

GERMANNA COMMUNITY COLLEGE BOARD

MAY 9, 2019 - AGENDA

LOCUST GROVE CAMPUS – Room 100

2130 GERMANNA HIGHWAY

LOCUST GROVE, VA 22508

1:30 p.m. – 2:30 p.m. Committee Meetings

Academic Affairs/Workforce/Student Services – Room #503

- Enrollment Update, Dr. Tiffany Ray
- New Nursing Curriculum Update, Dr. Patti Lisk

Executive/HR – Room # 100

- Closed Session for the President’s Performance Evaluation

Finance/Facilities – Room #302

- Financial Statements – (Ten Months Ending April 30, 2019), Ms. Joyce Warnacut-----Page 2
- Facilities Report, Dr. John Davis -----Page 10
- FY2019-2020 Budget, Dr. John Davis

2:45 p.m. – 3:30 p.m. – HITT Ribbon Cutting Ceremony-HITT Archaeology Center – Fort Germanna Visitor Center

3:45 p.m. - 4:45 p.m. – Executive/Closed Session – Room 100

- 1. a. Motion to Convene in Closed Session – President’s Annual Job Performance Evaluation-----Page 11
- b. Reconvene in Open Session
- c. Adoption of President’s 2018-2019 Annual Performance Evaluation

4:45 p.m. – 5:00 p.m. Regular Meeting

- 2. Call to Order/Determination of Quorum
- 3. Public Comment
- 4. Approval of Minutes #319, March 14, 2019-----Page 12

5:00 – 5:45 p.m. – Committee Discussion/Action

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

5:45 – 6:00 p.m. – Informational Items/Other Business

- 8. Approval of Proposed Lease Amendment
at 124 Old Potomac Church Road, Stafford, VA, Dr. John Davis-----Page 21
- 9. Request for New Curriculum (VCCS-102)-----Page 22
(1) Information Technology AAS; (2) Information Technology AAS Information Mgmt.
- 10. Foundation Update, Mr. Bruce Davis
- 11. President’s Report, Dr. Janet Gullickson
- 12. Chair’s Report, Mr. William Thomas
- 13. Calendar of Events-----Page 37
- 14. 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

Germanna Community College
Local Funds Financial Analysis
For Financial Statements for the Ten Months Ended April 30, 2019

FINANCIAL ANALYSIS

Restricted Funds

Year-to-date (YTD) revenues reflect \$9,537,940 in Federal Grants (Pell and Direct Loans) and \$13,433 in receipts for private scholarships. Disbursements to students totaled \$9,561,451. The restricted cash of \$46,679 represents aid to be disbursed in private scholarships for summer and fall terms.

Loan Funds

No activity.

Endowment Funds

No activity.

Plant Funds

\$285,323 has been received, composed of \$200,000 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 FredCat). \$23,189 has been received in interest income. Expenses of \$360,246 include return of \$77,875 to the Foundation which was part of an initial deposit for the SEBIC building that was subsequently funded by localities. \$43,601 has been paid for FredCAT rent from designated FredCAT contributions as grant funding has expired. The majority of the remaining \$234,561 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 \$728,690 during the first ten months of the fiscal year. A summary of each fund follows.
- **Local Operating/College Board Fund** – Local appropriations and interest income of \$153,367 have been received, composed of \$26,070 from Stafford, \$28,158 from Culpeper, \$66,878 from Spotsylvania County, \$16,931 from Orange County, \$9,291 from the City of Fredericksburg, \$4,535 from Madison County and \$1,505 in interest. The only outstanding amounts due for operating fund commitments are \$22,293 from Spotsylvania (4th quarter payment) and \$6,866 from Caroline (Fiscal 2019 commitment). \$47,467 in expenses have been recorded year to date. Expenses include \$17,988 associated with Convocation/Inauguration, \$7,649 for student recruitment materials, and \$4,215 for electrical work at FAC.
- **Vending Fund** – We have received \$252,707 in bookstore commissions (92% of revised annual budget) and \$14,582 in investment income for the year. Expenses of \$8,925 year to date include the annual payment to the Chancellor's discretionary fund in the amount of \$3,718.
- **Student Activity Fund** – \$172,241 has been collected, which is 98% of budgeted activity fees. Expenses of \$153,678 include a \$25,000 contribution to the Fredericksburg Transit Authority (bus service), \$7,167 for ID card software and hardware, expenses for hosting events such as the winter formal, student trips, co-curricular programs as well as athletic teams and 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** – \$206,434 or 103% of budgeted revenues have been collected. Expenses of \$71,908 were recorded, with the largest expenditures for snow removal and utilities. \$27,931 in snow removal expenses and utilities of \$20,543 have been recorded to date.
- **Facilities Auxiliary Fund** – Revenues of \$658,550 were collected, 105% of the annual budget. Expenses total \$447,213 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: 2019-04-30
Scope: Local Funds

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Plant</u>	<u>Loan</u>	<u>Endowment</u>	<u>Agency</u>
Assets:						
Cash	2,588,383.10	71,678.51	853,665.16	0.00	55.30	65,074.54
Petty Cash	1,000.00	0.00	0.00	0.00	0.00	0.00
Cash Equivalents	606,198.33	0.00	1,324,397.53	0.00	22,510.86	0.00
Investments	2,276,673.55	0.00	0.00	0.00	0.00	0.00
Current Receivables	14,374.55	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>5,701,794.53</u>	<u>71,678.51</u>	<u>3,455,593.69</u>	<u>0.00</u>	<u>22,566.16</u>	<u>65,074.54</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	0.00	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>5,701,794.53</u>	<u>46,678.51</u>	<u>3,455,593.69</u>	<u>0.00</u>	<u>22,566.16</u>	<u>65,074.54</u>
Total Liabilities and Fund Balances:	<u>5,701,794.53</u>	<u>71,678.51</u>	<u>3,455,593.69</u>	<u>0.00</u>	<u>22,566.16</u>	<u>65,074.54</u>
Local Operating / College Board	432,183.02					
Vending	2,270,451.80					
Student Activities	49,176.35					
Parking Auxiliary	751,793.77					
Facilities Auxiliary	<u>2,198,189.59</u>					
Total Unrestricted Funds	<u>5,701,794.53</u>					

Business Unit: GC297 - Germanna
Report ID: AGL00009 - Stmt of Changes - Local Funds
Fiscal Year: 2019
As of Date: 2019-04-30
Scope: Local Funds

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Loan</u>	<u>Endowment</u>	<u>Plant</u>
Revenues:					
Unrestricted Current Fund Revenue	1,457,880.93				
Local Appropriations - Restricted		0.00	0.00	0.00	262,134.00
Federal Grants and Contracts - Restricted		9,537,939.81		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		13,433.00	0.00	0.00	0.00
Private Gifts		0.00	0.00	0.00	0.00
Investment Income		85.82	0.00	0.00	23,189.34
Endowment Income		308.35	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:	1,457,880.93	9,551,766.98	0.00	0.00	285,323.34
Expenditures:					
Educational and General	210,069.91	9,561,450.95			
Auxiliary Enterprise Expenditures	519,120.72				
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					360,245.56
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	729,190.63	9,561,450.95	0.00	0.00	360,245.56
Transfers among funds					
Net Increase/(Decrease) for the Year	728,690.30	(9,683.97)	0.00	0.00	(74,922.22)
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	5,701,794.53	46,678.51	0.00	22,566.16	3,455,593.69

