	13	0
	Lord Fairfax Community College	6	0
	Lynchburg College	3	0
	Mary Baldwin College	2	0
	Mary Washington College	109	4
	Marymount University	7	0
	New River Community College	6	0
	Norfolk State University	11	0
	Northern Virginia Community College	191	7
	Old Dominion University	45	2
	Other	10	0
	Patrick Henry Community College	2	0
	Paul D. Camp Community College	5	0
	Piedmont Virginia Community College	2	0
	Radford University	14	1
	Randolph-Macon College	9	0
	Randolph-Macon Womans College	2	0
	Rappahannock Community College	6	0
	Richard Bland College	4	0
	Roanoke College	2	0
	Shenandoah University	6	0
	Sweet Briar College	2	0
	Thomas Nelson Community College	2	0
	Tidewater Community College	11	0
	University of Virginia	34	1
	University of Virginia College at W	25	1
	Unknown	10	0
	Virginia Commonwealth University	76	3
	Virginia Military Institute	10	0
	Virginia Polytechnic Institute	42	2
	Virginia State University	48	2
	Virginia Union University	23	1
	Virginia Wesleyan College	14	1

Fredericksburg City	Virginia Western Community College	2	0
Fredericksburg City		2649	100

**Colleges Attended by Residents in the Germanna Service Region
Fall 2018 Headcount
King George County**

Location	College	Enrolled	Pct
	Averett College	1	0
	Blue Ridge Community College	3	0
	Bluefield College	1	0
	Bridgewater College	7	1
	Central Virginia Community College	1	0
	Christendom College	1	0
	Christopher Newport University	26	2
	College of William and Mary	6	1
	Eastern Mennonite University	3	0
	Ferrum College	2	0
	George Mason University	30	3
	Germanna Community College	209	19
	Hampden-Sydney College	2	0
	Hollins College	1	0
	J. Sargeant Reynolds Community Coll	6	1
	James Madison University	57	5
	John Tyler Community College	3	0
	Liberty University	64	6
	Longwood College	13	1
	Lynchburg College	2	0
	Mary Baldwin College	2	0
	Mary Washington College	90	8
	Marymount University	1	0
	Medical College of Hampton Roads, E	1	0
	Mountain Empire Community College	1	0
	New River Community College	2	0
	Northern Virginia Community College	23	2
	Old Dominion University	79	7
	Radford University	15	1
	Randolph-Macon College	9	1
	Rappahannock Community College	228	20
	Regent University	1	0
	Richard Bland College	13	1
	Roanoke College	3	0
	Shenandoah University	2	0
	Thomas Nelson Community College	1	0
	Tidewater Community College	3	0
	University of Richmond	4	0
	University of Virginia	20	2
	University of Virginia College at W	8	1
	Unknown	1	0
	Virginia Commonwealth University	88	8
	Virginia Military Institute	4	0
	Virginia Polytechnic Institute	68	6
	Virginia State University	4	0
	Virginia Union University	2	0
	Virginia Wesleyan College	1	0
King George County	Washington and Lee University	1	0
King George County		1113	100

**Colleges Attended by Residents in the Germanna Service Region
Fall 2018 Headcount
Madison County**

Location	College	Enrolled	Pct
	Blue Ridge Community College	2	0
	Bluefield College	2	0
	Bridgewater College	5	1
	Central Virginia Community College	6	1
	Christopher Newport University	3	1
	College of William and Mary	3	1
	Eastern Mennonite University	9	2
	Emory and Henry College	1	0
	George Mason University	10	2
	Germanna Community College	162	32
	J. Sargeant Reynolds Community Coll	1	0
	James Madison University	45	9
	John Tyler Community College	2	0
	Liberty University	31	6
	Longwood College	5	1
	Lord Fairfax Community College	8	2
	Lynchburg College	1	0
	Mary Baldwin College	4	1
	Mary Washington College	11	2
	New River Community College	1	0
	Norfolk State University	2	0
	Northern Virginia Community College	3	1
	Old Dominion University	7	1
	Piedmont Virginia Community College	78	16
	Radford University	14	3
	Randolph-Macon College	3	1
	Regent University	1	0
	Roanoke College	1	0
	Shenandoah University	1	0
	University of Virginia	25	5
	University of Virginia College at W	3	1
	Virginia Commonwealth University	18	4
	Virginia Polytechnic Institute	30	6
Madison County	Virginia Western Community College	1	0
Madison County		499	100

Colleges Attended by Residents in the Germanna Service Region
Fall 2018 Headcount
Orange County

Location	College	Enrolled	Pct
	Averett College	1	0
	Blue Ridge Community College	5	0
	Bluefield College	4	0
	Bridgewater College	19	1
	CHRV - College of Health Sciences	1	0
	Central Virginia Community College	1	0
	Christendom College	2	0
	Christopher Newport University	17	1
	College of William and Mary	14	1
	Eastern Mennonite University	9	1
	Emory and Henry College	5	0
	Ferrum College	8	1
	George Mason University	60	5
	Germanna Community College	396	30
	Hampden-Sydney College	3	0
	Hampton University	3	0
	J. Sargeant Reynolds Community Coll	10	1
	James Madison University	50	4
	John Tyler Community College	2	0
	Liberty University	103	8
	Longwood College	24	2
	Lord Fairfax Community College	8	1
	Lynchburg College	7	1
	Mary Baldwin College	18	1
	Mary Washington College	59	5
	Marymount University	1	0
	New River Community College	2	0
	Norfolk State University	2	0
	Northern Virginia Community College	30	2
	Old Dominion University	50	4
	Other	6	0
	Piedmont Virginia Community College	115	9
	Radford University	38	3
	Randolph-Macon College	5	0
	Randolph-Macon Womans College	4	0
	Regent University	4	0
	Richard Bland College	4	0
	Roanoke College	2	0
	Shenandoah University	3	0
	Sweet Briar College	3	0
	Tidewater Community College	2	0
	University of Richmond	2	0
	University of Virginia	54	4
	University of Virginia College at W	9	1
	Unknown	6	0
	Virginia Commonwealth University	52	4
	Virginia Military Institute	4	0
	Virginia Polytechnic Institute	68	5
	Virginia State University	12	1

Orange County	Washington and Lee University	2	0
Orange County		1309	100

Colleges Attended by Residents in the Germanna Service Region
Fall 2018 Headcount
Spotsylvania County

Location	College	Enrolled	Pct
	Averett College	9	0
	Blue Ridge Community College	4	0
	Bluefield College	11	0
	Bridgewater College	27	1
	CHRV - College of Health Sciences	5	0
	Christopher Newport University	115	2
	College of William and Mary	71	1
	Eastern Mennonite University	9	0
	Emory and Henry College	7	0
	Ferrum College	12	0
	George Mason University	243	5
	Germanna Community College	1608	31
	Hampden-Sydney College	6	0
	Hampton University	7	0
	Hollins College	5	0
	J. Sargeant Reynolds Community Coll	34	1
	James Madison University	244	5
	John Tyler Community College	12	0
	Liberty University	333	6
	Longwood College	70	1
	Lord Fairfax Community College	5	0
	Lynchburg College	26	0
	Mary Baldwin College	10	0
	Mary Washington College	534	10
	Marymount University	6	0
	New River Community College	4	0
	Norfolk State University	15	0
	Northern Virginia Community College	135	3
	Old Dominion University	276	5
	Other	14	0
	Piedmont Virginia Community College	9	0
	Radford University	92	2
	Randolph-Macon College	38	1
	Randolph-Macon Womans College	7	0
	Rappahannock Community College	5	0
	Regent University	18	0
	Richard Bland College	65	1
	Roanoke College	9	0
	Shenandoah University	50	1
	Thomas Nelson Community College	4	0
	Tidewater Community College	8	0
	University of Richmond	7	0
	University of Virginia	154	3
	University of Virginia College at W	17	0
	Unknown	15	0
	Virginia Commonwealth University	542	10
	Virginia Military Institute	16	0
	Virginia Polytechnic Institute	276	5
	Virginia State University	12	0

Spotsylvania County	Washington and Lee University	5	0
Spotsylvania County		5206	100

**Colleges Attended by Residents in the Germanna Service Region
Fall 2018 Headcount
Stafford County**

Location	College	Enrolled	Pct
	Averett College	12	0
	Blue Ridge Community College	6	0
	Bluefield College	7	0
	Bridgewater College	32	0
	CHRV - College of Health Sciences	7	0
	Christopher Newport University	141	2
	College of William and Mary	67	1
	Eastern Mennonite University	4	0
	Ferrum College	12	0
	George Mason University	518	7
	Germanna Community College	1608	23
	Hampden-Sydney College	12	0
	Hampton University	15	0
	Hollins College	4	0
	J. Sargeant Reynolds Community Coll	25	0
	James Madison University	281	4
	John Tyler Community College	6	0
	Liberty University	427	6
	Longwood College	93	1
	Lord Fairfax Community College	4	0
	Lynchburg College	40	1
	Mary Baldwin College	8	0
	Mary Washington College	601	9
	Marymount University	23	0
	New River Community College	3	0
	Norfolk State University	32	0
	Northern Virginia Community College	928	13
	Old Dominion University	341	5
	Other	11	0
	Piedmont Virginia Community College	3	0
	Radford University	143	2
	Randolph-Macon College	41	1
	Randolph-Macon Womans College	7	0
	Regent University	11	0
	Richard Bland College	65	1
	Roanoke College	14	0
	Shenandoah University	50	1
	Southern Virginia College	4	0
	Tidewater Community College	3	0
	University of Richmond	10	0
	University of Virginia	183	3
	University of Virginia College at W	17	0
	Unknown	44	1
	Virginia Commonwealth University	644	9
	Virginia Military Institute	31	0
	Virginia Polytechnic Institute	320	5
	Virginia State University	43	1
	Virginia Union University	15	0
	Virginia Wesleyan College	14	0

Stafford County	Virginia Western Community College	3	0
Stafford County		6933	100
		20657	800

GERMANNA GUARANTEE PROGRAM

Germanna Community College

College Board

March 14, 2019

WHAT IS THE GERMANNA GUARANTEE PROGRAM?

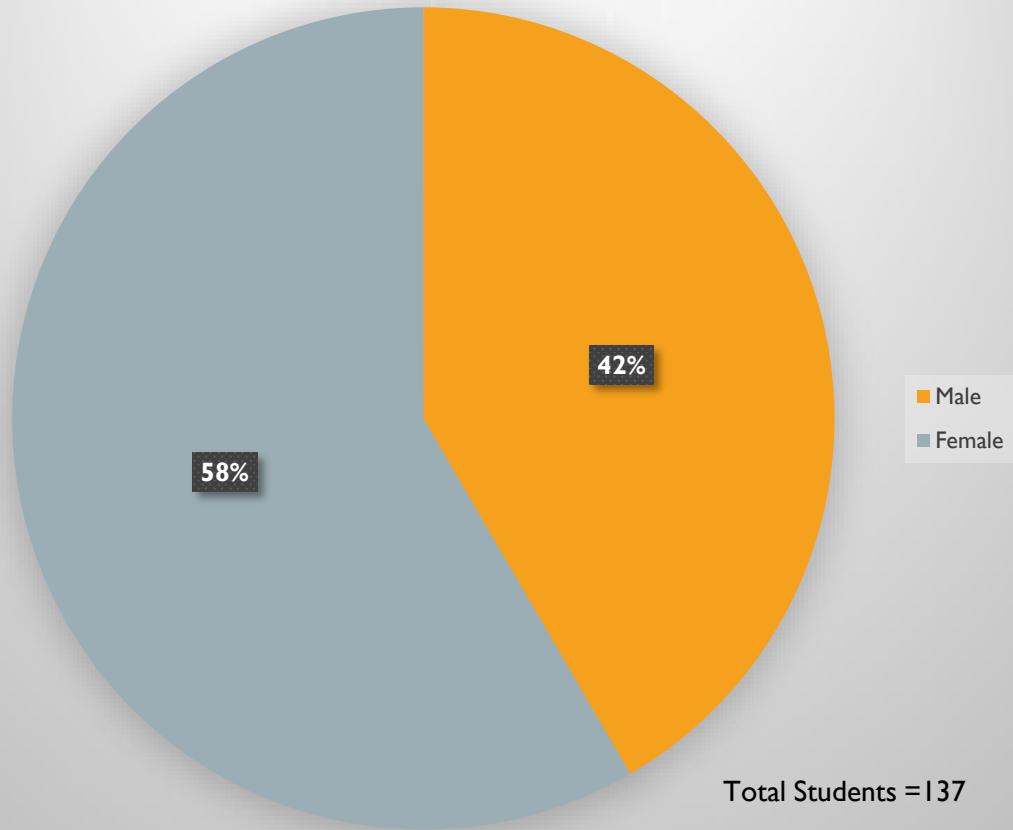
The Germanna Guarantee Program (GGP) is a financial assistance program designed to give students who have potential to succeed, and who require additional financial support, the opportunity to pursue and achieve their educational goals at Germanna Community College. The goal of this program is to ensure that no student is denied access to education at Germanna Community College because of financial need. The Germanna Guarantee Program complements federal and state financial aid, and is often awarded after these forms of financial aid have been used.

HOW IS THE PROGRAM CURRENTLY ADMINISTERED?

- Students must be enrolled in credit program of study
- Students must have a minimum Grade Point Average (GPA) of 2.0
- Students must be eligible to receive financial aid and have a current Free Application for Federal Student Aid (FAFSA) on file to verify financial need.
- The Financial Aid Office reviews and awards GGP funds.

FALL 2018 GGP AWARDING

Fall 2018 GGP Awards by Gender



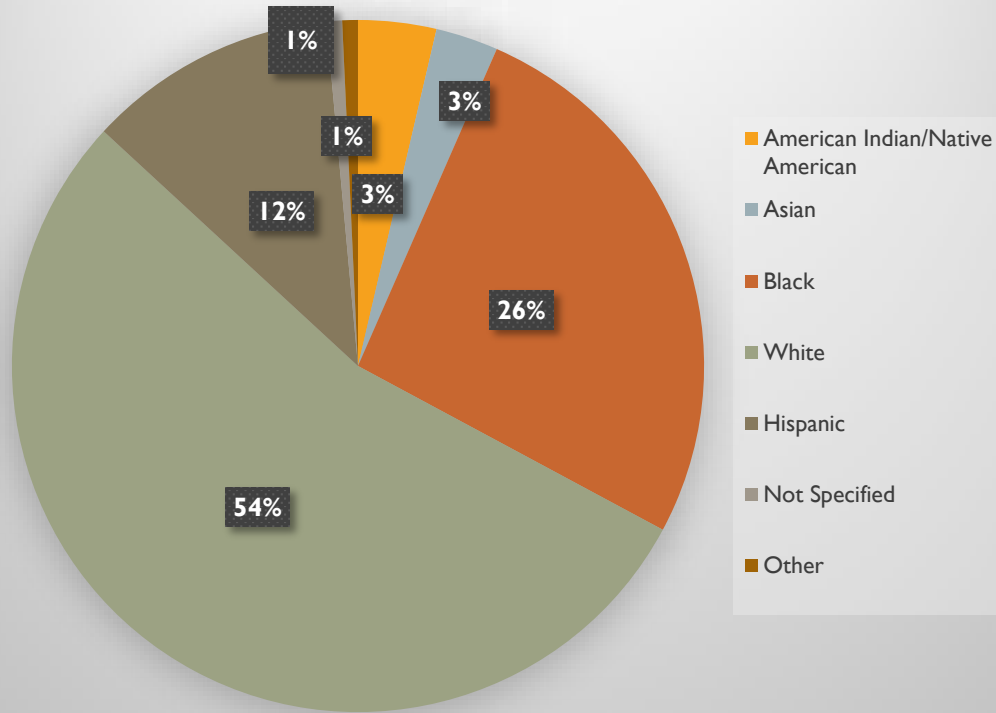
Fall 2018 GGP Awards by Gender	
Male	57
Female	80
Total	137

Fall 2018 GGP Award Amounts by Gender



Fall 2018 GGP Award Amounts by Gender	
Male	\$25,893.44
Female	\$56,731.54
Total	\$82,624.98

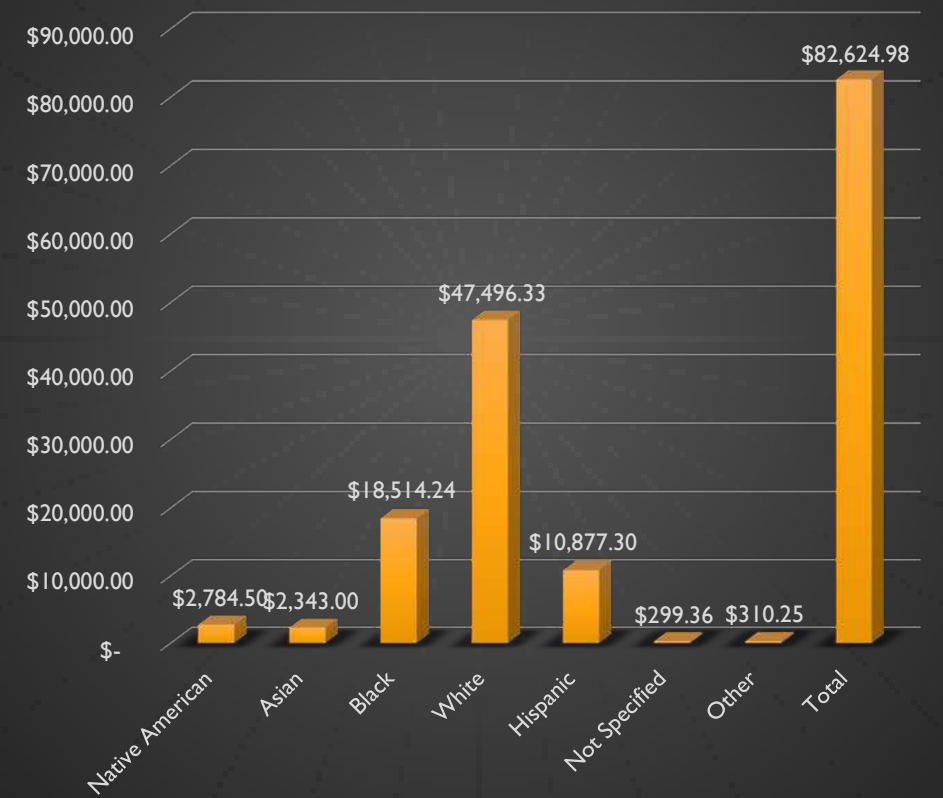
Fall 2018 GGP Awards by Ethnicity



Fall 2018 GGP Awards by Ethnicity

American Indian/ Native American	5
Asian	4
Black	36
White	74
Hispanic	16
Not Specified	1
Other	1
Total	137

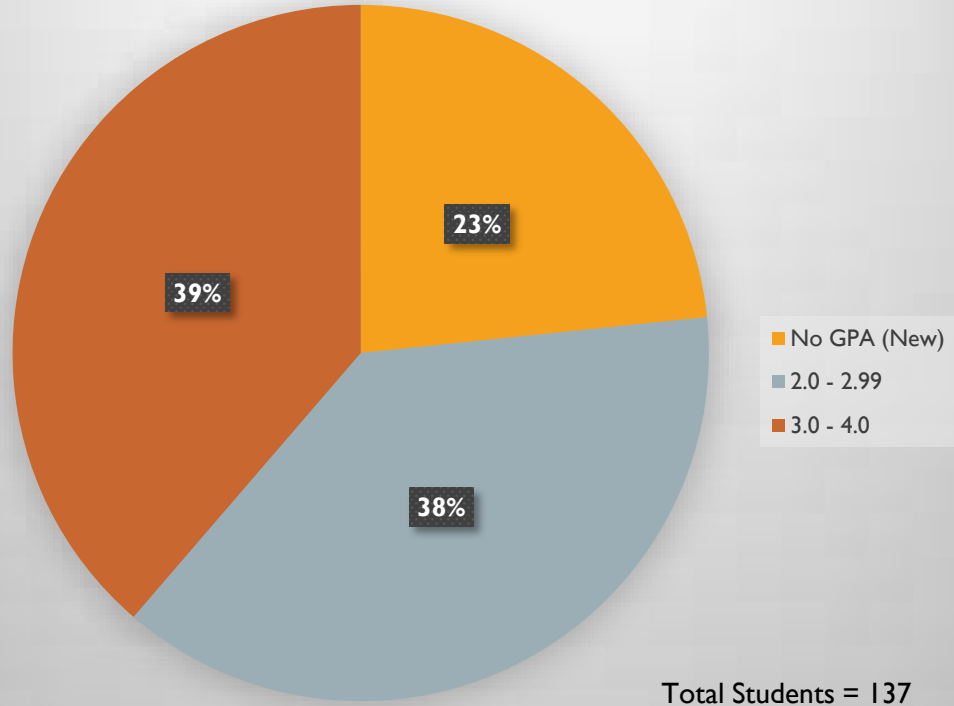
Fall 2018 GGP Award Amounts by Ethnicity



Fall 2018 GGP Award Amounts by Ethnicity

American Indian/Native American	\$ 2,784.50
Asian	\$ 2,343.00
Black	\$ 18,514.24
White	\$ 47,496.33
Hispanic	\$ 10,877.30
Not Specified	\$ 299.36
Other	\$ 310.25
Total	\$ 82,624.98

Fall 2018 Grade Point Average (GPA) of GGP Recipients



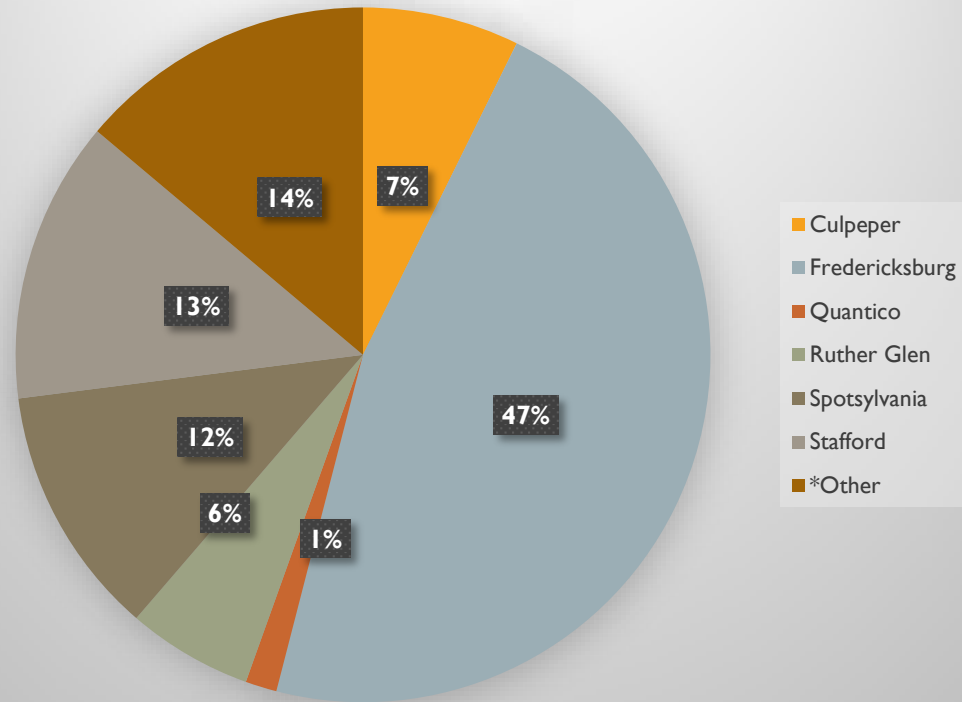
Fall 2018 Grade Point Average (GPA) of GGP Recipients	
No GPA (New)	32
2.0 - 2.99	52
3.0 - 4.0	53
Total	137

Fall 2018 GGP Award Amounts by GPA



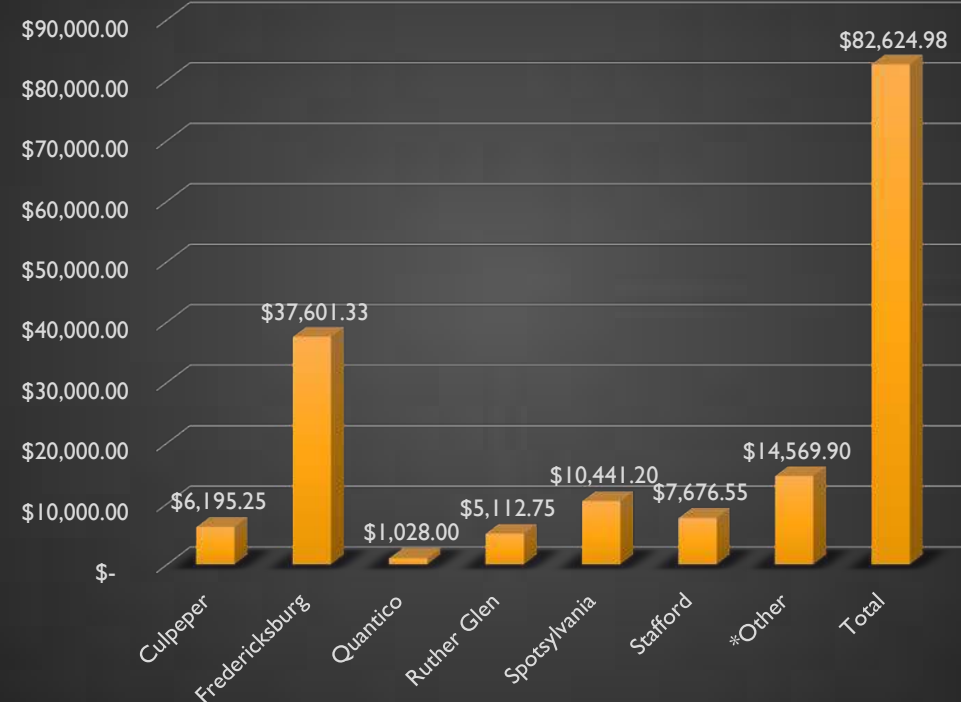
Fall 2018 GGP Award Amounts by GPA	
No GPA (New)	\$ 19,613.70
2.0 - 2.99	\$ 27,088.81
3.0 - 4.0	\$ 35,922.47
Total	\$ 82,624.98

Fall 2018 GGP Recipients by Location



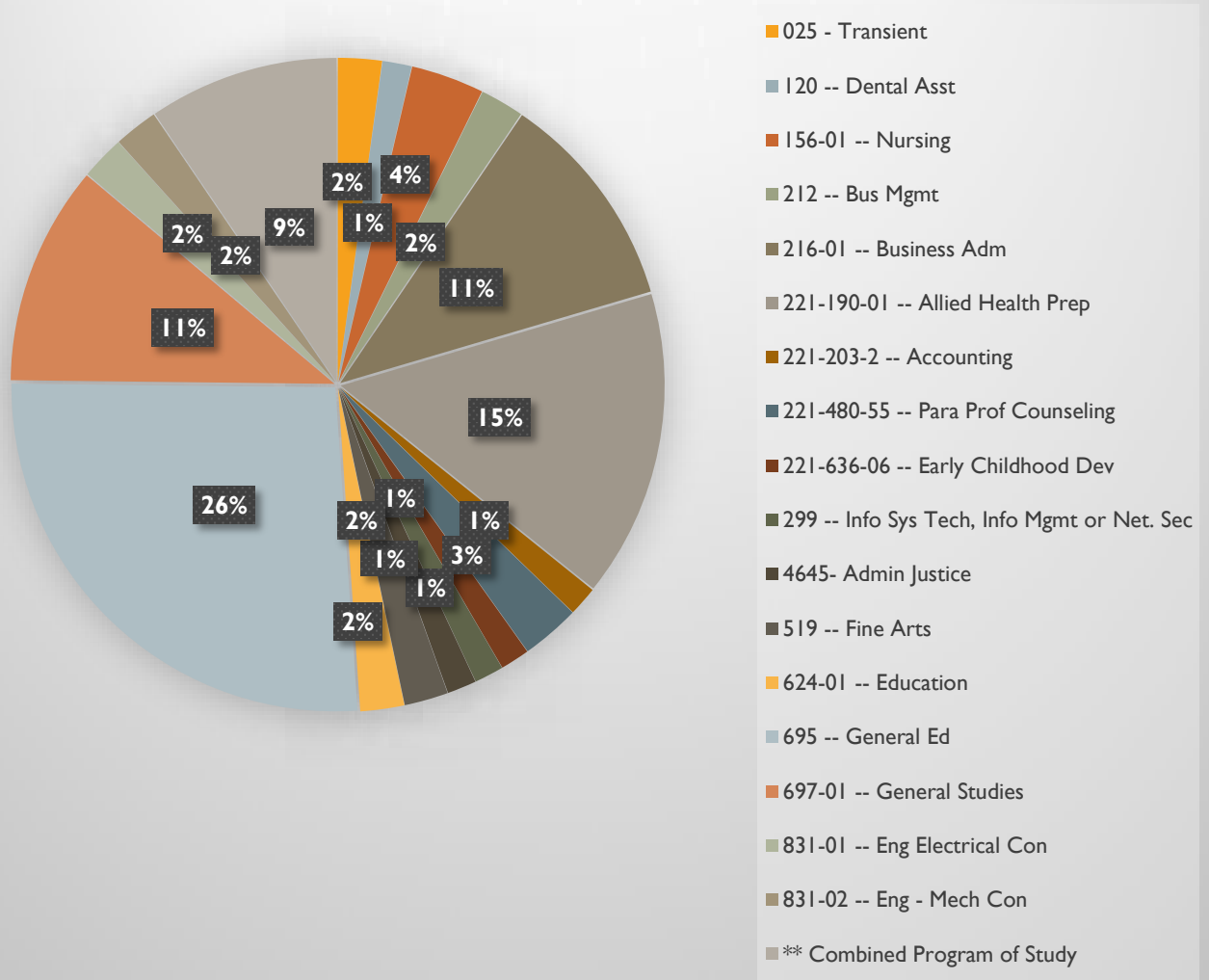
Fall 2018 GGP Recipients	
Culpeper	10
Fredericksburg	64
Quantico	2
Ruther Glen	8
Spotsylvania	16
Stafford	18
*Other	19
Total	137

Fall 2018 GGP Awards Amounts by Location



Fall 2018 GGP Award Amounts by Location	
Culpeper	\$ 6,195.25
Fredericksburg	\$ 37,601.33
Quantico	\$ 1,028.00
Ruther Glen	\$ 5,112.75
Spotsylvania	\$ 10,441.20
Stafford	\$ 7,676.55
*Other	\$ 14,569.90
Total	\$ 82,624.98

Fall 2018 GGP Recipients – Programs of Study



Transient	3
Dental Assisting	2
Nursing	5
Business Management	3
Business Administration	15
Allied Health Preparation	21
Accounting	2
Paraprofessional Counseling	4
Early Childhood Development	2
Info Sys Tech, Info Mgmt or Net. Sec	2
Administration of Justice	2
Fine Arts	3
Education	3
General Education	36
General Studies	15
Engineering - Electrical	3
Engineering - Mechanical	3
Multiple Programs of Study	13
Total	137

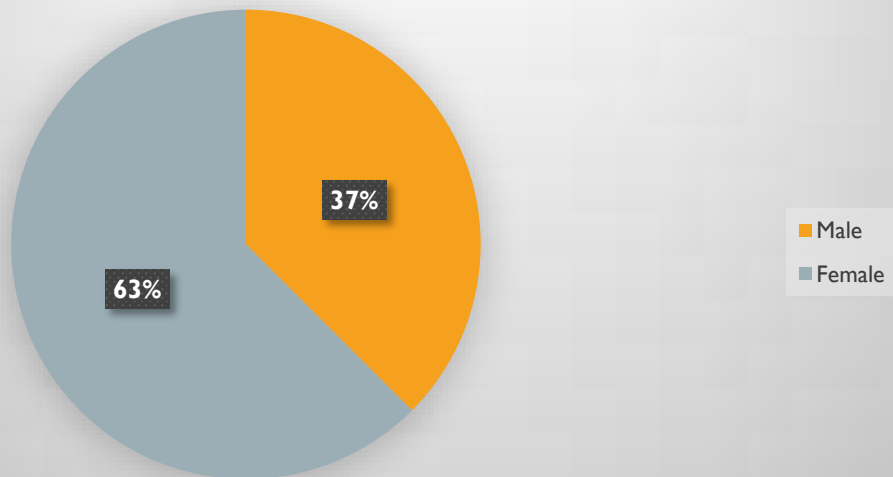
Fall 2018 GGP Award Amounts by Program of Study



Fall 2018 GGP Award Amounts by Programs of Study	
Transient	\$ 794.25
Dental Assisting	\$ 986.00
Nursing	\$ 3,613.00
Business Management	\$ 895.25
Business Administration	\$ 10,149.55
Allied Health Preparation	\$ 15,520.15
Accounting	\$ 694.75
Paraprofessional Counseling	\$ 2,905.65
Early Childhood Development	\$ 1,298.50
Info Sys Tech, Info Mgmt or Net. Sec	\$ 320.25
Administration of Justice	\$ 496.25
Fine Arts	\$ 2,429.75
Education	\$ 945.75
General Education	\$ 22,746.35
General Studies	\$ 8,620.58
Engineering - Electrical	\$ 380.75
Engineering - Mechanical	\$ 3,749.45
Multiple Programs of Study	\$ 6,078.75
Total	\$ 82,624.98