Germanna Community College
LOCAL OPERATING/COLLEGE BOARD FUND ANNUAL BUDGET
Through April 30, 2019

Description	Current Period Actual	Annual Budget	Year to Date Actual	Year to Date Variance
<u>Revenues</u>				
LC1 Spotsylvania County	\$ 44,585	\$ 89,171	\$ 66,878	\$ (22,293)
LC2 Stafford County	1,303	26,070	26,070	-
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	444	1,000	1,505	505
LC12 Total Revenues	\$ 46,332	\$ 181,695	\$ 153,367	\$ (28,328)
<u>Expenditures</u>				
LC13 Employee Relations	\$ -	15,000	\$ 13,386	\$ 1,614
LC14 Student Development Programs	4,385	15,000	5,019	9,981
LC15 Student Recruitment	287	8,000	7,649	351
LC16 Operating Contingency Reserve	1,852	39,000	1,852	37,148
LC17 Dean of Institutional Effectiveness	-	73,695	5,677	68,018
LC18 Commencement - Coffeewood	-	-	-	-
LC19 Physical Plant	-	30,000	13,885	16,115
LC20 Total Expenditures	\$ 6,524	\$ 180,695	\$ 47,467	\$ 133,228
LC21 Net Increase / (Decrease)	\$ 39,808	\$ 1,000	\$ 105,901	\$ 104,901
LC22 Transfers from other funds	-	-	-	-
LC23 Transfers to other funds	-	-	-	-
LC24 Beginning Fund Balance		326,283	326,283	-
LC24 Current Fund Balance		\$ 327,283	\$ 432,183	\$ 104,901

Germanna Community College
VENDING FUND ANNUAL BUDGET
Through April 30, 2019

Description	Current Period Actual	Year to Date Budget	Year to Date Actual	Year to Date Variance
Revenues				
CA1 Bookstore Commissions	\$ 4,611	\$ 275,000	\$ 252,707	\$ (22,293)
CA2 Food Service Commissions	-	\$ 1,500	-	(1,500)
CA3 Investment Income	4,952	\$ 19,000	14,582	(4,418)
CA4 Other Income	-	-	-	-
CA5 Total Revenues	<u>\$ 9,563</u>	<u>\$ 295,500</u>	<u>\$ 267,289</u>	<u>\$ (28,211)</u>
Expenditures				
CA6 Regional Activities	\$ -	\$ 4,000	\$ 3,718	\$ 282
CA7 Commissions Contingency Reserve	-	-	-	-
CA8 Bad Debt	-	-	-	-
CA9 President's Discretionary	-	4,500	1,557	2,943
CA10 Cash Over/Under	-	250	-	250
CA11 Fiscal Operating	(172)	3,000	(1,496)	4,496
CA12 Travel and Meals - excess	-	200	-	200
CA13 Auxiliary Plant Maintenance	323	20,000	3,131	16,869
CA14 Plant Operation and Maintenance	-	-	-	-
CA15 Debt Service	-	-	-	-
CA16 Scholarships	-	-	-	-
CA17 Commencement	-	-	-	-
CA18 Diversity and Inclusion	1,515	4,000	2,015	1,985
CA19 Total Expenditures	<u>\$ 1,666</u>	<u>\$ 35,950</u>	<u>\$ 8,925</u>	<u>\$ 27,025</u>
CA20 Net Increase / (Decrease)	\$ 7,897	\$ 259,550	\$ 258,364	\$ (1,186)
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>\$ 2,270,452</u>	<u>\$ (1,186)</u>

Germanna Community College
STUDENT ACTIVITY FUND ANNUAL BUDGET
Through April 30, 2019

Description		Current Period	Year to Date	Year to Date	Year to Date
		Actual	Budget	Actual	Variance
<u>Revenues</u>					
SA1	Student Activity Fees	\$ 55,412	\$ 175,000	\$ 172,241	\$ (2,759)
SA2	Investment Income	-	-	-	-
SA3	Total Revenues	\$ 55,412	\$ 175,000	\$ 172,241	\$ (2,759)
<u>Expenditures</u>					
SA4	Student Activity Contingency	-	-	-	-
SA5	Student Activities	2,097	40,000	33,835	6,165
SA6	Student Organizations	18,516	32,000	24,134	7,866
SA7	Student Projects	11,722	37,000	22,995	14,005
SA8	Dean of Student Services	186	28,000	25,186	2,814
SA9	Lecture and Culture	(2,950)	25,000	23,261	1,739
SA10	Student Recognition Program	-	2,000	201	1,799
SA11	Wellness & Recreation	12,021	31,000	21,708	9,292
SA12	Co-Curricular Programs	1,444	5,000	2,359	2,641
SA13	Total Expenditures	\$ 43,036	\$ 200,000	\$ 153,678	\$ 46,322
SA14	Net Increase / (Decrease)	\$ 12,376	\$ (25,000)	18,563	\$ 43,563
SA15	Transfers from other funds	-	-	-	-
SA16	Transfers to other funds	-	-	-	-
SA17	Beginning Fund Balance		30,614	30,614	-
SA18	Current Fund Balance		\$ 5,614	\$ 49,176	\$ 43,563

Germanna Community College
PARKING AUXILIARY FUND BUDGET
Through April 30, 2019

Description		Current Period Actual	Year to Date Budget	Year to Date Actual	Year to Date Variance
<u>Revenues</u>					
PA1	Parking Auxiliary Fees	\$ 64,546	200,000	\$ 202,405	2,405
PA2	Parking Auxiliary Invest Income	1,042	-	4,029	4,029
PA3	Total Revenues	<u>\$ 65,588</u>	<u>\$ 200,000</u>	<u>\$ 206,434</u>	<u>\$ 6,434</u>
<u>Expenditures</u>					
PA4	Parking Auxiliary Enterprise	\$ 9,499	\$ 229,203	71,908	157,295
PA5	Total Expenditures	<u>\$ 9,499</u>	<u>\$ 229,203</u>	<u>\$ 71,908</u>	<u>\$ 157,295</u>
PA6	Net Increase / (Decrease)	\$ 56,089	\$ (29,203)	\$ 134,526	\$ 163,729
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>\$ 751,794</u>	<u>\$ 163,729</u>

Germanna Community College
FACILITIES AUXILIARY FUND BUDGET
Through April 30, 2019

Description		Current Period	Year to Date	Year to Date	Year to Date
		Actual	Budget	Actual	Variance
<u>Revenues</u>					
FA1	Facilities Auxiliary Fees	\$ 202,940	625,000	\$ 637,540	\$ 12,540
FA2	Facilities Auxiliary Invest Income	5,853	-	21,009	21,009
FA3	Total Revenues	<u>\$ 208,793</u>	<u>\$ 625,000</u>	<u>\$ 658,550</u>	<u>\$ 33,550</u>
<u>Expenditures</u>					
FA4	Facilities Auxiliary Enterprise	\$ 3,372	\$ 484,590	447,213	\$ 37,377
FA5	Total Expenditures	<u>3,372</u>	<u>484,590</u>	<u>447,213</u>	<u>37,377</u>
FA6	Net Increase / (Decrease)	\$ 205,421	\$ 140,410	\$ 211,337	\$ 70,927
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>2,198,190</u>	<u>70,927</u>

Germanna Community College Board
Facilities Report
May 9, 2019

1. Barbara J. Fried Center

GCC has started negotiations with the landlord in reference to renting additional 18,000 square feet on the second floor.