SPRING 2019 GGP AWARDING

Spring 2019 GGP Awards by Gender



Total Students = 104

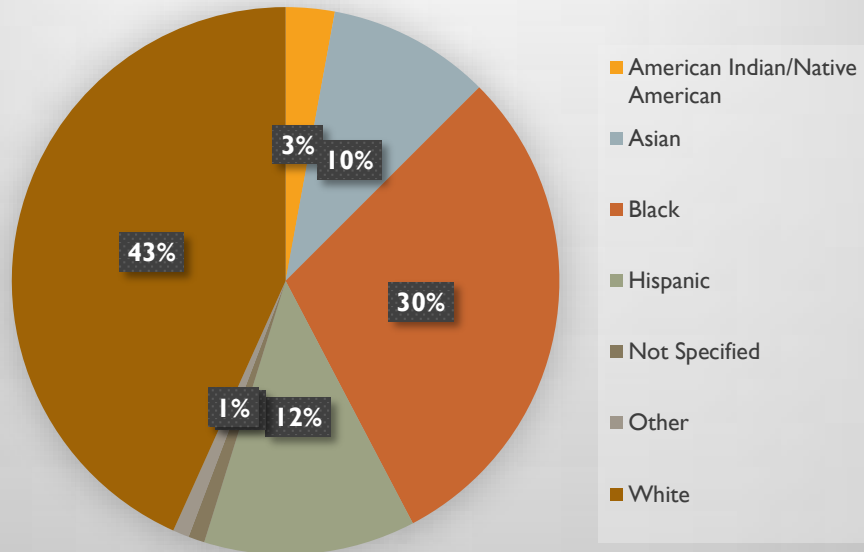
Spring 2019 GGP Awards by Gender	
Male	39
Female	65
Total	104

Spring 2019 Award Amounts by Gender



Spring 2019 Award Amounts by Gender	
Male	\$20,771.30
Female	\$34,223.65
Total	\$54,994.95

Spring 2019 GGP Awards by Ethnicity



Total Students = 104

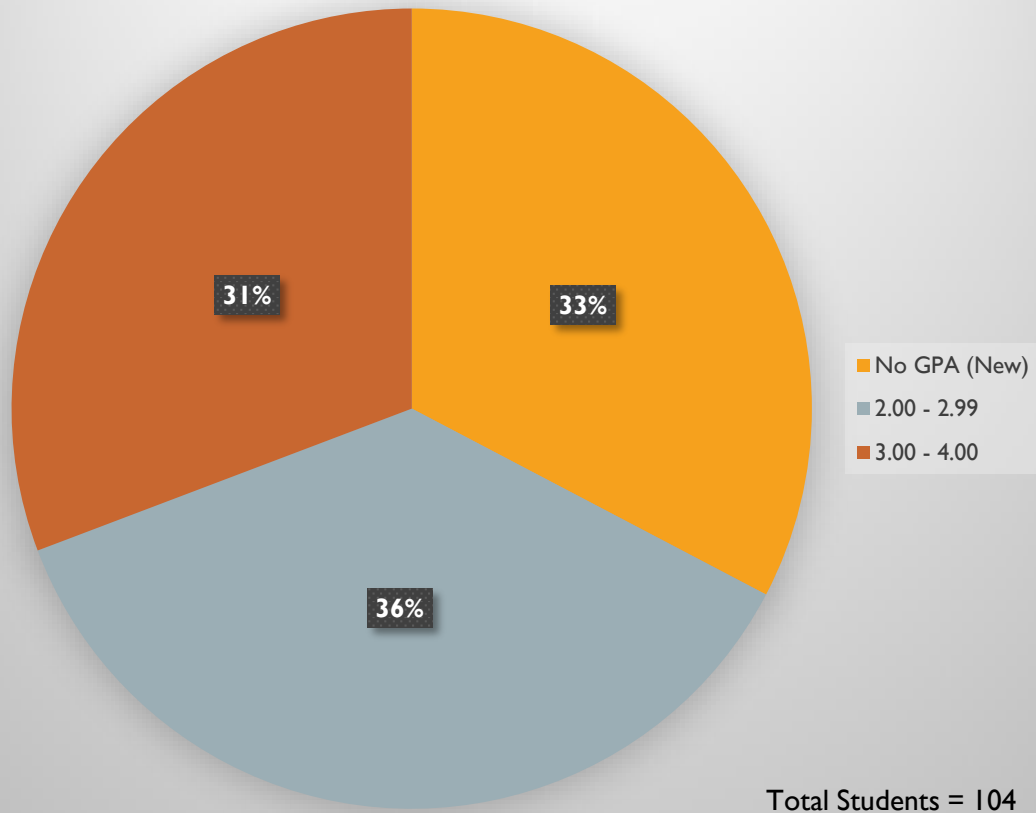
Spring 2019 GGP Awards by Ethnicity	
American Indian/Native American	3
Asian	10
Black	31
Hispanic	13
Not Specified	1
Other	1
White	45
Total	104

Spring 2019 GGP Award Amounts by Ethnicity



Spring 2019 GGP Award Amounts by Ethnicity	
American Indian/Native American	\$1,314.50
Asian	\$5,217.55
Black	\$14,368.05
Hispanic	\$7,600.80
Not Specified	\$491.25
Other	\$297.30
White	\$25,705.50
Total	\$54,994.95

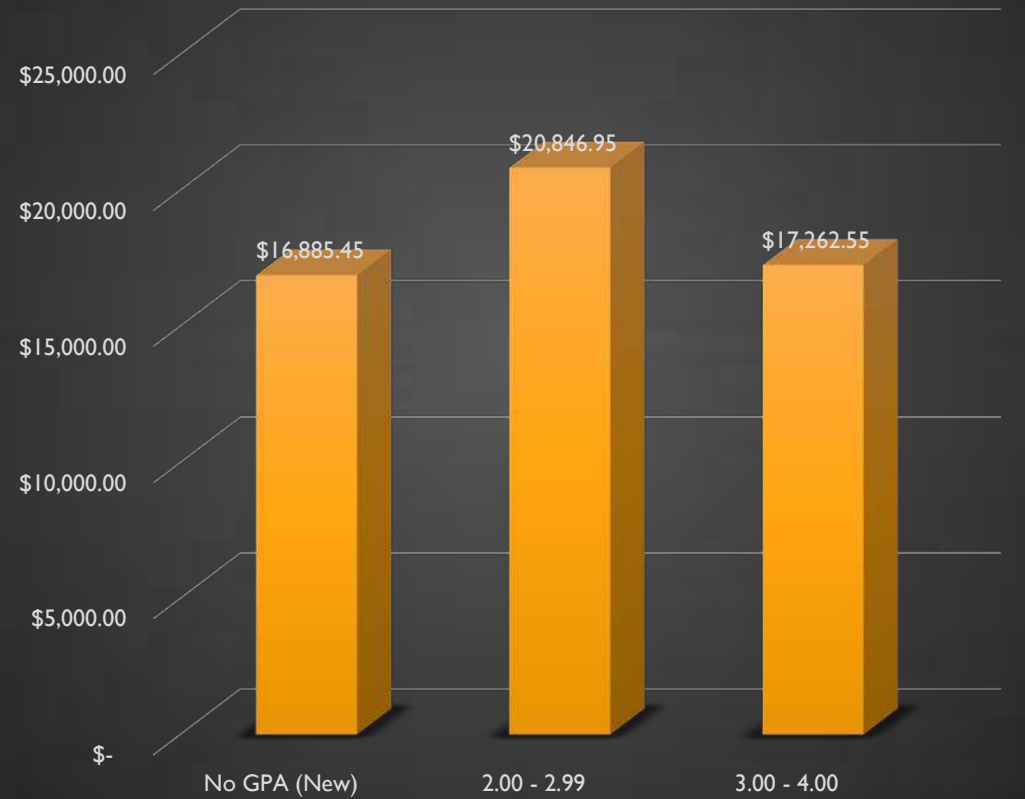
Spring 2019 Grade Point Average (GPA) of GGP Recipients



Spring 2019 Grade Point Average (GPA) of GGP Recipients

No GPA (New)	34
2.00 - 2.99	38
3.00 - 4.00	32
Total	104

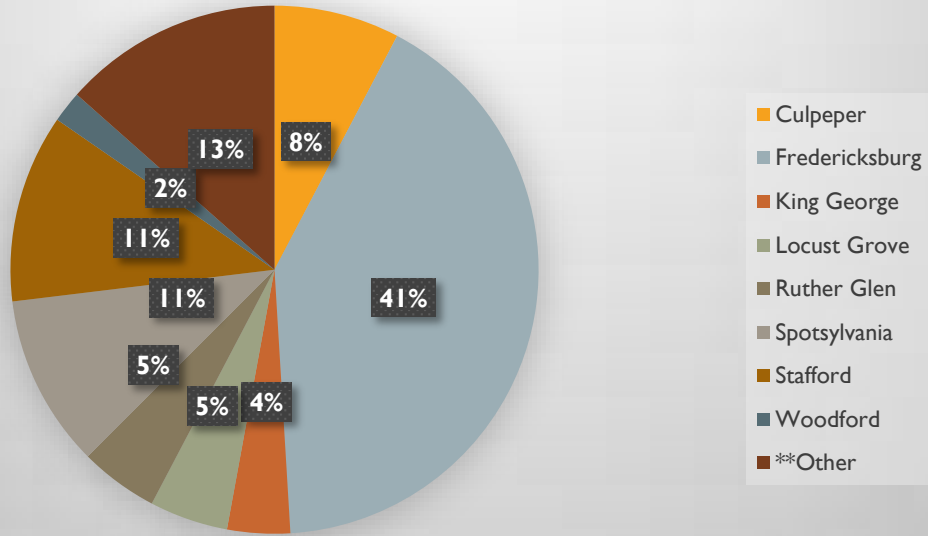
Spring 2019 GGP Award Amounts by GPA



Spring 2019 GGP Award Amounts by GPA

No GPA (New)	\$ 16,885.45
2.00 - 2.99	\$ 20,846.95
3.00 - 4.00	\$ 17,262.55
Total	\$ 54,994.95

Spring 2019 GGP Recipients by Location

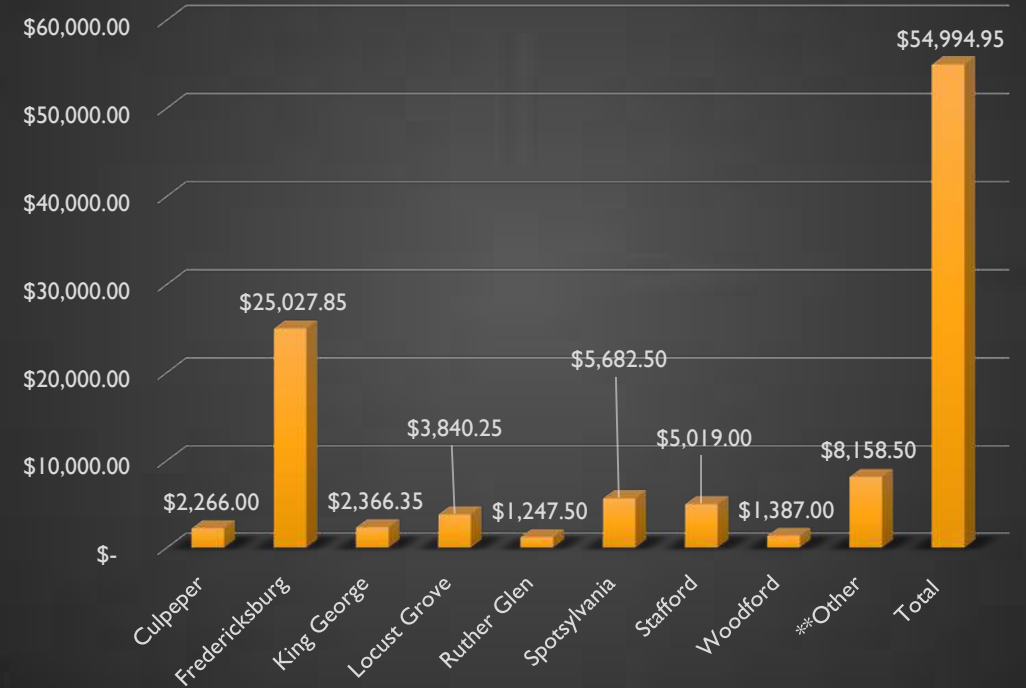


Total Students = 104

Spring 2019 GGP Recipients by Location

Culpeper	8
Fredericksburg	43
King George	4
Locust Grove	5
Ruther Glen	5
Spotsylvania	11
Stafford	12
Woodford	2
**Other	14
Total	104

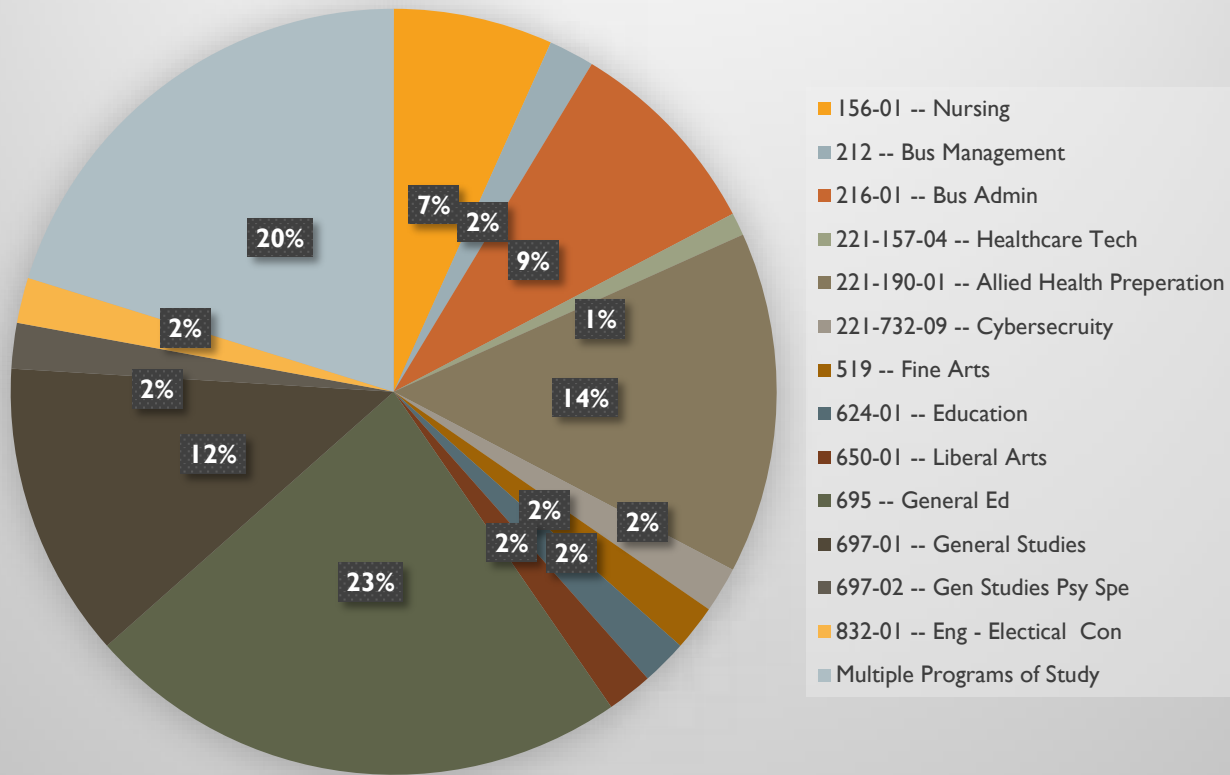
Spring 2019 GGP Award Amounts by Location



Spring 2019 GGP Award Amounts by Location

Culpeper	\$2,266.00
Fredericksburg	\$25,027.85
King George	\$2,366.35
Locust Grove	\$3,840.25
Ruther Glen	\$1,247.50
Spotsylvania	\$5,682.50
Stafford	\$5,019.00
Woodford	\$1,387.00
**Other	\$8,158.50
Total	\$54,994.95

Spring 2019 GGP Recipients – Programs of Study



Nursing	7
Business Management	2
Business Administration	9
Healthcare Technician	1
Allied Health Preparation	15
Cybersecurity	2
Fine Arts	2
Education	2
Liberal Arts	2
General Education	24
General Studies	13
General Studies - Psychology	2
Engineering - Electrical	2
Multiple Programs of Study	21
Total	104

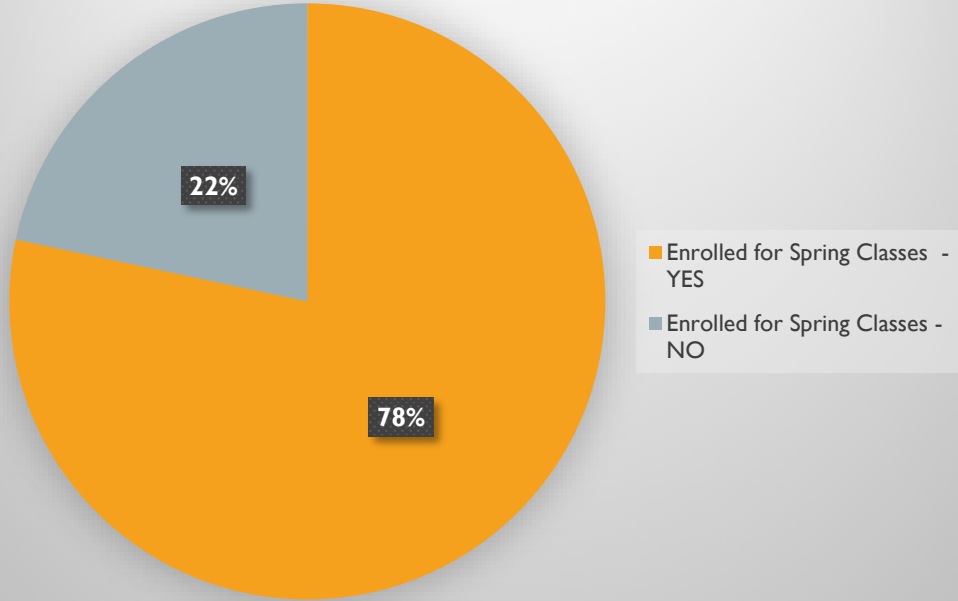
Spring 2019 GGP Award Amounts by Program of Study