2. Locust Grove Campus Replacement:

The System Office has issued a contract to RRMM Architects PC of Chesapeake for the design of the Replacement of the French Slaughter Building. RRMM should be in touch with us soon to schedule the design meetings.



Motion for Executive Session

Mr. Chairman, I move that the Germanna Community College Board convene in closed session to discuss the president’s annual job performance evaluation pursuant to the personnel exemption in § 2.2-3711(A)(1) of the Code of Virginia.

Motion by: _____

Seconded by: _____

Vote: _____

Time: _____

§ 2.2-3711. Closed meetings authorized for certain limited purposes.

A. Public bodies may hold closed meetings only for the following purposes:

Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; and evaluation of performance of departments or schools of public institutions of higher education where such evaluation will necessarily involve discussion of the performance of specific individuals. Any teacher shall be permitted to be present during a closed meeting in which there is a discussion or consideration of a disciplinary matter that involves the teacher and some student and the student involved in the matter is present, provided the teacher makes a written request to be present to the presiding officer of the appropriate board.

GERMANNA COMMUNITY COLLEGE BOARD

**March 14, 2019
MINUTES # 319**

Members Present:

William Thomas
Baron Braswell
Dr. Victor Gehman
Manya Rayner
Teri McNally
Sarah “Essie” Berry

Members Absent:

Ann Tidball
Simon Gray
Cleo Coleman

Staff Present:

Dr. Janet Gullickson
Bruce Davis
Dr. John Davis
Laurie Bourne
Dr. Jeanne Wesley
Dr. Tiffany Ray
Joyce Warnacut
Chief Craig Branch
Mike Zitz Beckham
Pamela Jackson

FOIA “What Every Board Member Needs to Know”

Dr. Gullickson presented to the board on the FOIA “What Every Board Member Needs to Know” guidelines from a report that was submitted by Ms. Greer Saunders – Attorney, VCCS. Dr. Gullickson reported that Virginia is very concerned about open meetings. We can go into an executive session during the meeting, but it has to be announced ahead of time and we have to reconvene afterwards. Dr. Gullickson shared that she will briefly discuss a few of the bigger issues concerning the FOIA guidelines and that all members were given a copy of the guidelines in their board packet to review any details that are not covered today.

FOIA is the “Freedom of Information Act.” There is a federal FOIA, and most states have their own FOIA and determine what meetings are open to the public. All of our meetings are open to the public unless the board adjourns into executive session and this covers only specific topics.

All public records without exception, all notes, scribble notes, post it notes, audio recordings, text messages made at a meeting is FOIA material. Ms. Terry McNally asked if we are supposed to keep the material, and yes, we are.

Meeting conversations involving real estate transactions may be eligible for executive session. If three or more persons are gathered or in conversation, it is “FOIAble.”

Dr. Gullickson stressed that the responsibility of the board is to report requests for any meeting minutes, material, or information to our FOIA officer or system counsel. We have 5 days to respond to FOIA requests. Dr. Wesley gave an example of an enormous FOIA request that Germanna received in December 2018.

With group email, never “reply all,” as that constitutes an open meeting violation. No board business should ever be sent through email to all board members. All meetings, including subcommittee meetings are FOIAble. People have the right to come in and audio/video record our public session meetings.

Dr. Gullickson discussed that we have to post our agendas, and that we are working towards doing a better job at this beginning next month, because it was not always done before. She continued by saying that we can go into closed session, for example when conducting the President’s evaluation, but you must read a notice ahead of time, and can only talk about the purpose of the closed session, and then you come back out and certify that you have done this. You cannot make a motion in closed session. With closed session you have to have advance notice to the public. For example, if you have to go into closed session it has to be on the agenda, and needs to be posted that there will be an executive session. In open session, you have to vote to go into closed session, and in closed session, you can discuss, but you cannot take action.

Dr. Gullickson stated that we have to check to see if we have a policy on electronic meetings, which is required for us to use electronic meeting appropriately. Ms. Jackson to follow up on whether we have a policy. Mr. John Davis stated that he does not think that we do. Participation by electronic means is something we should offer, but we need to have a policy for it first.

Dr. Gullickson shared that we have to have five persons in the same place (a quorum) before once person can call in. Electronic accommodation for a person to attend is allowable under two conditions: 1) a written policy; 2) there has to be a quorum in the same physical location. It is unclear if a person has to be physically present to vote. Chairman Thomas reported that the rule for our board is that you must be physically present to vote, and this is a VCCS requirement. Dr. Gullickson will look further into this issue.

Dr. Gullickson shared that we are going to get better posting our minutes. We posted our draft minutes and then, after approval, we post them as approved. Ms. McNally asked what it was that we have not done. Dr. Gullickson stated that we have not posted our minutes in a timely manner. Dr. Gullickson said that, if there were any questions, to please let her know.

REGULAR MEETING

1. Call to Order –

Mr. Thomas called the meeting to order at 4:45 p.m.

2. Public Comments – None

3. Approval of Minutes #318 – January 10, 2019

Motion to approve, seconded, motion carried.

COMMITTEE DISCUSSION/ACTION

Academic Affairs/Workforce/Student Success

Mrs. Manya Rayner reported that Dr. Ray gave a presentation on enrollment. Dr. Ray shared an update on enrollment, letting the board know where we are currently with the spring semester. We are a little over 2% in headcount, a little over 3% in FTE. We are up, and the only institution of any size that is up in the system. We are excited that we are actually able to demonstrate substantial growth compared to our peer institutions. Dr. Ray continued to share that students are taking an average of more credit hours, so we are averaging a little over 9 credit hours this semester. We prefer students to be full-time, preferably 15 credit hours, as that puts them on the path to completion in 2 years.

Retention for fall to spring is up. We are retaining 77% of our students from fall to spring, which is an increase over the last two springs. She discussed an opportunity for enrollment, called “application yield.” Yield is the number of students that we are getting to enrollment from application. We trail the system on that number. We are only at 18% for the spring and want to bring that up. We want to yield more students and will focus on what happens to a student when they request information as prospects, and what happens to students when they actually apply to the institution, and what types of communication we use to ensure they receive the right information from us. Dr. Ray continued to discuss the goals for summer and fall, such as a 7% increase for the summer, and a 5% increase for the fall semester. Mr. Braswell raised the question of why our students are taking more credit hours, and what do we attribute that to. Dr. Ray shared that advising is a major part of this. Students are more successful with the more credit hours they take. Anything that delays a student’s progress delays completion and their ability to get through their programs. We have had a “15 to Finish” campaign the last few semesters to make sure that students understand the importance of staying on the path to finish, and taking more credit hours is part of that. We know that our community college students have lives. They are working, have children, and we have to create a better value proposition about keeping them in the program so that they can gain the economic advantage that we want them to gain.

Mr. Bruce Davis discussed Germanna Guarantee Program (GGP). In summation, he stated this past fall we helped 137 students with GGP money, we spent \$83,000. In the spring we helped 104 students for \$55,000, for a total of \$138,000 for the year. Mr. Davis shared that Dr. Gullickson put together a committee, called “Drop the Drops,” that was chaired by Dr. John Davis. The purpose of the committee was to find ways to prevent students from being dropped. Ms. Joyce Warnacut put together a detailed analysis that basically showed how students pay, e.g. when and how they go about paying, and waiting until the last minute.

Ms. Warnacut shared that if they are taking 12 credits, they are only going to get dropped from the number of classes needed to settle the account. We do not drop them from all of their classes. Mr. Davis went on to share that the average need is about \$1,000. What the educational foundation did was revamp how they allocate the money to financial aid.

Prior to this past year, GGP money would be given to financial aid and they would take \$300 and apply it all the way down the student list with a certain EFCs (expected family contributions). The Germanna Educational Foundation changed how it is allocated this year. Now the Foundation starts with the smallest amount owing and continues until the money is depleted. With Ms. Warnacut's analysis, in order to "save the world" it would require \$345,000 per year. Right now, the GGP raises \$285,000-\$300,000. Mr. Davis feels we need to do a better job of raising money.

Mrs. Rayner reported that there were no action items. Mr. Braswell raised the question of the greater amount of females that received more GGP money. Mr. Davis pointed out that it is because there are more female students. Mr. Braswell also raised that we had a great number of minority awards, and quite a few awards came from Fredericksburg. Most of the GGP goes to Stafford and Spotsylvania County residents.

Mrs. Rayner asked Dr. Jeanne Wesley to briefly discuss Amazon. Dr. Wesley shared that Amazon is coming and we are doing the best we can to be prepared. Many jobs will be spinoffs, suppliers, supporters and data centers. There will probably be a change in the types of jobs that are available. We have been planning for this before there was a "yes" and even before there was a possibility of having Amazon here.

Dr. Gullickson and University of Mary Washington President Dr. Troy Paino held a summit, where K-12, university, community college, economic development and consultants were present. We are about to have another summit soon. The point is to build a pathway for all of these jobs, from K-12 to the community college, through to the University of Mary Washington. We have already changed several of our IT programs. We have specialties in each of our IT programs now, including Cloud computing. We are moving along with our Cyber Security, and are specifically changing some things that we are able to move up into the computer science pathway. We also are looking at our project management training. On the certification side in Workforce, we have started an Amazon Academy and have certification and training ready for Cloud computing. Dr. Gullickson shared that Amazon is bringing a total of 25,000 jobs within ten years and 400 this year, primarily computer scientists.

Dr. Gullickson shared that the VEDP (Virginia Economic Development Program) is the driving force in terms of Amazon educational incentives.

Executive/HR

Chairman Thomas shared the Executive committee did not have a need to meet, so they sat in on the academic affairs committee meeting.

Finance

Mr. Braswell stated they received briefings on all financials listed on the agenda and asked to accept the financials as presented in the report. Chairman Thomas asked if there were any further questions or comments to the financials. Dr. Gullickson asked to have Dr. John Davis discuss a few issues after the vote has been taken.

Chairman Thomas presented a motion to accept the financials as presented. Unanimous. Motion carried.

Dr. Davis shared that they have heard back from the system office last week, that we will initiate the design phase at Health Sciences Center at Locust Grove within the next month. There was a slight delay with negotiations between the architectural engineering firm and the VCCS. It has since been solved and we hope to kick-off in April. This will involve board members as well. The firm will be seeking input from a variety of stakeholders on the building, design and aesthetics. Dr. Davis asked the board to keep that in mind that we may be reaching out to each of them before the next board meeting.

Dr. Davis continued with a discussion on enrollment data in the board packet, broken down by each jurisdiction. Dr. Davis stated that the enrollment data were designed to answer some inquiries Germanna received while putting together their “local money asks” for the localities. The data show that Germanna is by far the higher education provider of choice, with the exception of King George, which is also served by Rappahannock Community College. Dr. Davis will send compiled information to the board members.

Dr. Davis discussed the FY20 state budget. There was a conference call this morning with the Chancellor’s office with all the VCCS Presidents and leadership across the 23 schools regarding the upcoming budget. The Chancellor remarked that this was the most positive budget experience in his time as Chancellor. The VCCS has built up a considerable amount of goodwill with the General Assembly, and particularly the House. The bottom line for VCCS is that we are looking at the strong possibility of not raising tuition for the coming year, largely because the state was generous in providing additional funding that will help offset the need to increase tuition.

Some of the benefits of the additional funding include a raise for faculty and staff. If approved by the governor, the classified staff will receive a 2.75% increase at the beginning of July. Additionally, classified staff who have at least three years of state service and positive evaluations on their record are eligible for an additional 2.25% increase. Faculty are eligible for a 3% increase in July. VCCS will not be going to the state board for any tuition or fee increase.

Dr. Jeanne Wesley shared that the FastForward initiative has had positive results in getting people off of public assistance, receiving significant raises and getting jobs that they have not had before. This was an easy sell at the legislature. They were very pleased with some of the things that have happened. There is an additional \$4M funding with a total of \$13.5 for the fund year 2020. FastForward allows the student to pay a third of the tuition. If they finish the class, the state will pay the next third. If they take the national certification and pass, the state will pay the last third. The incentive to get paid is that you must get the student through the class, and passing the certification. Dr. Gullickson gives Dr. Wesley kudos for all the work that has gone into this program.

Dr. Davis shared that based on the most recent data, we are looking at an additional \$330,000 for FY20 based on our performance. Some other institutions are losing money.

Mr. Braswell shared that the counties are starting to make their decisions on local money. Spotsylvania County will have their public hearing on March 26th, at Massaponax High School. Shortly thereafter they will determine the tax rate.

5. Foundation Update

Mr. Bruce Davis shared that the Foundation is in full Monte Carlo mode. The event will be held on April 27th at the DTC. Mr. Davis shared that they have entered into the period where they are seeking sponsorships, altering the way it will be done this year. A host of Mr. Joe Daniel's vendors are big sponsors for this event. This year they are appealing to people by telling them what GGP means. They have a great plan that Mr. Mike Zitz put together for marketing. A lot of social media activity is starting. They are very optimistic. The goal this year is \$500,000 because it is the 25th year of Monte Carlo. To make it happen Joe and Linda Daniel offered a \$100,000 match. For every new sponsor, up to the \$5,000 sponsorship level, they will match.

Mr. Davis shared that Ms. Teri McNally is Chair of the Donor Relations committee. Ms. McNally asked her committee members to come up with a list of people to call on, and to educate them about everything that is going on at Germanna: growth in enrollment, and share newspaper articles, etc. Mr. Davis reported that he started a new program called The Germanna Educational Foundation Business Partner Package. He has done three presentations and has four more scheduled. There are three sponsorship levels as an education foundation business partner: \$15,000 mission support level, \$8,500 student success partner, and \$4,000 community ambassador partner. For the donation, a sponsor gets different levels of sponsorship at three of the big key events, lots of recognition at special banners that identify you as an educational foundation partner and thank you ads at the end of events. He is very excited about this new program. If sponsors do a two-year commitment, they get recognition as a 50th-Anniversary supporter and membership in the 1970 Society with a special reception. Mr. Davis also reported that he has two new staff members, Ms. Joy Ferguson and Mrs. Sandra Wimberley.