Spring 2019 GGP Award Amounts by Programs of Study	
Nursing	\$3,790.00
Business Management	\$655.00
Business Administration	\$4,497.75
Healthcare Technician	\$129.00
Allied Health Preparation	\$8,485.45
Cybersecurity	\$616.75
Fine Arts	\$190.00
Education	\$266.00
Liberal Arts	\$228.00
General Education	\$14,796.00
General Studies	\$7,249.75
General Studies - Psychology	\$151.00
Engineering - Electrical	\$867.25
Multiple Programs of Study	\$13,073.00
Total	\$54,994.95

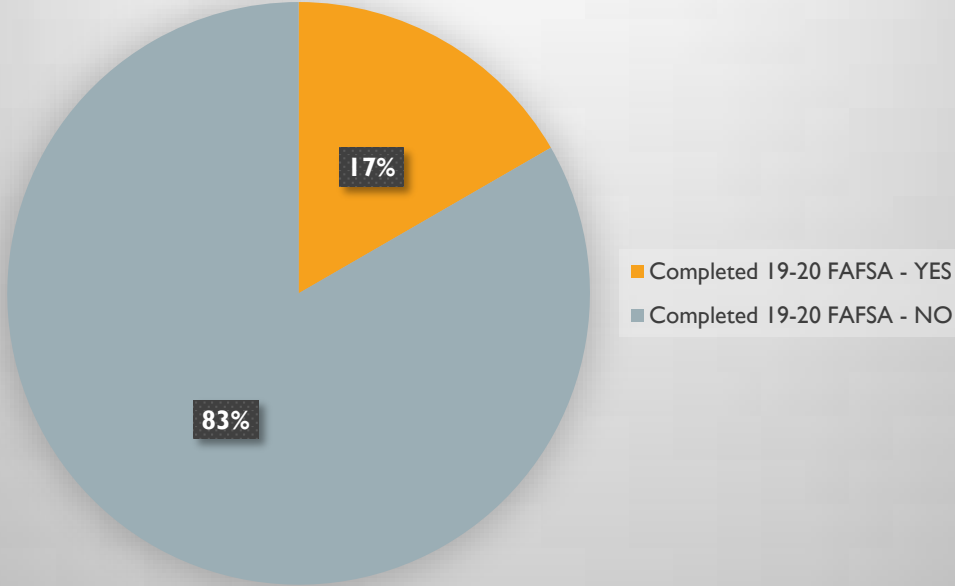
FALL 2018 TO SPRING 2019 RETENTION
AND FAFSA COMPLETION OF GGP
RECIPIENTS

Fall 2018 GGP Recipients Enrolled for Spring 2019 (No Pell)



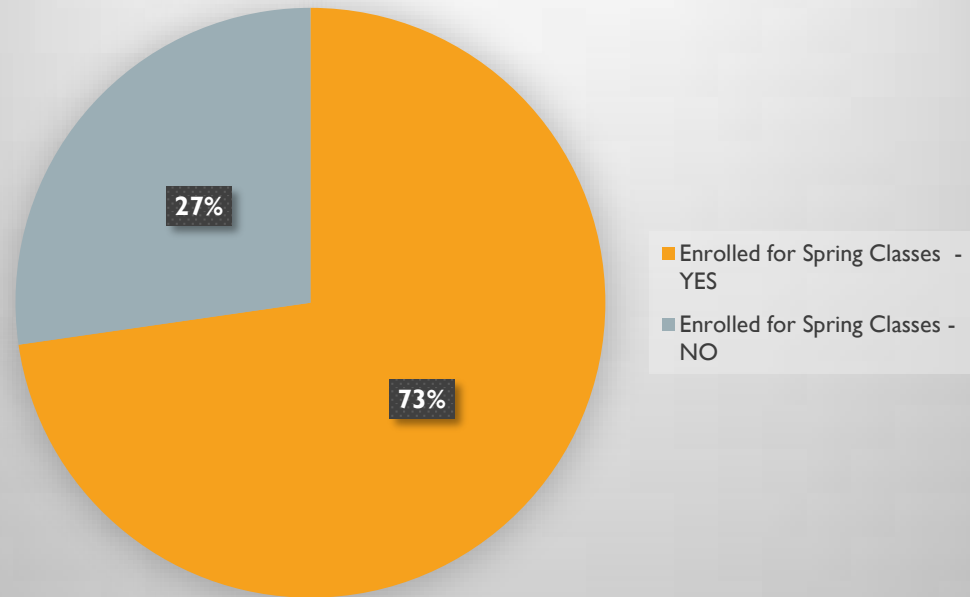
Enrolled for Spring Classes - YES	47
Enrolled for Spring Classes - NO	13
Total	60

Fall 2018 GGP Recipients - FAFSA Completion



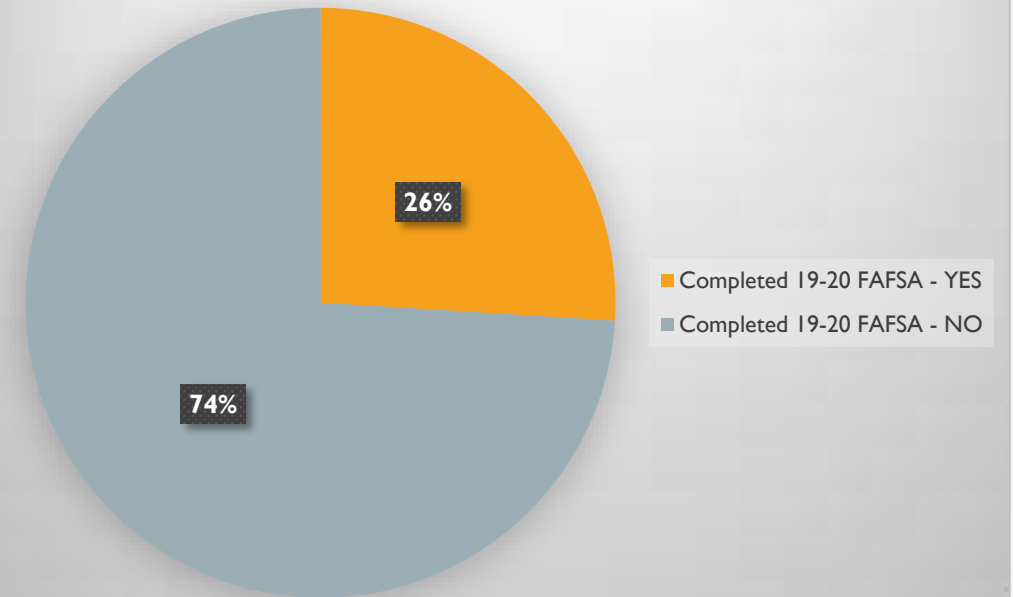
Completed 19-20 FAFSA - YES	10
Completed 19-20 FAFSA - NO	50
Total	60

Fall 2018 GGP Recipients Enrolled for Spring 2019 (With Pell)



Enrolled for Spring Classes - YES	56
Enrolled for Spring Classes - NO	21
Total	77

Fall 2018 GGP Recipients – FAFSA Completion



Completed 19-20 FAFSA - YES	21
Completed 19-20 FAFSA - NO	56
Total	77

PROPOSED CHANGES TO ADMINISTERING GGP

PROPOSED CHANGES

- Expand GGP eligibility to students enrolled in any program of study at the College (credit and non-credit)
- If funds remain, use GGP funds for students ineligible or unable to complete the FAFSA, but can demonstrate financial need through other documentation.
- Clarify awarding priority
 - Initial consideration given to students that have completed the FAFSA
 - Financial Aid Office will award any federal or state aid prior to awarding GGP funds
 - GGP funds will first be given to students closest to completing their program of study
 - Lowest remaining balances will be awarded first

Germanna Community College
Local Funds Financial Analysis
For Financial Statements for the Eight Months Ended February 28, 2019

FINANCIAL ANALYSIS

Restricted Funds

Year-to-date (YTD) revenues reflect \$8,968,841 in Federal Grants (Pell and Direct Loans) and \$9,359 in receipts for private scholarships. Disbursements to students totaled \$6,349,617. Spring 2019 aid is being processed now and the restricted cash of \$2,685,246 represents aid to be disbursed in federal grants and private scholarships.

Loan Funds

No activity.

Endowment Funds

No activity.

Plant Funds

\$222,332 has been received, composed of \$142,500 from Stafford, \$1,669 from Orange County, \$465 from Madison County, and \$60,000 from Fredericksburg (\$35,000 as the final installment for the FAC Science & Engineering Building and Information Commons (SEBIC) plus \$25,000 for the FredCat project). \$17,698 has been received in interest income. Expenses of \$344,402 were incurred that included return of \$77,875 to the Foundation which was part of an initial deposit for the SEBIC building that was subsequently funded by localities. \$31,532 has been paid for FredCAT rent from designated FredCAT contributions as grant funding has expired. The remaining \$234,995 of expenses were incurred at the new Stafford site to complete the initial square footage as well as prepare the additional leased space for classes in January.

Unrestricted Funds

- **Net Assets** – Unrestricted Fund Balance/Net Assets increased by \$407,099 during the first eight months of the fiscal year. A summary of each fund follows.
- **Local Operating/College Board Fund** – Local appropriations and interest income of \$107,035 have been received, composed of \$24,767 from Stafford, \$28,158 from Culpeper, \$22,293 from Spotsylvania County, \$16,931 from Orange County, \$9,291 from the City of Fredericksburg, \$4,535 from Madison County and \$1,060 in interest. \$40,943 in expenses have been recorded year to date. Expenses include \$17,988 associated with Convocation/Inauguration, \$7,362 for student recruitment materials, and \$4,215 for electrical work at FAC.
- **Vending Fund** – We have received \$248,096 in bookstore commissions (84% of revised annual budget) and \$9,630 in investment income for the year. Expenses of \$7,259 year to date include the annual payment to the Chancellor’s discretionary fund in the amount of \$3,718.
- **Student Activity Fund** – \$116,829 has been collected, which is 67% of budgeted fees. Expenses of \$110,642 include a \$25,000 contribution to the Fredericksburg Transit Authority (bus service), \$31,738 for Student Activities for events, \$26,261 for speakers at student activities and \$9,687 in Wellness and Recreation which represents student athletic events. Expenses for this fund are expected to exceed collections for the year, but maintain a positive cash position at year end due to the \$25,000 infusion from local operating funds at the close of the prior fiscal year. Additional funding options may be required for future budget years.
- **Parking Auxiliary Fund** – \$140,846 or 70% of budgeted revenues have been collected. Expenses of \$62,409 were recorded, with the largest expenditures for snow removal and utilities. \$25,506 in snow removal expenses and utilities of \$19,696 have been recorded to date.
- **Facilities Auxiliary Fund** – Revenues of \$449,557 were collected, 72% of the annual budget. Expenses total \$443,841 including \$413,916 debt service payments as the majority of the expense.

Business Unit: GC297 - Germanna
Report ID: AGL00008 - College Balance Sheet - Local
Fiscal Year: 2019
As of Date: 2019-02-28
Scope: Local Funds

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Plant</u>	<u>Loan</u>	<u>Endowment</u>	<u>Agency</u>
Assets:						
Cash	2,275,501.31	2,710,246.43	812,009.19	0.00	148.65	120,829.88
Petty Cash	1,000.00	0.00	0.00	0.00	0.00	0.00
Cash Equivalents	602,299.22	0.00	1,318,906.43	0.00	22,417.51	0.00
Investments	2,268,359.50	0.00	0.00	0.00	0.00	0.00
Current Receivables	16,026.58	0.00	0.00	0.00	0.00	0.00
Current A/R Allowance	(9,835.00)	0.00	0.00	0.00	0.00	0.00
Non-current Receivables	0.00	0.00	0.00	0.00	0.00	0.00
Non-current A/R Allowance	0.00	0.00	0.00	0.00	0.00	0.00
Interest Receivable	0.00	0.00	0.00	0.00	0.00	0.00
Loans Receivable	0.00	0.00	0.00	0.00	0.00	0.00
Notes Receivable	0.00	0.00	0.00	0.00	0.00	0.00
Inventory	0.00	0.00	0.00	0.00	0.00	0.00
Prepaid Expense	0.00	0.00	0.00	0.00	0.00	0.00
Due From Other Funds	225,000.00	0.00	0.00	0.00	0.00	0.00
Investment in Plant Assets	0.00	0.00	1,277,531.00	0.00	0.00	0.00
Total Assets:	<u>5,378,351.61</u>	<u>2,710,246.43</u>	<u>3,408,446.62</u>	<u>0.00</u>	<u>22,566.16</u>	<u>120,829.88</u>
Liabilities:						
Accounts Payable - Current	0.00	0.00	0.00	0.00	0.00	0.00
Accounts Payable - Non-current	0.00	0.00	0.00	0.00	0.00	0.00
Accrued Leave Current	0.00	0.00	0.00	0.00	0.00	0.00
Accrued Leave Non-current	0.00	0.00	0.00	0.00	0.00	0.00
Deferred Revenue - Current	0.00	0.00	0.00	0.00	0.00	0.00
Deferred Revenue - Non-current	0.00	0.00	0.00	0.00	0.00	0.00
Loans Payable - Current	0.00	0.00	0.00	0.00	0.00	0.00
Loans Payable - Non-current	0.00	0.00	0.00	0.00	0.00	0.00
Notes Payable - Current	0.00	0.00	0.00	0.00	0.00	0.00
Notes Payable - Non-current	0.00	0.00	0.00	0.00	0.00	0.00
Deposits Pending	1,851.73	0.00	0.00	0.00	0.00	0.00
Due to Other Funds	0.00	(25,000.00)	0.00	0.00	0.00	0.00
Fund Balances	<u>5,380,203.34</u>	<u>2,685,246.43</u>	<u>3,408,446.62</u>	<u>0.00</u>	<u>22,566.16</u>	<u>120,829.88</u>
Total Liabilities and Fund Balances:	<u>5,378,351.61</u>	<u>2,710,246.43</u>	<u>3,408,446.62</u>	<u>0.00</u>	<u>22,566.16</u>	<u>120,829.88</u>
Local Operating / College Board	392,374.91					
Vending	2,262,554.63					
Student Activities	36,800.11					
Parking Auxiliary	695,704.68					
Facilities Auxiliary	1,992,769.01					
Total Unrestricted Funds	<u>5,380,203.34</u>					

Business Unit: GC297 - Germanna
Report ID: AGL00009 - Stmt of Changes - Local Funds
Fiscal Year: 2019
As of Date: 2019-02-28
Scope: Local Funds

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Loan</u>	<u>Endowment</u>	<u>Plant</u>
Revenues:					
Unrestricted Current Fund Revenue	1,072,193.55				
Local Appropriations - Restricted		0.00	0.00	0.00	204,634.00
Federal Grants and Contracts - Restricted		8,968,841.20		0.00	0.00
State Grants and Contracts - Restricted		0.00	0.00	0.00	0.00
Local Grants and Contracts - Restricted		0.00	0.00	0.00	0.00
Private Grants and Contracts - Restricted		9,358.50	0.00	0.00	0.00
Private Gifts		0.00	0.00	0.00	0.00
Investment Income		65.50	0.00	0.00	17,698.24
Endowment Income		235.32	0.00	0.00	0.00
U.S. Government Advances			0.00		
Interest on Loans Receivable			0.00		
Expended for Plant Facilities					0.00
Retirement of Indebtedness					0.00
Recovery of Writeoffs			0.00		
Other Sources	0.00	0.00	0.00	0.00	0.00
Total Revenues and Other Additions:	1,072,193.55	8,978,500.52	0.00	0.00	222,332.24
Expenditures:					
Educational and General	158,844.44	6,349,616.57			
Auxiliary Enterprise Expenditures	506,250.00				
Indirect Costs Recovered		0.00			
Refunded to Grantors		0.00	0.00		
Administrative and Collection Costs			0.00		
Loan Cancellations and Write-Offs			0.00		
Expended for Plant Facilities					344,401.53
Disposal of Plant					0.00
Retirement of Indebtedness					0.00
Interest on Indebtedness					0.00
Liquidation of Endowment				0.00	
Other Expenditures/Deductions	0.00	0.00	0.00	0.00	0.00
Total Expenditures	665,094.44	6,349,616.57	0.00	0.00	344,401.53
Transfers among funds					
Net Increase/(Decrease) for the Year	407,099.11	2,628,883.95	0.00	0.00	(122,069.29)
Fund Balances	4,973,104.23	56,362.48	0.00	22,566.16	3,530,515.91
Fund Balances at the End of Year	5,380,203.34	2,685,246.43	0.00	22,566.16	3,408,446.62