5. President's Report

Dr. Gullickson stated that she would like the meeting minutes to note the gratitude to Dr. Angela Schaeffer for a great tour of the new Allied Health facility. The Nursing Department and the Workforce Department have done a fabulous job quickly finishing the space. Mr. Garland Fenwick and his team also contributed greatly to the project. It is a very nice space and we are excited about having it. Dr. Gullickson also thanked Ms. Pamela Jackson for her great work on the minutes. They were very accurate and very detailed. Beautiful job. The board members were also in agreement.

Locality updates: Dr. Gullickson shared that each locality has its own unique stresses and opportunities. She added that it would be extremely helpful for the board members to call the county administrators. The county supervisors would be even better. The message is that Germanna enrollment is growing. Germanna is one of the few in the state. Also, we are trying to build up health programs, which are expensive, and we really could use their support. Dr. Gullickson went on to share that she has contacted all of the Spotsylvania supervisors because there was some confusion among them. They will support our request. Madison County is doing the best it can and is not decreasing us. The Culpeper County visit went very well. Chairman Thomas was in attendance as well. Dr. Gullickson stated that she is not sure where they are with the budget. Ms. Essie Berry added that they will be meeting on April 16. Dr. Gullickson asked Ms. Jackson to verify this date. Chairman Thomas shared that Culpeper is reducing their assessment per hundred, but is keeping basically a fairly flat

budget. The City of Fredericksburg will do what they can. The Mayor and Tim Baroody are very positive about Germanna. Orange County will fund their share but they have to do it from another fund. We have not heard much from King George or Caroline County. Dr. Gullickson appreciates working with Stafford as well. Some phone calls to key officials would be helpful. We have a lot of public support and visibility in the public.

G3: Dr. Gullickson gave an update. Today many of our team members are in session as we are doing process mapping to create one front door so that students may go the workforce and/or non-workforce routes through one front door. Our team is working very hard to make G3 possible. Dr. Gullickson reminded the group that G3 is a pathway for students that gets them to a certificate earlier, and then they can continue on to more education, or continue on into the workforce. Dr. Gullickson shared with Mr. Braswell and the group that on March 20th she and Dr. Paino are going to the Spotsylvania County Career and Technical Center for a tour and lunch that will be prepared by the culinary students. Dr. Braswell stated he would like to attend as well. Ms. Jackson will send Mr. Braswell the details.

New Role – Mr. Mike Zitz: Dr. Gullickson shared that it is difficult for her to be in all the public places that she needs to be, and it became apparent to her that Germanna needs a presence that is steady in some of these outreach activities. She asked Mr. Zitz to be the Special Assistant to the President for Media and Community Relations. Mr. Zitz is the absolute best public information person, and she wants him to continue in that role Germanna. Mr. Braswell shared in terms of community relations, he thought it will be a great idea if Ted Shubel could schedule an opportunity for Dr. Gullickson to speak. It would be a good way to promote Germanna. Dr. Gullickson shared that, every time she needs support in Spotsylvania, Mr. Braswell is always there to help. She appreciates his dedication and support and extends a sincere thank you.

Dr. Gullickson shared that she has been on Ted Schubel's show before.

With the death of Dr. Frank Turnage, his family wanted to start The Turnage Legacy Fund. Mr. Davis shared that Germanna is already at \$115,000 of endowed money. As this amount grows over the years, all the interest and dividends will go to the GGP. The first time they have ever had an endowment to support the GGP.

Mr. Davis reported that he was recently on Mr. Schubel's show because Atlantic Builders have chosen Germanna as their house project. He was accompanied by a Germanna graduate, who is also working with Atlantic Builders. Germanna is very appreciative of Atlantic Builder's owners, Adam and Rhonda Fried, for their generosity.

Atlantic Builders and their Trade Partners are building a house in Stafford that will sell for approximately \$650,000. Vender cut prices, donate services and materials. The net proceeds from the house will be given to Germanna. Mr. Davis shared the story of Mr. Gene Brown, who accompanied him to the interview. Dr. Gullickson asked Bruce to send the link to the board so they can hear Mr. Brown's story. Mr. Davis also shared that Dr. Frank Turnage was Mr. Brown's English teacher.

4. Chair's Report

(The following is written commentary from Chairman Thomas)

For several years the College Board – Us – have made a group donation to allow us to be one of the sponsors of the Foundation's two big events.

Do we wish to continue this practice to show our collective support of the Foundation?

If yes, please make whatever donation you wish – sooner the better. Our level of sponsorship will, of course, be based on donations received.

One of slower time since the January meeting. My one responsibility representing the Board was attending the visitation and service for Dr. Turnage. A great turnout at both events. Dr. Gullickson spoke at the service and did a very nice presentation.

I attended Dr. Gullickson's presentation to the Culpeper Board of Supervisors as I understand a number of you have for your Board of Supervisors as well. I am sure she did as a quality presentation to your boards as she did in Culpeper. She even received good press in the local paper.

I would like to thank John Davis for providing the data on which colleges Culpeper students attended. It was good to see that in our meeting packet. Those numbers are valuable information. I hope each of you will find it useful as well.

Thanks also to Mike Zitz and others who continue to keep Germanna in front of our communities. Our Culpeper paper, The Star Exponent has outdone itself in recent weeks giving Germanna Community College publicity.

Thanks also to Dr. Gullickson for continuing to put out her "Friday Thoughts." It has so much valuable information for us, and is so wonderful in keeping the college community informed.

Chairman Thomas asked staff members if they had any comments:

Dr. Wesley shared information on the signing between Germanna Community College and the University of Mary Washington. She reported that we had a wonderful signing as we streamline career pathways. There is going to be a meeting of teams from GCC and UMW faculty in April to discuss streamlining the pathways. Dr. Gullickson thanked Mr. Braswell for attending the signing event.

Ms. Laurie Bourne reported that she is delighted that we have been able to give increases to classified staff at Germanna as a result of the compensation study. Dr. Ray shared information on the Day of Diversity, Inclusion and Awareness Workshop that has been scheduled for April 5, 2019 – Workforce Building. Dr. Ray would like to extend the invitation to the board and will send the information to Ms. Jackson to send to the board members. Dr. Ray continued to share that part of our growth has to come from populations we do not traditionally seek, and we also have to have as a staff and faculty to build the cultural competence to receive them.

Chief Craig Branch shared that he and several members of Threat Assessment Team attended the State Campus Safety and Violence Prevention Conference. At the sessions dealing with crisis intervention and mental health, our department was recognized as one of the premiere higher education department involved with crisis intervention. The board praised and applauded Chief Branch on this recognition. Dr. Gullickson asked that Chief Branch send her the information to include in Friday “Thoughts.” Chief Branch received notification from the Department of Criminal Justice Services and the State’s Sexual Assault Response Team Taskforce that Germanna was selected to host a regional, in-depth sexual assault response team national interactive training.

Chief Branch also shared that he will be sending out communication later this afternoon to get prepared for our statewide tornado drill. Chief Branch stressed the importance of these drills as there is lack of knowledge of what to do in case of a tornado. Full participation with these drills is critical. Dr. Gullickson shared that she is considering disciplinary action against employees who do not participate in these type drills.

7. Other Business—None

Chairman Thomas thanked everyone for coming.

ADJOURNMENT

The meeting adjourned at 5:54 p.m.

Minutes #318 - Approved on March 14, 2019

William Thomas, Chair

Janet Gullickson, Secretary

TITLE: GERMANNA COMMUNITY COLLEGE, APPROVAL OF PROPOSED LEASE AMENDMENT AT 124 OLD POTOMAC CHURCH ROAD,

BACKGROUND:

Germanna Community College currently leases 18,951 for classroom/office space from South Campus, LLC at 124 Old Potomac Church Road, Stafford. The current lease runs through April 30, 2023.

The college has worked with South Campus, LLC to amend the current lease to include a buildout of the second floor with occupancy commencing on January 2020. The current lease is for one floor totaling 18,951RSF and the new lease will be for two floors, totaling 38,637 RSF. The college is proposing a lease amendment for five years with an option to extend the lease for an additional five year period. With the amended lease, all terms and conditions shall remain in effect during the extension option period.

Currently, the leased space is a mix of classroom, academic support space and offices including classrooms designated for IT as well as allied health programming. Enrollment and student activity has been such that the College is very limited in the amount of academic/student support services it can provide because space constraints. Additionally, general classroom space is reaching capacity. The proposed buildout of the second floor would include additional offices and spaces for academic/student support services as well as significantly more general classroom space to meet the growing demand in Stafford.

RATIONALE:

Section 10 of the Policy Manual requires leases of space in excess of 10,000 square feet be approved by the State Board. However, Local Board support must be garnered first. GCC requests approval to add approximately 19,686 rentable square feet of space at the 124 Old Potomac Church Road location. Approval at this stage will enable the college to pursue the lease and provide the landlord ample time to start all necessary improvements so that the space can be ready for Spring Semester 2020.

RECOMMENDATION:

It is recommended that the Local Board of Germanna Community College approve the College's request to renew the lease for its off-campus site located at 124 Old Potomac Church Road, Stafford, VA and lease 38,637 rentable square feet of space provided such resources are available.

REQUEST FOR NEW CURRICULUM (VCCS-102)

College: **Germana Community College** College Code: **GC297** ICE Code:

1. Title of Curriculum: Information Technology AAS

2. Proposed Initiation Date: Fall Spring Year 2019 Proposed 1st Degree Conferral: Fall Spring Year 2021

3. Program Level

Transfer: AA AS X_AA&S AFA

Occupational/Technical: AAS AAA Diploma Certificate CSC

Specialization: (Check box if this is a Specialization request)

4. Additional funding required: No new funds required New funds required: Operations \$ Facilities \$ Equipment \$ Other none we have the software

5. Faculty required: No new faculty required X Additional Faculty Required First year: FT Adjunct Second Year: FT Adjunct

6. Costs to be funded by: X Increased enrollments in existing courses taught at the college (Check all that apply) Savings through program restructuring or discontinuances Savings through attrition from other programs Enrollments in new courses Other

7. FTES Enrollment Projections: 1st year 10 2nd year 15 3rd year 20

If after 3 years the program does not sustain an enrollment of 6 FTES, the program will be analyzed to determine whether or not it should be continued.

8. Can this program and all associated degree/certificate requirements be completed as follows?
a) On the main campus or through a combination of courses taken on the main campus and online? Yes X No
b) At one of the listed off-campus sites or through a combination of courses taken at the off-campus site and online? Yes X No
c) Solely via distance learning? Yes No X

9. Is this program defined as a, "High Risk" Instructional program; a program that has identified hazards, either known hazards or potential hazards, with the propensity to cause injury or illness? Yes No X

10. Estimated Annual Job Openings Over 3000 Source and Date of Data (Note: Question 10 is not required for Transfer Degrees.)
Indeed 04/24/19

COLLEGE APPROVAL: VICE PRES/PROVOST (s/) Date: 7/24/19 COLLEGE PRESIDENT (s/) Date: LOCAL BOARD (s/) Date:

VCCS OFFICE USE ONLY

VCCS Program Title VCCS Curriculum Code

NCES/CIP Code VCCS Cluster Code Program Levels: (Circle) 0 1 2 3 4 5 6 7 8 9

STATE ACTION: (Approved/Disapproved) By System Office Date

Chancellor Approval Date: SBCC Approval Date:

SCHEV Approval Date: SCHEV S.O.R. Date:

Curriculum Change Request Agenda Item For Curriculum Committee

Proposed by: Diana Merkel

Effective year: Fall 2019 Spring Choose an item. Immediate

Proposal title: Information Systems Technology AAS

Date: 2/1/2019

1. **PROPOSED CHANGE** - select from these categories and attach required documents according to the Curriculum Committee Procedures:

- New Course
- New Curriculum
- Changes to Existing Curriculum
- Add to the Transfer List
- Add/Change Prerequisites
- Other/Informational Item
- Credit for Prior Learning (AP and CLEP)

RATIONALE

The current IST degree has been active for decades and has required students to choose a specialization of either Network Security or Information Management. These choices have worked for many students, but not for all. For example, students who self-advise have found themselves taking courses from the Network Security group and the Information Management group, leading to a delay in completion and the financial impact of paying for courses that do not apply to graduation requirements. This proposal removes these barriers to completion.

Now that Germanna has an approved Cybersecurity AAS, the Network Security specialization is redundant and is removed as an option for future student enrollment in the IST degree. The Information Management specialization will remain as a specialization and will be presented to the Committee for approval pending approval of this proposal.

The proposed IST degree allows students to select 15 elective credits from ITD, ITE, ITN or ITP in addition to completing a rigorous core of IST courses and general education requirements. This core will allow students to become proficient in a diverse group of IT skills before they explore more specialized coursework. The core will be consistent among all IST specializations and will allow the addition of future specializations as the IT/Cybersecurity industry evolves. For example, a Cloud Computing specialization will be introduced pending approval of this proposal. It is this Cloud Computing specialization, and in anticipation of future specializations, that the degree total credits has been established at 68-69. Current VCCS policy requires AAS degrees be within a range of 65-69 credits, with specializations differing by no more than 15 credits.

Flexibility in the 15 credits of elective choice will facilitate transfer of courses to and from sister VCCS colleges. This is an important feature as we are being asked to collaborate with VCCS schools. Students will be

able to take advantage of any specializations or expertise available at a sister school. Flexibility in the 15 credit elective choice will also permit the addition of courses and topics addressing changing employer/industry needs.

2. IMPACT of PROPOSED CHANGE ON (Please describe if there is an impact)

CURRICULUM: None
INSTRUCTIONAL LOAD: None
SCHEDULING: None
TRANSFERABILITY: Elective choices can match receiving institution needs.
ACCREDITATION IMPACT: None

3. COMMENTS BY FACULTY OR DEPARTMENT DIRECTLY AFFECTED BY PROPOSED CHANGE

Heather [Signature] 2/1/19
Signature of Faculty Member or Staff Date

[Signature] 2-1-2019
Signature of Faculty Member or Staff Date

Wayle Wolfe 2-1-19
Signature of Faculty Member or Staff Date

[Signature] 2/1/19
Signature of Faculty Member or Staff Date

[Signature] 2/1/19
Signature of Faculty Member or Staff Date

[Signature] 2/1/19
Signature of Department Head Date

5. ADDITIONAL SUPPORT FOR PROPOSAL (if any)

[Click here to enter text.](#)

6. COMMENTS BY DEANS OF INSTRUCTION

[Signature] 2/1/19
SIGNATURE OF DEAN OF INSTRUCTION DATE

[Signature] 2-1-19
SIGNATURE OF DEAN OF INSTRUCTION DATE

7. COMMITTEE ACTION

[Signature] 2/15/19
SIGNATURE OF COMMITTEE CHAIR DATE

8. ACCREDITATION IMPACT

[Signature] 3/8/19
SIGNATURE DATE

9. FINAL ACTION BY VICE PRESIDENT FOR ACADEMIC AFFAIRS & STUDENT SERVICES:

APPROVED

DISAPPROVED

James Wesley
 SIGNATURE OF VP FOR ACADEMIC AFFAIRS AND STUDENT SERVICES / *2/15/19* DATE

Follow-up as Needed for Program Changes

	<u>Approval Process Dates</u>
College Council	
President's Council	
College Board	
VCCS	
SACS	
Financial Aid Director	

	<u>Code</u>	<u>Date</u>
CIP Code Received from VCCS		
Communicated to Registrar and Deans		
Registrar Action		

Purpose

The Information Systems Technology (IST) curriculum has been designed to prepare students for employment in the information and computer technology fields.