Germanna Community College
LOCAL OPERATING/COLLEGE BOARD FUND ANNUAL BUDGET
Through February 28, 2019

Description	Current Period Actual	Annual Budget	Year to Date Actual	Year to Date Variance
<u>Revenues</u>				
LC1 Spotsylvania County	\$ -	\$ 89,171	\$ 22,293	\$ (66,878)
LC2 Stafford County	-	26,070	24,767	(1,303)
LC3 Caroline County	-	6,539	-	(6,539)
LC4 King George County	-	-	-	-
LC5 Culpeper County	-	28,158	28,158	-
LC6 Orange County	-	16,931	16,931	-
LC7 Madison County	-	4,535	4,535	-
LC8 City of Fredericksburg	-	9,291	9,291	-
LC10 Other Sources	-	-	-	-
LC11 Investment Income	344	1,000	1,060	60
LC12 Total Revenues	\$ 344	\$ 181,695	\$ 107,035	\$ (74,660)
<u>Expenditures</u>				
LC13 Employee Relations	\$ -	15,000	\$ 13,386	\$ 1,614
LC14 Student Development Programs	457	15,000	634	14,366
LC15 Student Recruitment	27	8,000	7,362	638
LC16 Operating Contingency Reserve	-	39,000	-	39,000
LC17 Dean of Institutional Effectiveness	-	73,695	5,677	68,018
LC18 Commencement - Coffeewood	-	-	-	-
LC19 Physical Plant	50	30,000	13,885	16,115
LC20 Total Expenditures	\$ 534	\$ 180,695	\$ 40,943	\$ 139,752
LC21 Net Increase / (Decrease)	\$ (189)	\$ 1,000	\$ 66,092	\$ 65,092
LC22 Transfers from other funds	-	-	-	-
LC23 Transfers to other funds	-	-	-	-
LC24 Beginning Fund Balance		326,283	326,283	-
LC24 Current Fund Balance		\$ 327,283	\$ 392,375	\$ 65,092

Germanna Community College
VENDING FUND ANNUAL BUDGET
Through February 28, 2019

Description	Current Period Actual	Year to Date Budget	Year to Date Actual	Year to Date Variance
Revenues				
CA1 Bookstore Commissions	\$ 102,180	\$ 275,000	\$ 248,096	\$ (26,904)
CA2 Food Service Commissions	-	\$ 1,500	-	(1,500)
CA3 Investment Income	4,004	\$ 19,000	9,630	(9,370)
CA4 Other Income	-	-	-	-
CA5 Total Revenues	<u>\$ 106,184</u>	<u>\$ 295,500</u>	<u>\$ 257,726</u>	<u>\$ (37,774)</u>
Expenditures				
CA6 Regional Activities	\$ -	\$ 4,000	\$ 3,718	\$ 282
CA7 Commissions Contingency Reserve	-	-	-	-
CA8 Bad Debt	-	-	-	-
CA9 President's Discretionary	585	4,500	1,557	2,943
CA10 Cash Over/Under	-	250	-	250
CA11 Fiscal Operating	-	3,000	(1,324)	4,324
CA12 Travel and Meals - excess	-	200	-	200
CA13 Auxiliary Plant Maintenance	159	20,000	2,808	17,192
CA14 Plant Operation and Maintenance	-	-	-	-
CA15 Debt Service	-	-	-	-
CA16 Scholarships	-	-	-	-
CA17 Commencement	-	-	-	-
CA18 Diversity and Inclusion	-	4,000	500	3,500
CA19 Total Expenditures	<u>\$ 744</u>	<u>\$ 35,950</u>	<u>\$ 7,259</u>	<u>\$ 28,691</u>
CA20 Net Increase / (Decrease)	\$ 105,440	\$ 259,550	\$ 250,467	\$ (9,083)
CA21 Transfers from other funds	-	-	-	-
CA22 Transfers to other funds	-	-	-	-
CA23 Beginning Fund Balance		<u>2,012,087</u>	<u>2,012,087</u>	-
CA24 Current Fund Balance		<u>\$ 2,271,637</u>	<u>\$ 2,262,555</u>	<u>\$ (9,083)</u>

Germanna Community College
STUDENT ACTIVITY FUND ANNUAL BUDGET
Through February 28, 2019

Description		Current Period	Year to Date	Year to Date	Year to Date
		Actual	Budget	Actual	Variance
<u>Revenues</u>					
SA1	Student Activity Fees	\$ 27,349	\$ 175,000	\$ 116,829	\$ (58,171)
SA2	Investment Income	-	-	-	-
SA3	Total Revenues	\$ 27,349	\$ 175,000	\$ 116,829	\$ (58,171)
<u>Expenditures</u>					
SA4	Student Activity Contingency	\$ -	\$ -	\$ -	\$ -
SA5	Student Activities	3,916	40,000	31,738	8,262
SA6	Student Organizations	2,793	32,000	5,619	26,381
SA7	Student Projects	7,484	37,000	11,273	25,727
SA8	Dean of Student Services	-	28,000	25,000	3,000
SA9	Lecture and Culture	19,904	25,000	26,211	(1,211)
SA10	Student Recognition Program	-	2,000	201	1,799
SA11	Wellness & Recreation	(15,031)	31,000	9,687	21,313
SA12	Co-Curricular Programs	176	5,000	914	4,086
SA13	Total Expenditures	\$ 19,241	\$ 200,000	\$ 110,642	\$ 89,358
SA14	Net Increase / (Decrease)	\$ 8,108	\$ (25,000)	6,186	\$ 31,186
SA15	Transfers from other funds	-	-	-	-
SA16	Transfers to other funds	-	-	-	-
SA17	Beginning Fund Balance		30,614	30,614	-
SA18	Current Fund Balance		\$ 5,614	\$ 36,800	\$ 31,186

Germanna Community College
PARKING AUXILIARY FUND BUDGET
Through February 28, 2019

Description		Current Period Actual	Year to Date Budget	Year to Date Actual	Year to Date Variance
<u>Revenues</u>					
PA1	Parking Auxiliary Fees	\$ 31,719	200,000	\$ 137,859	(62,141)
PA2	Parking Auxiliary Invest Income	954	-	2,987	2,987
PA3	Total Revenues	\$ 32,672	\$ 200,000	\$ 140,846	\$ (59,154)
<u>Expenditures</u>					
PA4	Parking Auxiliary Enterprise	\$ 27,167	\$ 229,203	62,409	166,794
PA5	Total Expenditures	\$ 27,167	\$ 229,203	\$ 62,409	\$ 166,794
PA6	Net Increase / (Decrease)	\$ 5,506	\$ (29,203)	\$ 78,437	\$ 107,640
PA7	Transfers from Facilities Aux	-	-	-	-
PA8	Transfers to Local Plant Fund	-	-	-	-
PA9	Beginning Fund Balance		617,268	617,268	-
PA10	Current Fund Balance		<u>\$ 588,065</u>	<u>\$ 695,705</u>	<u>\$ 107,640</u>

Germanna Community College
FACILITIES AUXILIARY FUND BUDGET
Through February 28, 2019

Description		Current Period	Year to Date	Year to Date	Year to Date
		Actual	Budget	Actual	Variance
<u>Revenues</u>					
FA1	Facilities Auxiliary Fees	\$ 99,632	625,000	\$ 434,601	\$ (190,399)
FA2	Facilities Auxiliary Invest Income	4,884	-	15,157	15,157
FA3	Total Revenues	<u>\$ 104,516</u>	<u>\$ 625,000</u>	<u>\$ 449,757</u>	<u>\$ (175,243)</u>
<u>Expenditures</u>					
FA4	Facilities Auxiliary Enterprise	\$ 92,742	\$ 484,590	443,841	\$ 40,749
FA5	Total Expenditures	<u>92,742</u>	<u>484,590</u>	<u>443,841</u>	<u>40,749</u>
FA6	Net Increase / (Decrease)	\$ 11,774	\$ 140,410	\$ 5,917	\$ (134,493)
FA7	Transfers to Local Parking Maint	-	-	-	-
FA8	Transfers to State Plant Fund	-	-	-	-
FA9	Beginning Fund Balance		<u>1,986,852</u>	<u>1,986,852</u>	<u>-</u>
FA10	Current Fund Balance		<u>2,127,262</u>	<u>1,992,769</u>	<u>(134,493)</u>

Support for the new Center

Locality requests to support the new Allied Health Center project at Locust Grove:

- Orange: \$500,000
or \$100,000 per year
- Spotsylvania: \$500,000
or \$100,000 per year
- Stafford: \$500,000
or \$100,000 per year
- Culpeper: \$250,000
or \$50,000 per year
- Fredericksburg: \$250,000
or \$50,000 per year
- Madison: \$120,000
or \$24,000 per year
- Caroline: \$120,000
or \$24,000 per year
- King George: \$50,000
or \$10,000 per year



A design firm has been selected for the Locust Grove project, and the design phase is expected to occur over the next 12 months. Construction is expected to begin during Fiscal 2020.

Germanna Community College Board
Facilities Report
March 14, 2019

1. Stafford Center:

We are still waiting on the delivery of the AV equipment. The fume hood venting and automatic door openers have been installed.

2. Locust Grove Campus Replacement:

The System Office is in the process of issuing the contract to the potential Architect/Engineering firm to begin design.

3. Demand Response Program

On June 26, 2018 we participated in a one hour reduction of power. During that hour our goal was to reduce electrical consumption by 288 KW across all of our facilities. We met 99% of that goal. To date we have received \$9,344 From C-power for participating for that hour.



GERMANNA COMMUNITY COLLEGE BOARD

WHAT EVERY BOARD MEMBER ABSOLUTELY HAS TO KNOW ABOUT FOIA

MARCH 14, 2019

2 WHAT IS FOIA?

- **Virginia's Freedom of Information Act (FOIA)—A law!**
- In general terms, FOIA defines what a meeting is and requires that all meetings be open to the public. It also prohibits discussion of public business among members outside of meetings.
- FOIA also requires that all existing, public records (with some limited exceptions) be made available upon request to members of the public for inspection and copying. Any request made for records is a FOIA request, whether made orally, by letter, or by email. Records include letter, memo, scribbled note, email, audio recording, or any other record) that in any way relates to the business of the institution
- FOIA governs many aspects of the operation of boards, and has wide application to the conduct of members, even when they are not at meetings. Your responsibility as a Board member is to report any request for records to your institution's FOIA officer or counsel. Institutional response must be made within 5 days.

- § 2.2-3700, § 2.2-3707, §§ 2.2-3707.01 and 2.2-3711, §2.2-3704

3 DOCUMENTS AND EMAILS

- FOIA broadly guarantees public access to public records, including your notes and correspondence concerning VCCS business
 - E-mail, digital documents, and even preliminary drafts of documents
 - Always be sensitive to the potential for public disclosure of your written communications
 - Any request by the press or any person to inspect your public records should be brought immediately to the VCCS's attention to ensure a timely and proper reply
 - Oral and informal requests to you are considered legitimate FOIA requests
 - Any request for public records, regardless of the request, is a FOIA request.
- § 2.2-3700
- See § 2.2-3705.1-3705.8.

4 EMAIL CONSIDERATIONS

- Consider, for example, that a Board member sends an email to all members of the Board, and two of those members happen to be sitting at their computers – not an unlikely situation. If those two members respond to the message using function “reply all” within a short timeframe, we have an *illegal meeting*, subjecting the members to public criticism and the monetary penalties of FOIA. Please avoid sending a reply to all Board members at the same time.

5 PUBLIC RECORDS

- Public records are basically anything the institution and its officials and employees use to transact public business and record data, whether produced by them or others.
- Records include (among other things) paper documents such as copies of letters, contracts, memos, etc. Also included are video tapes and audio tapes; digital documents on computer hard drives and servers; and text messages on cell phones – in short, anything that records or documents public business is a public record. If it is about public business, it's a public record. This includes anything in a member of the Board's home or work computer or otherwise in their possession § 2.2-3701

6 MEETINGS

- All meetings of the Board, including its committees and subcommittees, in addition to any other group or entity appointed by the Board to advise it or exercise delegated power, must be conducted in an open meeting with at least three working days advance public notice of meeting time and location. § 2.2-3707
- Any member of the public (including, of course, press, employees, and students) has a right to attend, listen, and make a video or audio recording of any meeting
- A meeting exists in the eyes of the law whenever **three or more** Board members meet and discuss any VCCS matter
- Voting on any VCCS action must always be conducted in open session. Voting by secret ballot or proxy is prohibited.
- Minutes must be taken and draft minutes, and later final minutes, must be posted to the website and the Commonwealth Calendar

- § 2.2-3701
- § 2.2-3711(B)
- § 2.2-3710

7 CLOSED SESSION

- Once properly convened and in open session, discussions regarding certain limited topics can be held in closed session. § 2.2-3711
 - Advance public notice for the meeting must have been given.
 - During the meeting in open session, the Board must vote on a motion authorizing a closed session. This public motion must reasonably identify both the purpose for the closed session and the subject for discussion.
 - While in closed session, the discussion must be related only to the topic identified in the public motion. Take care not to digress into any unrelated areas or other subjects, even if those topics would be eligible for closed session with a proper motion. It is your responsibility both as a matter of law and common sense that you stick to the subject matter described in the motion authorizing the closed session.

8 CLOSED SESSION (CONT.)

- Any action the Board wishes to take as a result of discussions in closed session must be voted on in open session.
- When discussion in closed session is adjourned, the chair of the meeting should immediately direct the opening of doors and inviting public/staff into the room for open session.
- Once back in open session, each member of the body will then be required to certify publicly that his or her discussion in closed session was proper and related to the permitted subject set forth in the motion convening the closed session.

9 PARTICIPATION BY ELECTRONIC MEANS

- Some Board members may participate in a meeting by phone provided that (1) there is a quorum physically assembled at one primary meeting location; (2) notice of the meeting has been given at least three working days in advance; and, (3) members of the public are provided a substantially equivalent way to listen to or observe the meeting.
- The notice must include the electronic communication means by which members of the public may witness the meeting and which remote locations, if any, are open to the public. Public access to the remote locations is encouraged, but not required.

10 EMERGENCY MEDICAL OR PERSONAL MATTER

- If before or on the day of the meeting, a Board member notifies the chair that the member has a temporary or permanent medical condition or has a personal matter that prevents his or her physical attendance and would like to participate by phone.
- The Board must vote to approve the member's participation under these conditions. In addition, the Board must have: (1) adopted a written policy allowing for and governing participation of its members by electronic communication means, including an approval process for such participation (2) there is a quorum of the board or committee physically convened at the primary meeting location; and (3) the board makes arrangements for the voice of the remote participant to be heard by all persons at the primary meeting location.
- § 2.2-3708.2

II MINUTES

- FOIA requires that minutes be taken of every meeting, including retreats or work sessions. Minutes must include (a) the date, time, and location of the meeting; (b) the members of the public body recorded as present and absent; and (c) a summary of the discussion on matters proposed, deliberated or decided, and a record of any votes taken. Also, minutes, including draft minutes that fairly reflect actions taken, must be posted on the website and the Commonwealth Calendar within 10 days following the meeting.
- § 2.2-3707
- § 2.2-3707.1

12 QUESTIONS?



COMMONWEALTH of VIRGINIA

Office of the Attorney General

Education Section

January 2019

202 North Ninth Street
Richmond, Virginia 23219
804-786-2071
FAX 804-786-1991
Virginia Relay Services
800-828-1120

What Every Board Member Absolutely *has* to Know about FOIA

Do not underestimate the importance of Virginia's Freedom of Information Act ("FOIA"). This is very serious business. These are *laws* -- not just corporate bylaws or operating protocols that can be disregarded. Violations risk invalidation of board decisions and expose the VCCS and you personally to embarrassment, litigation, and civil penalties of up to \$5,000.¹ The greatest loss, however, is the resulting damage to public confidence in you and the VCCS.² In fact, the Governor could publicly request your resignation.

The idea behind FOIA (which was first enacted in 1968) is that the Government's business is the people's business. FOIA ensures that citizens have the right to inspect and copy public records and to attend public meetings.³

FOIA governs many aspects of the operation of boards, and has wide application to the conduct of members, even when they are not at meetings. All members must be aware of the basic requirements of FOIA.

This Synopsis and FAQs are designed to give the State Board and local board ("State Board" or "Board")⁴ members a basic understanding of their personal responsibilities under FOIA and to ensure that you are aware that FOIA compliance is your responsibility. It is not comprehensive. It does not cover all aspects of FOIA. Whenever you have any concerns, questions, or uncertainties about FOIA or its application, you should contact the FOIA Officer or legal counsel.

¹ § 2.2-3714

² "VCCS" means the 23 community colleges and the System Office.

³ § 2.2-3700

⁴ When the term "Board" is used, it applies to both the State Board and local boards.