Occupational Objectives

Web Page Designer, Programming, Network Security Technician, Database Administrator, Systems Analyst, Business (E-commerce) Application Specialist.

Admission Requirements

All students will be required to demonstrate college readiness through assessment and/or transcript review and may be required to take placement tests in math, writing, and reading to aid in placing students in the appropriate courses. Students who do not meet required placement levels must enroll in developmental studies courses.

Program Requirements

The curriculum includes required technical courses in information systems and general education courses. Instruction includes theoretical concepts along with hands-on experience required to master the skills needed for successful preparation for employment. Students are urged to consult with a curriculum advisor when selecting elective courses. Technical/computer classes over five years old cannot be used as transfer credits. Students readmitted into the college must have computer courses that are over five years old re-evaluated.

Information Systems Technology Curriculum:

Total Credits: 68-69

General Education Requirements

Student Development	SDV 100 or any approved SDV course	17
English	ENG 111	1
Mathematics	MTH 161 (recommended) or any math course, MTH 154 or MTH 155 or higher ¹	3
Health/Phys. Ed.	Any HLT or PED course(s) ²	3
Humanities	Any course from ART, ENG (Literature), HUM, MUS, PHI, REL, or Foreign Language	1
Social Sciences	Any course from ECO ³ , GEO, HIS, PLS, PSY ⁴ , or SOC ⁵	3
Communication	BUS 236, CST 100, or CST 110	3

IST Core Total (Minimum)

ITD 110	Web Design I	36-37
ITD 130 or ITD 136	Database Fundamentals or Database Management Software	3
ITE 100	Introduction to Information Systems	3
ITE 115	Introduction to Computer Applications and Concepts	3
ITN 101 or ITN 154	Intro to Local Area Networking or Fundamentals of Networking (Cisco)	3
ITN 107 or ITE 221	PC Hardware and Troubleshooting or PC Hardware and OS Architecture	3-4
ITN 171 or ITN170	UNIX I or Linux System Administration	3
ITN 260	Network Security Basics	3
ITP 100	Software Design	3
ITP 120	JAVA I	3
ITP 251	System Analysis and Design	3
ITP 258 or ITP 290	Systems Development Project or Coordinated Internship	3

IST Electives Total (Minimum)	15
ITD, ITE, ITN, ITP The total of 15 credit hours of IT Electives must be met through any combination of IT courses (ITD, ITE, ITN, ITP) that are not already included in the degree.	15

FOOTNOTES

Students Wishing to Transfer Credits: Associate of Applied Science in Information Systems Technology is not designed to be a transfer program. Students may, however, substitute some classes to aid in transfer. Students should check with the college to which they plan to transfer for classes that are accepted by that institution.

Students considering transfer should check with anticipated four-year institution to determine appropriate MTH courses and/or sequences.

Veterans may be awarded credit for military experience to meet this requirement.

ECO 120 and ECO 201-202 contain similar course content. Students who take ECO 120 cannot receive credit for either ECO 201 or ECO 202. Students who take either ECO 201 or ECO 202 cannot receive credit for ECO 120.

PSY 200 and PSY 201-202 contain similar course content. Students who take PSY 200 cannot receive credit for either PSY 201 or PSY 202. Students who take either PSY 201 or PSY 202 cannot receive credit for PSY 200. Also, students cannot receive credit for both PSY 235 and PSY 230.

SOC 200 and SOC 201-202 contain similar course content. Students who take SOC 200 cannot receive credit for either SOC 201 or SOC 202. Students who take either SOC 201 or SOC 202 cannot receive credit for SOC 200.

Students graduating from this program will be required to participate in a general education outcomes assessment during their last semester.

Suggested Scheduling:

First Year

First Five

SDV 100: College Success Skills

ENG 111: College Composition I

MTH 154: Quantitative Reasoning or higher

ITE 115: Introduction to Computer Applications and Concepts

ITP 100: Software Design

Health/Phy Ed

Total Credits: 14

Second Semester

ITN 101: Introduction to Network Concepts or ITN 154: Networking Fundamentals - Router Basics - Cisco

ITN 107: PC Hardware and Troubleshooting or ITE 221: PC Hardware and OS Architecture

ITN 260: Network Security Basics

BUS 236: Communication in Management or CST 100: Principles of Public Speaking or CST 110: Introduction to Speech Communication

ITP 120: Java Programming I

Social Science Elective

Total Credits: 18/19

Second Year

Third Semester

ITE 100: Introduction to Information Systems

ITN 170: Linux Systems Administration or ITN 171: UNIX 1

ITD 110: Web Page Design I

ITP 251: Systems Analysis and Design

Humanities Elective

ITD, ITE, ITN, ITP Elective

Total Credits: 18

Fourth Semester

ITD 130 Database Fundamentals or ITD 136: Database Management Software

ITP 258: Systems Development Project or ITP 290: Coordinated Internship

ITD, ITE, ITN, ITP Elective
ITD, ITE, ITN, ITP Elective
ITD, ITE, ITN, ITP Elective
ITD, ITE, ITN, ITP Elective
Total Credits: 18

Curriculum Change Request Agenda Item For Curriculum Committee

Proposed by: Diana Merkel

Effective year: Fall 2019 Spring Choose an item. Immediate

Proposal title: Information Systems Technology AAS – Information Management Specialization

Date: 2/1/2019

1. PROPOSED CHANGE - select from these categories and attach required documents according to the Curriculum Committee Procedures:

- New Course
- New Curriculum
- Changes to Existing Curriculum
- Add to the Transfer List
- Add/Change Prerequisites
- Other/Informational Item
- Credit for Prior Learning (AP and CLEP)

RATIONALE

Per VCCS policy 5.1.0.0, the Information Systems Technology AAS is considered a major area of study, and allows for up to 15 credits of study in a concentration which can lead to the award of a specialization. This proposal is for the continuation of the former IST Information Management concentration as its own Specialization of the Information Systems Technology major.

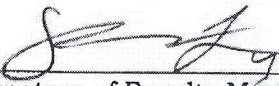
Courses from the old concentration are included in this new proposal, either as a core IST requirement or as a choice of 15 credits of 18 possible credits for the specialization.