VIRGINIA'S FREEDOM OF INFORMATION ACT: SYNOPSIS

Documents and Email

- FOIA broadly guarantees public access to public records, including your notes and correspondence concerning VCCS business. This includes e-mail, digital documents, and even preliminary drafts of documents.⁵ There are numerous exemptions, which are all fact-specific.⁶ Always be sensitive to the potential for public disclosure of your written communications. Any request by the press or any person to inspect your public records should be brought immediately to the VCCS's attention to ensure a timely and proper reply. Oral and informal requests to you are considered legitimate FOIA requests. Any request for public records, regardless of the request, is a FOIA request.

Meetings

- Unlike the private sector, the public (including employees of the institution) and press have a right to be present at your board and committee meetings.⁷
- All meetings of the Board, including its committees and subcommittees, in addition to any other group or entity appointed by the Board to advise it or exercise delegated power, must be conducted in an open meeting with at least three working days advance public notice of meeting time and location.⁸ It does not matter that a meeting involves no actual voting or transaction of business, such as, for example, retreats.⁹ A meeting exists in the eyes of the law whenever three or more Board members meet and discuss any VCCS matter.¹⁰ Voting on any VCCS action must always be conducted in open session.¹¹ Voting by secret ballot or proxy is prohibited.¹²
- Once properly convened and in open session, discussions regarding certain limited topics can be held in closed session.¹³ The justification for closed session does not depend on whether a subject may be very sensitive, delicate, or political, or that a confidential setting might better encourage candid exchanges.¹⁴ Closed sessions must be specifically authorized by FOIA.¹⁵
- Also, to go into closed session, certain specific procedural steps must be taken, including:¹⁶
 - Advance public notice for the meeting must have been given.
 - During the meeting in open session, the Board must vote on a motion authorizing a closed session. This public motion must reasonably identify both the purpose for the closed session and the subject for discussion.

⁵ § 2.2-3700

⁶ See § 2.2-3705.1-3705.8.

⁷ § 2.2-3700

⁸ § 2.2-3707

⁹ § 2.2-3701

¹⁰ § 2.2-3701

¹¹ § 2.2-3711(B)

¹² § 2.2-3710

¹³ § 2.2-3711

¹⁴ § 2.2-3712

¹⁵ § 2.2-3712

¹⁶ For "closed session" procedures see: § 2.2-3712.

- While in closed session, the discussion must be related only to the topic identified in the public motion. Take care not to digress into any unrelated areas or other subjects, even if those topics would be eligible for closed session with a proper motion. It is your responsibility both as a matter of law and common sense that you stick to the subject matter described in the motion authorizing the closed session.
 - Any action the Board wishes to take as a result of discussions in closed session must be voted on in open session.
 - When discussion in closed session is adjourned, the chair of the meeting should immediately direct the opening of doors and inviting public/staff into the room for open session.
 - Once back in open session, each member of the body will then be required to certify publicly that his or her discussion in closed session was proper and related to the permitted subject set forth in the motion convening the closed session.
 - The law requires you to invite your general counsel to all State Board and committee meetings, including all closed sessions. This also protects the State Board in the event the discussion in closed session is questioned. This statutory provision does not apply to local boards.
- Some Board members may participate in a meeting by phone provided that (1) there is a quorum physically assembled at one primary meeting location; (2) notice of the meeting has been given at least three working days in advance; and, (3) members of the public are provided a substantially equivalent way to listen to or observe the meeting. The notice must include the electronic communication means by which members of the public may witness the meeting and which remote locations, if any, are open to the public. Public access to the remote locations is encouraged, but not required.
 - Another way Board members may participate by telephone (or other electronic communication means) is if before or on the day of the meeting, a board member notifies the chair that the member has a temporary or permanent medical condition or has a personal matter that prevents his or her physical attendance. The Board must vote to approve the member's participation under these conditions. In addition, the Board must have: (1) adopted a written policy allowing for and governing participation of its members by electronic communication means, including an approval process for such participation. The policy must be applied strictly and uniformly, without exception, to the entire membership and without regard to the identity of the member making the request or the matters to be considered or voted on during the meeting; (2) there is a quorum of the board or committee physically convened at the primary meeting location; and (3) the Board makes arrangements for the voice of the remote participant to be heard by all persons at the primary meeting location.¹⁷ Whenever a member wants to participate by telephone (or other means of electronic communication), please consult with counsel.

¹⁷ § 2.2-3708.2

Frequently Asked Questions

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FOIA GENERALLY

What does FOIA do?

In general terms, FOIA defines what a meeting is and requires that all meetings be open to the public.¹⁸ It also prohibits discussion of public business among members outside of meetings.¹⁹ There are, however, exceptions to these general meeting requirements that each member should be familiar with.²⁰

FOIA also requires that all public records (with some limited exceptions) be made available upon request to members of the public for inspection and copying.²¹

All public records and meetings are *presumed* open, and the Board and the institution have the burden always of being prepared to prove that there was a legitimate reason for closing meetings or withholding records.²²

FOIA also requires that its open government provisions be liberally construed, and its exemptions be narrowly construed. This means that you should always err on the side of leaving meetings open rather than closing them, and releasing documents rather than withholding them.²³

Whenever you have specific questions about FOIA or its requirements, please do not hesitate to contact counsel.

FOIA requires that some records be withheld and some meetings be closed, right?

Wrong. The exemptions to disclosure of records and for closed sessions are discretionary, not mandatory. There is no penalty for *releasing* records that *could* be withheld under a FOIA exemption (though other provisions of federal and state law, such as FERPA, may prohibit disclosure). There is also nothing that says a meeting *must* be closed just because it *could* be closed under a meetings exemption under FOIA. Please contact counsel if you have concerns about federal or state law that might prohibit release of information.

Who does FOIA apply to?

FOIA applies to all public bodies. In the context of public institutions of higher education, that means that FOIA applies to the institution and all of its officers (including members of the Board) and employees.²⁴ It also applies to the operations of the Board itself together with all of its committees and subcommittees, and any other groups or entities appointed by the Board to advise the Board or exercise delegated functions.

¹⁸ § 2.2-3700

¹⁹ § 2.2-3707

²⁰ §§ 2.2-3707.01 and 2.2-3711

²¹ § 2.2-3704

²² § 2.2-3700(B)

²³ § 2.2-3700(B)

²⁴ § 2.2-3700

MEETINGS

Meetings Generally

Can we meet without telling anyone?²⁵

FOIA requires that all meetings of the Board or any committee or subcommittee be advertised to the public for at least three working days. The notice requirements of FOIA are very specific. The secretary to the Board will handle the details of complying with these. Members of the Board, however, should be aware that any meeting called must be far enough in advance that the secretary has time to prepare the notice properly and advertise the meeting for three working days in the various ways required by FOIA. Any materials the institution supplies to Board members before the meeting also must be supplied to the public at the same time, with the exception of documents that are specifically exempt under FOIA from disclosure.²⁶ This includes any materials one Board member sends to all other members.

If your bylaws call for more notice for meetings than FOIA does, you must comply with the stricter provisions of the bylaws.

Can less than a quorum of the Board – say three or four members – get together informally to discuss affairs of the institution?

No. A gathering of three or more members of the Board where business is discussed is illegal, unless the gathering has been properly advertised for at least three working days as a meeting. It does not matter that a quorum was not present.²⁷ If more than two Board members serve on a university-related foundation's board, FOIA will likely be violated.

This prohibition is generally against *three or more* members discussing public business. *Two* members may discuss public business in person, on the phone, or otherwise, with one notable exception. If those two members constitute either the entirety or a quorum of a committee or subcommittee, or other group that has been designated by the Board or Board Chair to advise the Board or has been delegated some responsibility by the Board, then any discussions between them must be properly advertised as a meeting. Otherwise, the gathering is an illegal “meeting” under FOIA.²⁸

Can't I even go to a cocktail party or dinner with two (or more) other Board members?

Yes, of course you can. While there, you may even discuss business with *one* other member at a time.

Three members, however, may *not* jointly discuss public business. Nor may a third member be listening to the conversation.

Please keep in mind that this prohibition applies at *all* times and in *all* places – including, for example, lunches, dinners, and social occasions held in conjunction with Board meetings or at annual professional conferences. For example, if a Board holds a luncheon between the

²⁵ For details *see*: § 2.2-3707.

²⁶ § 2.2-3707(F)

²⁷ § 2.2-3707

²⁸ § 2.2-3701

morning and afternoon sessions of a meeting, the Board must advertise the luncheon as a meeting and have the luncheon open to members of the public, or ensure that Board does not discuss any public business. That's a difficult task, but a mandatory one.²⁹

The Board wants to take a bus tour of campus and our new facilities during a break at our Board meeting. Any problem with this?

No, provided arrangements are made also for members of the press and public to be present whenever any institutional business is discussed. That means you might need a big bus if any discussions will take place on the bus. (This was a real-life problem at another institution.)³⁰

Our Board members routinely serve on ad hoc committees or task forces. Must the institution notice these meetings?

If three or more Board members are on the committee, the meetings must be noticed. You can avoid noticing all of these meetings by having only one or two board members on the committee or task force.

We hold an annual retreat. This is a very informal work/training session. No business is conducted and no action is taken. Do we have to advertise this meeting and allow the press and members of the public to attend?

Absolutely. Any get-together of three or more members at which the business or operations of the institution are discussed is a "meeting" under FOIA. Retreats and work sessions are no exception. They must be properly advertised, and must be open unless an exemption applies to a specific matter under discussion.³¹

Who can come to our meetings?

Anybody who wants to may attend your meetings. All meetings must be open to the public. Any member of the public (including, of course, press, employees, and students) has a right to attend, listen, and make a video or audio recording of any meeting. The Board can put reasonable restrictions on recording to ensure that actions of the press or public do not disrupt the meeting.

You will, at times, have outside consultants present at your meetings. They will not be familiar with FOIA and may expect or request confidentiality that FOIA does not permit. The Board and staff should provide these consultants with information that will reduce the conflict between their expectations and what FOIA permits.

Do we have to tape record our meetings?

No. Recording meetings is not required. However, proper minutes must be taken and draft minutes, and later final minutes, must be posted to the website and the Commonwealth Calendar.³² The secretary to the Board will ordinarily have this responsibility.

²⁹ § 2.2-3701

³⁰ § 2.2-3700

³¹ § 2.2-3701

³² § 2.2-3707.1

Do we have to take minutes?

Yes. FOIA requires that minutes be taken of every meeting, including retreats or work sessions. Minutes must include (a) the date, time, and location of the meeting; (b) the members of the public body recorded as present and absent; and (c) a summary of the discussion on matters proposed, deliberated or decided, and a record of any votes taken.³³ Also, minutes, including draft minutes that fairly reflect actions taken, must be posted on the website and the Commonwealth Calendar within 10 days following the meeting.³⁴

Closed Meetings

What are the exceptions to open meetings? When can we hold a closed session?³⁵

FOIA has 51 exceptions to the open meetings requirement. The exceptions most likely to be utilized by Boards to justify closed sessions are:

(1) *the personnel exception*: discussion, consideration, or interviewing of prospective candidates for employment; or the discussion of assignment, appointment, promotion, performance, demotion, salaries, discipline, or resignation of *specific* employees. This exception does *not* apply to discussion of members of the Board themselves. It is also inapplicable to discussions of general policy or operations – for example, reorganization – that would refer to reassignment or laying off of employees – unless the discussion centers upon *specific* employee(s).

(2) *the scholastic record exception*: discussions or consideration of admission or disciplinary matters, or other matters that would involve disclosure of information in scholastic records (as defined in the act) of specific student(s). Generally speaking, however, the student or his lawyer is entitled to attend those closed sessions.

(3) *the real property exception*: discussion or consideration of the acquisition or disposition of real property where open discussion would adversely affect the bargaining position or negotiating strategy of the institution. This exception does not apply once the real property has been acquired or disposed of, and does not include potential use of real property.

(4) *the investment exception*: discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the institution would be adversely affected. This exception might occasionally be invoked during discussion of endowment funds investment.

(5) *the legal advice exception*: consultation with legal counsel for legal advice on specific matters and briefings by staff members or consultants pertaining to actual or probable litigation.

(6) *the development exception*: discussion or consideration of matters related to gifts, bequests, and fund-raising activities, and grants and contracts for services or work to be performed by the institution.

³³ § 2.2-3707

³⁴ § 2.2-3707.1

³⁵ For full list of exceptions see: § 2.2-3711(A). The Statute does refer to the exemptions for "closed meetings" but as will be discussed, a more accurate description is that they are a 'closed session' within a meeting. The term "closed session" will be used in these FAQs.

(7) *the honorary degree exception*: discussion or consideration of honorary degrees or special awards.

(8) *the terrorism or cybersecurity exception*: discussions related to plans to protect public safety as it relates to terrorist activity and the response to that activity. This exception also includes discussion of specific cybersecurity threats and vulnerabilities.

(9) *the contract exception*: the discussion of the award of a public contract involving the expenditure of public funds, where discussion in open session would adversely affect the bargaining position or negotiating strategy of the institution.

You should always consult with legal counsel well in advance of going into any closed session. The above are brief descriptions of exceptions for going into closed sessions – the “basics”. In each case, there are additional, specific legal criteria or requirements to be considered.

When are we required to go into closed session?

You are never required by law to go into closed session. FOIA gives the Board the option of doing so when the topic of discussion falls within a FOIA open meeting exception.

What must we do to go into closed session?

First, all meetings must have been properly noticed. FOIA does not permit a "closed meeting." All meetings are open, but for limited purposes, you may go into a "closed session." This is so even if the only reason the Board is having the meeting is to go into closed session. A closed session may be held as a small part of a larger open meeting, or a meeting may be called and noticed specifically for the purpose of having a closed session. But in any event, all meetings must first be convened as an open meeting, and then proper procedures must be followed to go into closed session. Closed sessions must be followed by an open session certification that the closed session was proper.

A detailed motion must be made to go into closed session. That motion, which must be included in the open meeting's minutes, must identify: (1) the closed session's subject matter; (2) the closed session's purpose, i.e., what you are talking about and why; and (3) the specific exemption under §2.2-3711(A) that applies. General references to FOIA or to the subject matter of the meeting do not suffice.³⁶

Your counsel can provide a “script” to use in going into closed session.

What if we are in open session with only the Board and President or Chancellor are present, and we want to discuss something that we would ordinarily discuss in closed session. Can't we do that without going through the formalities?

You certainly may hold the discussion without going into closed session, but there are some shortcomings to that approach, including that minutes would have to be taken, whereas minutes would not be required in a closed session.³⁷

³⁶ § 2.2-3712

³⁷ § 2.2-3712(I)

What can we discuss in closed sessions?

Once the Board properly goes into closed session, you can discuss only those specific matters identified in the motion to go into closed session. For example, if the Board went into closed session to discuss “personnel matters – specifically the salary of the president,” the Board could not discuss any other matter, not even a different personnel matter, even if that other matter might have been the proper subject of a closed session had it been included in the motion.³⁸

It’s easy to stray from the topic identified in the motion for closed session. One responsibility of your counsel is to watch closely and call any deviation to your attention.

Who is permitted to go into a closed session with the Board?

Just because the Board goes into closed session, it does not mean that everyone other than Board members must be excluded. The Board can allow anyone to attend that the Board believes is necessary to the discussion. That said, it is best to *only* allow those who are necessary to the discussion.

As of July 1, 2013, governing boards are required by law to invite and include legal counsel in all meetings, including closed sessions.³⁹ The Board is focused on conducting its business, and not focused on making sure they discuss only matters for which they went into closed session. It is very easy to stray from the central discussion, and the lawyer can focus attention on keeping the Board within legal bounds. This is important in that each individual Board member must certify upon leaving closed session that nothing was discussed other than the matter(s) mentioned in the motion to go into closed session.⁴⁰ Your counsel can also identify that legal advice may be needed when Board members are unaware that legal issues are implicated.

Who decides when closed session is appropriate?

The Board as a whole is responsible for deciding whether to go into closed session and who should be included and excluded. The Board decides to go into closed session through passage of the motion to do so. As a matter of governance, the Board as a whole also should decide who should stay and not rely solely on the Chair, the secretary to the Board, or the President or Chancellor to make that call.⁴¹

Barring unusual circumstances, for practical reasons, the President or Chancellor should remain in most closed meetings.

Can we vote in closed session?

Well, yes and no. The Board can take non-binding votes – straw-polls, of sorts – to get a sense of how a public vote will go. No “official” vote, however, may be taken. Any action that is required as a result of discussions in closed session must be taken after going back into the open meeting. Members are not legally bound to vote in the open meeting as they indicated they would in closed session.⁴²

³⁸ § 2.2-3712

³⁹ § 23.1-1303

⁴⁰ § 2.2-3712(C), (F)

⁴¹ § 2.2-3712

⁴² § 2.2-3711(B)

What do we do when we have finished our closed session discussions?

The Board must reconvene, by motion, in open session following closed session, even if they have no more business to conduct. After the room is opened and visitors are informed that the meeting is now open, each member of the body must affirm by roll call or recorded vote that only those matters identified in the motion to close the meeting were discussed. Any member who believes matters outside the scope of the motion were discussed is to say so prior to the vote.

Failure to certify that the session was held properly does not affect the validity or confidentiality of matters discussed in the closed session or action taken on those matters later in the open meeting. However, a deviation from the proper subject of the closed session and the failure of a unanimous certification vote could subject the Board to harsh public criticism and individual members to monetary penalties.⁴³

May Board members talk with other people about matters that were discussed in closed session?

There is no *legal* prohibition against Board members revealing discussions held in closed sessions; nor may the Board itself prohibit such. Board members are officers of the Commonwealth, and within legal parameters, each must decide how to best execute their responsibilities to the Commonwealth and the institution. Common sense, professional norms, and individual consciences must dictate Board members' actions. One notable exception from Federal law: FERPA generally prohibits all school officials, including Board members, from revealing information obtained from student records. Other privacy requirements outside of FOIA may exist under federal and state law. Please consult counsel if you have questions.

Should minutes be taken in closed session?

Not necessarily. There is no requirement that minutes be taken in closed session. Any minutes that are taken need not be disclosed. They *may* be released, however, in the Board's discretion. In general, a Board may prefer not to take minutes because there would not be any documents that could be released inadvertently.⁴⁴

What is an executive session?

The term executive session no longer has any legal significance. Under FOIA, there is a meeting and you are either in open session or closed session. For that reason, we strongly suggest that Boards abandon using the terminology "executive session." Further, it is common for Board members and others to confuse "executive session" and "executive committee."

⁴³ § 2.2-3712(D), (E)

⁴⁴ § 2.2-3712(I)

Electronic Communication Meetings, or “Telephone Meetings”⁴⁵

May we hold a meeting by telephone or video?

Yes. Under FOIA, meetings to discuss or transact public business *generally* may not be conducted by telephone, video, or other electronic communication means. Instead, members must be physically assembled in one place. A Board may, however, conduct a meeting through those means provided it strictly complies with the special FOIA provisions governing electronic communication meetings. Electronic communication meetings are referred in throughout these FAQs as “telephone meetings.”

How much notice must be given of telephone meetings?

The notice required for telephone meetings is three (3) working days – the same as for other meetings. As with other meetings, the secretary to the Board will ordinarily handle posting the proper notice. Again, if Board bylaws require more than 3 days’ notice, the longer notice period must be met.

There are very specific requirements regarding the notice that require many details about the meeting to be known in advance. For example, the notice must include the remote locations that are open to the public and the electronic communication means by which members of the public may listen to or observe the meeting. It is a good idea to consult with counsel prior to issuing the notice that includes participation by telephone.

May members of the board call in from different locations?

Yes, with some limitations. First, a quorum of the body must be physically assembled at the primary meeting location. If a quorum is not gathered in one place, members may not transact business. If a quorum *is* gathered in one location, other members may call in from remote locations provided other statutory requirements are met.

May a member call in from wherever he or she happens to be at the time of the meeting?

Yes. Public access to remote locations is encouraged but not required. If public access is afforded at a remote location, the location must be equipped with a speakerphone so that the public can hear and participate. Any person attending the meeting at any of the public meeting locations must be given the same opportunity to address the Board as persons attending the primary location where the quorum is located, and members of the public must be provided with the agenda and agenda packets, unless the information is prepared for a closed session, or otherwise exempt.⁴⁶

If a remote location that is open to the public is noticed, then the member decides to attend at another location, may we then omit the original location?

No. Once a location is noticed as a remote location, public access must be provided at that location unless the entire meeting is cancelled and re-noticed for at least 3 working days later. Also, at least one copy of the agenda and materials made available to the members of the body

⁴⁵ All rules regarding Electronic Communication Meetings can be found in: § 2.2-3708.2.

⁴⁶ § 2.2-3708.2(D)(5)

must at the same time be made available for public inspection; and a copy of those advance materials and materials distributed to the members of the body at the meeting must be made available for public inspection at all public meeting locations.

If something comes up after the three working days' notice that prevents a board member's physical attendance, can a board member still participate?

Yes, but only under certain conditions. A member may participate by telephone if on or before the day of the meeting, a member notifies the chair that he or she has a temporary or permanent medical condition or personal matter that prevents his or her physical attendance at the meeting. The Board must have a written policy that allows for such participation and the Board must approve the board member's participation. There are several other requirements, so please consult with counsel if this issue arises.

May we hold all of our meetings as telephone meetings?

No. You must hold at least one meeting annually where members are physically assembled at one location and where no members participate by electronic communication means.

Are there any special voting requirements for telephone meetings?

Yes. All votes at telephone meetings must be roll-call votes, recorded by name, and included in the minutes. This includes *pro forma* motions such as motions to adjourn.

Must the telephone meeting be tape recorded or minutes kept?

There is no requirement that the meeting be tape recorded. However, minutes must be kept just as with non-telephone meetings.

What if a phone goes out or there is some other problem with communication during the meeting?

If during the meeting there is any interruption in the audio or video communication, the meeting must be suspended immediately and may not be resumed until repairs are made.

May a member call in on the telephone and participate in discussion at a meeting so long as the member does not vote?

If a member does not have a medical condition or personal matter that prevents him or her from physically attending the meeting, a member may call in from a location, provided the member *only listens*, and does not otherwise participate in any manner. However, the more conservative and safer approach would be to avoid this scenario.

May a Board set up remote sites for public participation without 3 days' notice?

Yes, provided no member of the Board participates from those remote sites. The telephone meeting provisions of FOIA are designed to limit *member* participation by electronic means, not *public* participation. Bodies may allow members of the public to call in; and may otherwise set up remote sites for public participation. Telephone meeting provisions do not apply unless a member is participating from a remote location.

What types of meetings may be held by telephone?

Any otherwise-permitted meeting of the Board, including closed sessions and emergency meetings, may be held as a telephone meeting. Meetings of committees or subcommittees of the Board also may be held as telephone meetings, but must comply with the same requirements as telephone meetings of the entire Board.

May we use email to communicate between meetings?

The nature of the email use is an important factor in determining whether its use is proper.

There is nothing improper or illegal about using email in and of itself. Email provides a fast, efficient means of communication for you in your public service life, just as it does for you in your personal and professional life. Nothing prohibits the use of standard email for general communication between or among members. This type communication is analogous to mailing copies of a letter or mass distribution by fax, and is not specifically governed by the meeting provisions of FOIA.

It is important to note, however, that the *nature of e-mail use* will determine the legality of its use. No *lawful* meeting may be held by email. That is to say, if three or more members of a public body (or a quorum if less than three) do communicate by instant e-mail or texts, or if members are present at computers to receive and send e-mail simultaneously, that may well constitute an *illegal* meeting.

When the use of e-mail more resembles communication through ordinary mail, with significant delay between receipt and response, then there is no "meeting" under FOIA. When the exchange of e-mails resembles an assemblage of members of a public body, in that e-mails are being sent and responded to in quick fashion, such that there is a feature of simultaneity, then such an exchange may be a "meeting" under FOIA, albeit an unlawful meeting.

Board members should exercise extreme caution in the use of email. Use of distribution lists could set the stage for an illegal meeting. Consider, for example, that a Board member sends an email to all members of the Board, and two of those members happen to be sitting at their computers - not an unlikely situation. If those two members respond to the message using function "reply all" within a short timeframe, we have an *illegal meeting*, subjecting the members to public criticism and the monetary penalties of FOIA. Please avoid sending a reply to all Board members at the same time.

Also, keep in mind that emails are "records" under FOIA and must be produced in response to a request. (See below under "Records.") Be careful what you write.

Emergency Meetings

What if the VCCS or Board has an emergency? Can we meet without three days' notice?

Yes. Notice that is "reasonable under the circumstances" must be given. In an emergency, notice must be given to the public and to Board members at the same time. While "emergency" is not defined under FOIA, an emergency is best thought of an extremely urgent situation beyond

the Board's control. Delay or procrastination on the part of the Board or institution does not constitute an "emergency" under FOIA.⁴⁷

If we have an emergency, may we have a telephone meeting without 3 days' notice?

Yes. An "emergency" is an unforeseen circumstance rendering the notice required by FOIA impossible or impracticable, and which requires immediate action. If an emergency telephone meeting is called, reasonable notice under the circumstances must be provided to the public. Generally, that would mean providing notice to the same persons as in a non-emergency by the most expedient method possible. Notice must be given to the public contemporaneously with that given members of the Board.⁴⁸

If an emergency telephone meeting is held, must public access be provided?

Public access to the primary meeting location is required. Public access to remote locations is encouraged, but not required. The Board must meet all other telephone meeting requirements; for example, minutes must be kept. (See above.) Furthermore, the minutes of the meeting must state the nature of the emergency.⁴⁹

RECORDS

What does FOIA require regarding public records?

In general, FOIA requires that unless an exception applies, all records in the possession of a public employee or officer (including Board members) that relate to public business must be made available to Virginia citizens and members of the media upon request. They are entitled to read and inspect the document and to make copies. (Generally, institutions find it easier to provide requestors with copies rather than requiring the requestor to make the copies.) We generally refer to a request for public records as a "FOIA request."⁵⁰

What is a "public record"?

Public records are basically anything the institution and its officials and employees use to transact public business and record data, whether produced by them or others. Records include (among other things) paper documents such as copies of letters, contracts, memos, etc. Also included are video tapes and audio tapes; digital documents on computer hard drives and servers; and text messages on cell phones - in short, anything that records or documents public business is a public record. If it is about public business, it's a public record.⁵¹ This includes anything in a member of the Board's home or work computer or otherwise in their possession.

Do FOIA requests have to be in writing?

Absolutely not. Any request made for records is a FOIA request, whether made orally, by letter, or by email. Additionally, the person requesting records need not use any magic words,

⁴⁷ § 2.2-3708.2

⁴⁸ § 2.2-3708.2

⁴⁹ § 2.2-3708.2

⁵⁰ § 2.2-3704

⁵¹ § 2.2-3701

such as “records,” or “FOIA.” The requestor is not required to tell you why he or she is asking for the records or what they intend to do with them and you should not ask.

Whenever anyone asks you for anything related in *any way* to the business of your institution, you should report it immediately to the institution’s FOIA officer – even if you do not have any records you believe to be responsive to the request. Others within the institution may have records responsive, and the institution is under a very tight time frame within which to produce the records or object to production.⁵²

Are there exceptions to the requirement that we produce requested records?

Yes. In fact, there are well over a hundred exceptions. Your responsibility as a Board member is to report any request for records to your institution’s FOIA officer or counsel. They will help you and others determine what exemptions might apply and how best to respond to the request.⁵³ The role of the FOIA officer is to assist in document collection to be responsive. Legal questions should be directed to legal counsel.

How long do I have to produce records in response to a FOIA request?

The institution has only 5 working days to respond initially, thus the importance of reporting any request immediately to the institution’s FOIA officer. The FOIA officer will assist you and others in gathering documents and properly responding to the request. Even if the institution invokes the permitted extension of time, a final response must be made within 12 work days of the initial request, unless other arrangements are worked out between the FOIA officer and the requestor.

Never attempt to respond to a FOIA request on your own without consulting your FOIA Officer or counsel.

The requester does not appear to be a Virginia citizen or a media outlet. Can I just ignore this FOIA request?

First, FOIA requires one of four responses, even when the response is to deny the request and withhold the records. Next, it is a good idea to confirm whether the requester is an out-of-state requester. Additionally, in the past, out-of-state students and employees have made FOIA requests to their institutions. Though not legally required, the better approach would be to respond to your students and employees. (And, of course, if they are requesting records related to themselves, you must provide them.) Lastly, the Virginia FOIA Council recommends responding to FOIA requests from out-of-state requesters. The institution may charge fees upfront and is not bound by the 5 working day deadline.

Would a FOIA request require me to give an account of some event I witnessed, for example, write a description of a discussion I had with another Board member?

No. FOIA only requires the production of already-existing public records. It never requires that a record be created. (Please note that pulling data from an existing database or other structured collection of data is not creating a record.) At times, an institution may find it preferable for any number of reasons to create a new document rather than producing the existing documents that were requested. That’s fine, so long as the requester agrees.

⁵² § 2.2-3700

⁵³ To view the exclusions *see*: 2.2-3705.1-2.2-3705.8.

What about my personal documents, including for example, handwritten notes such as those from meetings or discussions with alumni, email at home on my personal computer, etc.?

First, please understand that *any* record (letter, memo, scribbled note, email, audio recording, or any other) that in any way relates to the business of the institution is *not* a personal document or record, it is a *public record*. This is the case no matter where it resides. Therefore, if the institution, officers, or employees receives a FOIA request, records would have to be produced if responsive to the request.⁵⁴

PENALTIES⁵⁵

So what if we violate FOIA? What's the big deal?

First, the big deal is that members of the Board are entrusted with the public confidence, and a FOIA violation is breach of that trust. The General Assembly has determined that, with specific exceptions, the public's right to open government is not to be violated. Extreme embarrassment to the VCCS and you personally can result from FOIA violations.

Beyond that, any citizen can file a complaint in court if he believes that the institution has violated FOIA. It is up to the officer or employee to prove that an exception to FOIA was properly applicable. If not successful, the offending officer or employee can be personally fined up to \$2000 for the first occurrence and up to \$5000 for additional occurrences.

⁵⁴ § 2.2-3701

⁵⁵ For violations and penalties *see*: § 2.2-3714.

GERMANNA COMMUNITY COLLEGE BOARD

January 10, 2019
MINUTES #318

Members Present:

William Thomas
Dr. Victor Gehman
Baron Braswell
Sarah Barry
Cleo Coleman
Manya Rayner

Members Absent:

Simon Gray
Ann Tidball
Teri McNally

Staff Present:

Dr. Janet Gullickson
Dr. John Davis
Bruce Davis
Dr. Jeanne Wesley
Dr. Tiffany Ray
Laurie Bourne
Garland Fenwick
Joyce Warnacut
Chief Craig Branch
Michael "Mike" Zitz-Beckham
Taylor Landrie
Aaron Whitacre
Pamela Jackson

PROGRAM UPDATE:

HR – Compensation Study:

Ms. Laurie Bourne provided an overview of the entire compensation study process. Germanna employees have felt that they are not paid well, which has been a complaint at Germanna for a very long time. Dr. Gullickson praised Laurie and her team for their outstanding job in getting the compensation study completed for our classified employees.

Ms. Bourne went on to report that the compensation pay for classified staff has been low for quite some time. In 2015 a pilot study was done, and the results reflected a vast dissatisfaction of pay among the classified staff. At that time, HR wanted to conduct a compensation survey, but the funds were not available to do the study or any pay adjustments. Germanna had difficulty in attracting and retaining high-quality talent and wanted to continue to build morale among employees.

The good news for Germanna is that enrollment is up this year while for most other colleges in the system enrollment is down. Having the funds to correct inequities or alignments is very important. If we conduct a survey, give feedback, and are unable to correct the inequities or alignments, we lose a lot of ground and trust with the employees.

Germanna engaged Gallagher, a large international compensation firm to conduct the survey. Gallagher has access to a lot of data, which are needed to make good business decisions. The first step for this study was to define the competitive market, review EWP's (employee work profile) to compare to the market, price the jobs, then analyze the data to determine our competitive position. Also, Gallagher created market salary ranges, and determined how much it will cost to bring people in line with the market.

We have peer community colleges that we compete with, such as Lord Fairfax and Piedmont, which fall into what VCCS describes as a Category III college. The way they define this is based on the number of employees, and the number of students. We also compete directly with Northern VA and four-year colleges. We also compete with UMW on a daily basis, which is one of our biggest competitors, in addition to George Mason, UVA and VCU. Mr. Baron Braswell raised the issue of why the study did not include Virginia Union and VCU in Richmond. Ms. Bourne pointed out because we have not lost anyone to those institutions. It is about who we are competing with. Ms. Coleman was also concerned about Virginia Union and Rappahannock as well.

Ms. Bourne went on to report that, when we define our competitive market, we need to compare ourselves to the organizations with which we are competing. For some positions you would compete locally maybe regionally, for other positions you compete regionally and maybe nationally depending on where you need to get the talent. The process looks at EWP's, job summaries and also at the organizational structure because this speaks to various cuts of data that they can pull and scope. Ms. Bourne went to DHRM (Department of Human Resource Management) at the onset of this project to get the "buy-in" because we have to be in compliance and to provide information to the consultant.

Germanna's pay is low compared to the market. We are 20 % below the overall state agency median salary. Dr. Victor Gehman asked if we were worse for faculty or worse for staff. Ms. Bourne reported that this is a classified compensation study, our next step is to look at the faculty. Faculty had a study more recently than classified, so we needed to address classified first, and then we will look at faculty. Over time the market has evolved in such a way that we are directly competing with Northern Virginia. Ms. Bourne reported that when we post a position, in the past we have either posted the hiring range at the minimum of the salary range, or we would look at the previous incumbent's salary and that is what we would post. We need to utilize our salary bands more appropriately, instead of just focusing and honing in on the minimum. The other barrier is the lack of funds. Over a three-year period enrollment had either remained flat or decreased. Enrollment is up this year.

Ms. Bourne stated that Gallagher developed market ranges within our state bands. In each band we did sub-bands, we call them market ranges. Then we had to make sure that the jobs were put in the correct sub-band or market band. We have continued to use the state bands, and we have to be in compliance with DHRM regulations. When Gallagher established the market ranges, the middle point, was the mid-point of that range, which is called the "market median."

We budgeted \$125,000 for salary adjustments. However, it cost nearly \$225,000 to bring the classified employees up to the minimum of the market range. In an effort to be transparent, this presentation was given to all classified staff and Leadership Council. During this time,

we informed the classified staff that, if they were to get an increase, their managers would be meeting with them and giving them a memo. The increases would take effect the first paycheck in January. A total of 37 employees received an increase. This included full-time and part-time staff. Also, some administrative faculty and professional faculty were adjusted earlier if their pay was far below others. Overall, we have given raises to about 60 people, which is more than 10% of our labor force.

Some employees were actually supposed to get more than 10%, but state policy is that an individual can only get 10% within a fiscal year. We sent the listing to DHRM, in hopes that they approve it as an exceptions; if not, we will wait until July 1, the new fiscal year, and give the employees the rest of the increase to get them to the minimum range.

The Board gave kudos to Laurie and her staff for all their efforts with this compensation study.

Dr. Gullickson reported that Teri McNally's mother passed away last week. Dr. Gullickson circulated a sympathy card for the Board members to sign.

REGULAR MEETING

1. Call to Order – Mr. William Thomas, Chair, presiding.

The Germanna Community College Board met on January 10, 2019 in the President's Conference Room – 225, at the Fredericksburg Campus, 10000 Germanna Point Drive, Fredericksburg, VA 22408. Mr. Thomas called the meeting to order at 4:45 p.m. A quorum was present. Chairman Thomas thanked everyone for their efforts in attending this meeting.

2. Public Comments – None

Mr. Mike Zitz reported that we came close to having a reporter attend our meeting.

3. Approval of Minutes #317 – November 8, 2018

MOTION TO APPROVE, SECONDED, MOTION CARRIED.

COMMITTEE DISCUSSION/ACTION

4. Academic Affairs/Workforce/Student Success

Mrs. Cleo Coleman reported that there were no recommendation items, but applauded that enrollment is up and there is much to be celebrated. We are up more than any other institution in this state in numbers. Board members commended the President and staff with their efforts in increasing enrollment. Mrs. Coleman reported that Dr. Tiffany Ray did an excellent presentation and asked Board members if they had any questions. There were no action items. Dr. Jeanne Wesley, Ms. Laurie Bourne and Ms. Taylor Landrie gave updates on new programs at the college. Mrs. Coleman reported that in addition to enrollment going up, the staff is getting "down and dirty" with Open Pit Mining and Heavy Equipment operator training, and shared handouts with the Board. Dr. Gullickson asked Chairman Thomas if Ms. Taylor Landrie could present a summary on the G3 initiative.

Ms. Landrie reported that we are working on what is called the G3 Initiative, which stands for Get Skilled, Get a Job, Give Back. This is an initiative from Governor Ralph

Northam. VCCS is asking us to provide a proposal as to how we will use the grant money to implement this project. The idea behind this initiative is that we will have five targeted areas where there is a lot of job demand for highly skilled employees. We want to help students get trained so they are ready to take on these positions and help to strengthen our economy. The areas are Public Safety, Manufacturing and Trade, Health Care, Early Childhood Education, IT and Computer Science. We are looking at the G3 Initiative as possibly having scholarships so that students can attend training and classes for free if funded by the General Assembly. Expanded dual enrollment programs, non-credit to credit courses, apprentice programs seamlessly transitioning into associate degrees, experiential learning, community service, and hands-on training and skill building are all efforts of the initiative.

The plan is to have stackable pathway credentials starting with Level I, where a student can complete a certificate in a semester or two. If they want to get a job, there will be jobs available or they can continue on to Level's II and III, where they will see an expanded number of opportunities and higher salaries as they continue on with their education. A big emphasis on this initiative is skills first, with general education credits later on in the student's academic progress. This way they are getting the skills that they are interested in. Germanna submitted a proposal for a planning grant which could be up to \$500,000. We will hear back on the status very soon, and we will work on the deliverables between February 1 through the end of October.

Mrs. Coleman thanked Ms. Landrie for the G3 summary and stated that she was impressed with the bridging and partnerships that are being built here at Germanna. Chairman Thomas asked if students just starting out on the associate degree path, the ones coming into the skills first, or would there be a new category of degree. Ms. Landrie pointed out that we already have pathways in these areas when a student wants to have a job in one of these fields. However, we are opening up the number of ways they can start. We are expanding what we have and making sure there are many points of access. Chairman asked how we can market this initiative. Ms. Landrie shared that included in this planning period from February until October is a substantial amount of marketing. Videos, brochures, pop-ups, connecting with businesses will be some of the outreach approaches.

Dr. Gullickson praised Ms. Taylor Landrie, Ms. Joyce Warnacut, Drs. Wesley and Ray, and Mr. Aaron Whitacre for their outstanding work on the G3 proposal. Ms. Landrie served as the project manager. The G3 Initiative is available to high school students and returning students. Mr. Braswell shared that in Spotsylvania County they are beginning new approaches to how they do career and technical education.

Mr. Braswell invited Dr. Gullickson and her team to tour the Spotsylvania County Career and Technical Center to see how they operate. Mr. Braswell would like to coordinate a discussion between Dr. Gullickson and Dr. Baker. Mr. Braswell stated that Spotsylvania County has a very vibrant career and technical center.

5. Executive/HR

Chairman Thomas shared that the committee discussed Ms. Bourne's compensation study and annual report. Chairman hoped that everyone had a chance to read Ms. Bourne's report. Dr. Gullickson shared that we are losing a lot of people of color in our screening process: while we have a big pool, we are not keeping them to the hiring end stage. Dr. Gullickson stated that it is not that unusual, but we have to hit it right on. If we don't do something targeted, we will continue to lose people of color in the hiring process. Dr. Ray who is in charge of our Diversity and Equity Committee, and Ms. Bourne we are working on a process to fix this issue. It is systemic, not a just a Germanna problem.

Dr. Gullickson shared the outcome of her Legislative visits with VCCS State Board member, Mr. Ed Dalrymple. Dr. Gullickson reported that higher education is going to ask to receive about the same amount of money that it has received in the past. This is good news because, not just in Virginia but countrywide, the figure has gone down. We are also not for capital funds as there is no capital money in the budget. VCCS proposals include funds to bolster our advising. There was a joint legislative audit report (JLARC) last year that said were not good at this. The reason is that we do not have enough staff to do the right amount of advising. Germanna has hired more advisors last year and really reconfigured it, but we still do not have enough. The money is to do a study and then eventually spend about \$20M+ to hire more advisors. There also is a request in the legislative ask to raise the amount of FastForward money that we have to bring it up to over \$13M.

Dr. Gullickson asked Dr. Jeanne Wesley to discuss FastForward money. Dr. Wesley shared that up until FastForward, there was no continuing education financial aid support. Unfortunately, these are courses that allow you to get in quickly, complete in a few weeks and receive an industry certification. Some of these courses are very expensive. FastForward allows people to have help in getting the training.

FastForward works in thirds. The student is required to pay the 1st third of tuition, upon completion of the class the state pays the 2nd third for them. Once the student earns the credential, the college receives the final third. All of these are tied to industry certificates that are portable throughout the nation and are recognized by all employers and employer associations. The risk for the college is that you have students that may not pass. So far Germanna has done well. We were very selective up front about what we decided would be FastForward. Early results are that student salaries have increased significantly after taking these credentials. There are data that show a large number of people are moving off public assistance because of this training. These are targeted to the jobs and occupations that Virginia needs. Data show that these jobs are going to sectors that are important to the state and economic development. These are career jobs, not just temporary jobs.

Ms. Taylor Landrie partnered with Germanna Workforce and with people at VCCS to develop a system so that our students, who have aged out of foster care and have a very high level of need, are able to take FastForward courses. This is a grant, which covers the portion that a student would typically have to pay out of pocket. This enables them to get these credentials and get jobs without having to pay tuition, opening this up to the population of students who need to get into the workforce as soon as possible. Dr. Gullickson shared that Ms. Landrie was recognized with a VCCS Award for her work in FastForward.

Dr. Wesley shared another area of FastForward is FANTIC (Financial Aid for Noncredit Training leading to Industry Credentials), which is financial aid for earning credentials. Dr. Gullickson shared that legislators support FastForward.

Another legislative issue for VCCS is that we are the only higher education system in Virginia where the state does not pay beyond five feet from new construction. The VCCS is asking for educational building parity, so that we are like all the other higher education institutions and the state covers beyond five feet.

6. Finance/Facilities

Dr. Victor Gehman discussed the financial statements with the Board members and shared that Germanna Bookstore commissions fell short, due to students finding less expensive ways (for example, digital products) to access course material. The committee proposes to decrease the bookstore commission revenue budgeted by \$50,000, from \$345,000 to \$295,000 and to decrease the contingency reserve budget by \$50,000, revising the budget estimate.

Motion to approve the budget amendment on page 53, which is amendment #2 for the year. Budget amendment #1 was approved in the September 2018 meeting. Chairman Thomas asked for a vote of approval. The motion was carried unanimously.

Motion to approve the financial statements, pages 45-54. Chairman Thomas asked for a vote of approval. The motion was carried unanimously.

INFORMATIONAL ITEMS

7. President's Report

Mr. Garland Fenwick gave an update on the Barbara J. Fried Center in Stafford. The Health Careers space has been completed with faculty expressing satisfaction with the new space. The square footage is 18,000 square feet. Mr. Fenwick reported that this modification serves as a good chance to look at what was done and see how it would work with Locust Grove in the future. There are a few items to be completed. The AV equipment did not arrive on time, due to some procurement issues, but the IT staff took the necessary steps to put things in place in order to function. Mr. Fenwick asked that the Board take a look at the new space when convenient. Dr. Gullickson reported that the next College Board meeting will be held in Stafford, when the Board will have the opportunity to see the new space.

Dr. Gullickson discussed Amazon. In her opinion, the way VA put together the incentive package was brilliant: 1) improving transportation; 2) building 3,500 units of affordable housing; 3) investing in higher education. Dr. Gullickson has spoken with Scott Baker, and working with UMW, local workforce providers and other high school partners to put together a proposal to the Virginia Economic Development Partnership to get funding to provide an educational pathway for Amazon and for other IT careers. We are positioned well to take advantage of this as this week our Cyber Security degree has been approved by SCHEV. We are working on an MOU to show a pathway from K-12 to Germanna and Mary Washington on to graduate education in computer careers. Ms. Manya Rayner asked if we have an art and

theatre program. Unfortunately, we do not have. We will be part of the Amazon conversation. Our job is to work with K12, Germanna, Mary Washington and then work with VA Tech and George Mason as well as other post-baccalaureate programs.

8. Chair's Report

Chairman discussed one of the “perks” he has is Chamber membership in Culpeper. Since we have various chamber memberships, Chairman Thomas encourages the Board to go to some of the Chamber events. Chairman Thomas shared that Culpeper Chamber does an excellent job with their events. Both he and Dr. Gullickson attended the Culpeper Chamber Awards Banquet, and almost half of the award recipients were people that Dr. Gullickson had contact with in some way through Germanna. Chairman Thomas also shared that he and Dr. Gullickson attended the Culpeper Chamber Legislative Breakfast, and that Culpeper is represented by three powerful State Senators. Ms. Sarah Berry was also in attendance. Chairman Thomas shared that it is an honor to be on Board with the staff that we have.

Mr. Bruce Davis shared the GCC Educational Foundation has moved into their new offices at Eagle Village, which is across from the Hyatt Hotel and the University of Mary Washington in Fredericksburg. He encouraged the Board to have a meeting there. They are also in the process of adding a development officer to the staff, which will free up Mr. Davis to work closely with Dr. Gullickson on the larger projects. Mr. Davis gave all of the Board members a retro 50th Anniversary pin. Mr. Davis shared various upcoming events, such as the January 22nd GCCEF Board Retreat, the February 19th 2019 first Quarterly Foundation Board Meeting, the April 2nd Scholarship Reception for donors to meet the recipients, and the April 27th 25th Anniversary of Monte Carlo at the DTC in Culpeper.

Mr. Davis shared that last Fall, GCCEF spent about \$100,000 in gap funding for students who were probably going to be dropped. The Foundation had some funds that were not purposed but received permission from the donor to re-purpose them. The results were that they have \$200,000 available that they are using right now for spring enrollment. Mr. Davis reported that he and Dr. Gullickson were working on a large gift, which they are not ready publicly to announce. There is also a \$50,000 gift pledged. Lastly, with the building scheduled for Locust Grove, they are gearing up for some large requests from the local health systems. They may need some help from the Board, like endorsement letters, for this initiative. Also, the Board is encouraged to speak to their County Boards of Supervisors, because we are asking for more money than we have in the past for the Locust Grove facility.

Dr. Gullickson asked Mr. Aaron Whitacre share some information about the government shutdown. Mr. Whitacre reported that students are unable to get documentation from the IRS and Selective Service, required for FAFSA completion. The Department of Education issued a release with some guidance. This is taking more time to go through to see what it is the students need to turn in. When the government opens, the IRS will have to reprocess all of the FAFSA's that have been impacted. We are doing what we can to keep processes moving during this period.

Chief Craig Branch reported that Saturday evening into Sunday snow will be arriving.

Chairman Thomas thanks Mike Zitz on newspaper articles and the advertising for Germanna.

Dr. John Davis stated that we will have a vacancy that we need to fill.

Dr. Tiffany Ray reported that enrollment is up.

Mrs. Manya Rayner took the time to thank Ms. Pamela Jackson for all the help that she gives whenever she calls the college.

Chairman Thomas reported Simon is in Milwaukee working with the Navy.

Ms. Essie Berry stated that, if you know anyone who has been furloughed and wants to apply for food stamps, to do so quickly. Ms. Berry will send the information to us so that we can send out to our students.

Mr. Baron Braswell shared that he was honored to attend the December Commencement. He praised that the graduation was well put together, professional and wanted to send his regards to the events committee for a job well done. Mr. Braswell also shared that when we get together in March, many of the County Boards of Supervisors will have already determined what their tax rates will be, so this is the time he is encouraging the Board members to start talking about Germanna so that they can see us in a favorable light. The Spotsylvania budget meeting is on Dr. Gullickson's calendar.

Calendar of Events – Were discussed with Mr. Bruce Davis' report.

9. Other Business - None

ADJOURNMENT

A motion was moved to adjourn the meeting, and the motion was seconded. The meeting adjourned at 5:51 p.m.

Minutes approved on **January 10, 2019.**

William Thomas, Chair

Dr. Janet Gullickson, Secretary

Calendar of Events

Date / Time	Event Description	Location
<i>March 14, 2019</i> <i>3:00 p.m. – 6:00 p.m.</i>	College Board Meeting	Stafford – Barbara J. Fried Center – 2761 Jefferson Davis Hwy. Stafford, VA 22554 Conference Room 136
<i>April 9, 2019</i> <i>5:30 p.m. – 8:30 p.m.</i>	GCCEF Scholarship Reception	Fredericksburg Country Club 11031 Tidewater Trail Fredericksburg, VA 22408
<i>April 27, 2019</i> <i>6:00 p.m. – 11:00 p.m.</i>	25 th Annual Scholarship Monte Carlo	Daniel Technology Center 18121 Technology Drive Culpeper, VA 22701
<i>May 9, 2019</i> <i>3:00 p.m. – 6:00 p.m.</i>	College Board Meeting	Locust Grove Campus 2130 Germanna Highway Locust Grove, VA 22508 Conference Room 114
<i>May 14, 2019</i> <i>7:00 p.m.</i>	Spring Commencement	Anderson Center at The University of Mary Washington
<i>May 28, 2019</i> <i>5:00 p.m. – 7:00 p.m.</i>	GCCEF Board Meeting/Reception	GCCEF Office at Eagle Village 1125 Jefferson Davis Highway, Suite 280 Fredericksburg, VA 22401
<i>July 11, 2019</i> <i>Time: TBD</i>	College Board Retreat	Joseph R. Daniel Technology Center 18121 Technology Drive Culpeper, VA 22701 Conference Room 118
<i>September 12, 2019</i> <i>3:00 p.m. – 6:00 p.m.</i>	College Board Meeting	Fredericksburg Area Campus 10000 Germanna Point Drive Fredericksburg, VA 22408 Conference Room 225
<i>September 20, 2019</i>	Golf Tournament	Meadows Farm 4300 Flat Run Road Locust Grove, VA 22508
<i>September 24, 2019</i> <i>5:00 p.m. – 7:00 p.m.</i>	GCCEF Board Meeting/Reception	GCCEF Office at Eagle Village 1125 Jefferson Davis Highway, Suite 280 Fredericksburg, VA 22401
<i>November 14, 2019</i> <i>3:00 p.m. – 6:00 p.m.</i>	College Board Meeting	FredCat 42 BlackJack Road Fredericksburg, VA 22405 Conference Room TBD
<i>November 20, 2019</i>	GCCEF Board Meeting – 4:00 p.m. DPOY (Distinguished Philanthropist of the Year – 6:00 p.m.	Location TBD
12/TBD/2019 <i>7:00 p.m.</i>	Fall Commencement	Anderson Center at the University of Mary Washington