2. IMPACT of PROPOSED CHANGE ON (Please describe if there is an impact)

CURRICULUM: None
INSTRUCTIONAL LOAD: None
SCHEDULING: None
TRANSFERABILITY: None
ACCREDITATION IMPACT: None


3. COMMENTS BY FACULTY OR DEPARTMENT DIRECTLY AFFECTED BY PROPOSED CHANGE

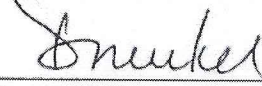
 2/1/19
Signature of Faculty Member or Staff Date

 2/1/2019
Signature of Faculty Member or Staff Date

 2/1/19
Signature of Faculty Member or Staff Date

 2/1/19
Signature of Faculty Member or Staff Date

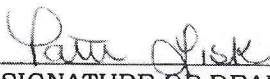
 2/1/19
Signature of Faculty Member or Staff Date

 2/1/19
Signature of Department Head Date

5. ADDITIONAL SUPPORT FOR PROPOSAL (if any)

[Click here to enter text.](#)

6. COMMENTS BY DEANS OF INSTRUCTION

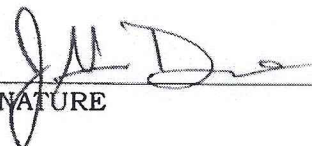
 2/1/19
SIGNATURE OF DEAN OF INSTRUCTION DATE

 2/1/19
SIGNATURE OF DEAN OF INSTRUCTION DATE

7. COMMITTEE ACTION

 2/15/19
SIGNATURE OF COMMITTEE CHAIR DATE

8. ACCREDITATION IMPACT

 3/8/19
SIGNATURE DATE

APPROVED

DISAPPROVED

Sharon Wesley
SIGNATURE OF VP FOR ACADEMIC AFFAIRS AND STUDENT SERVICES

2/15/19
DATE

Follow-up as Needed for Program Changes

	<u>Approval Process Dates</u>
College Council	
President's Council	
College Board	
VCCS	
SACS	
Financial Aid Director	

	<u>Code</u>	<u>Date</u>
CIP Code Received from VCCS		
Communicated to Registrar and Deans		
Registrar Action		

Information Management Specialization

Purpose

The Information Systems Technology (IST) curriculum has been designed to prepare students for employment in the information and computer technology fields.

Occupational Objectives

Web Page Designer, Programming, Database Administrator, Systems Analyst, Business (E-commerce) Application Specialist.

Admission Requirements

All students will be required to demonstrate college readiness through assessment and/or transcript review and may be required to take placement tests in math, writing, and reading to aid in placing students in the appropriate courses. Students who do not meet required placement levels must enroll in developmental studies courses.

Program Requirements

The curriculum includes required technical courses in information systems and general education courses. Instruction includes theoretical concepts along with hands-on experience required to master the skills needed for successful preparation for employment. Students are urged to consult with a curriculum advisor when selecting elective courses. Technical/computer classes over five years old cannot be used as transfer credits. Students readmitted into the college must have computer courses that are over five years old re-evaluated.

Information Systems Technology Curriculum:

Total Credits: 68-69

General Education Requirements

Student Development	SDV 100 or any approved SDV course	17
English	ENG 111	1
Mathematics	MTH 161 (recommended) or any math course, MTH 154 or MTH 155 or higher ¹	3
Health/Phys. Ed.	Any HLT or PED course(s) ²	3
Humanities	Any course from ART, ENG (Literature), HUM, MUS, PHI, REL, or Foreign Language	1
Social Sciences	Any course from ECO ³ , GEO, HIS, PLS, PSY ⁴ , or SOC ⁵	3
Communication	BUS 236, CST 100, or CST 110	3

IST Core Total (Minimum)

ITD 110	Web Design I	36-37
ITD 130 or ITD 136	Database Fundamentals or Database Management Software	3
ITE 100	Introduction to Information Systems	3
ITE 115	Introduction to Computer Applications and Concepts	3
ITN 101 or ITN 154	Intro to Local Area Networking or Fundamentals of Networking (Cisco)	3-4
ITN 107 or ITE 221	PC Hardware and Troubleshooting or PC Hardware and OS Architecture	3
ITN 171 or ITN170	UNIX I or Linux System Administration	3
ITN 260	Network Security Basics	3
ITP 100	Software Design	3
ITP 120	JAVA I	3
ITP 251	System Analysis and Design	3
ITP 258 or ITP 290	Systems Development Project or Coordinated Internship	3

Information Management Electives Total (Minimum)	15
(Choose minimum of 15 credits from courses offered)	
ITD 210 Web Design II	3
ITD 220 E-Commerce Administration	3
ITE 160 or MKT 100 Introduction to E-Commerce or Principles of Marketing	3
ITE 180 Help Desk Support Activities	3
ITP 140 Client Scripting	3
ITP 267 Legal Topics in Network Security	3

FOOTNOTES

Students Wishing to Transfer Credits: Associate of Applied Science in Information Systems Technology is not designed to be a transfer program. Students may, however, substitute some classes to aid in transfer. Students should check with the college to which they plan to transfer for classes that are accepted by that institution.

¹ *Students considering transfer should check with anticipated four-year institution to determine appropriate MTH courses and/or sequences.*

² *Veterans may be awarded credit for military experience to meet this requirement.*

³ *ECO 120 and ECO 201-202 contain similar course content. Students who take ECO 120 cannot receive credit for either ECO 201 or ECO 202. Students who take either ECO 201 or ECO 202 cannot receive credit for ECO 120.*

⁴ *PSY 200 and PSY 201-202 contain similar course content. Students who take PSY 200 cannot receive credit for either PSY 201 or PSY 202. Students who take either PSY 201 or PSY 202 cannot receive credit for PSY 200. Also, students cannot receive credit for both PSY 235 and PSY 230.*

⁵ *SOC 200 and SOC 201-202 contain similar course content. Students who take SOC 200 cannot receive credit for either SOC 201 or SOC 202. Students who take either SOC 201 or SOC 202 cannot receive credit for SOC 200.*

Students graduating from this program will be required to participate in a general education outcomes assessment during their last semester.

Suggested Scheduling:

First Year

First Five

SDV 100: College Success Skills

ENG 111: College Composition I

MTH 154: Quantitative Reasoning or higher

ITE 115: Introduction to Computer Applications and Concepts

ITP 100: Software Design

Health/Phy Ed

Total Credits: 14

Second Semester

ITN 101: Introduction to Network Concepts or ITN 154: Networking Fundamentals - Router Basics - Cisco

ITN 107: PC Hardware and Troubleshooting or ITE 221: PC Hardware and OS Architecture

ITN 260: Network Security Basics

BUS 236: Communication in Management or CST 100: Principles of Public Speaking or CST 110: Introduction to Speech Communication

ITP 120: Java Programming I

Social Science Elective

Total Credits: 18/19

Second Year

Third Semester

ITE 100: Introduction to Information Systems

ITN 170: Linux Systems Administration or ITN 171: UNIX 1

ITD 110: Web Page Design I

ITP 251: Systems Analysis and Design

Information Management Elective
Information Management Elective
Total Credits: 18

Fourth Semester

ITD 130 Database Fundamentals or ITD 136: Database Management Software
ITP 258: Systems Development Project or ITP 290: Coordinated Internship
Humanities Elective
Information Management Elective
Information Management Elective
Information Management Elective
Total Credits: 18

Calendar of Events

Date / Time	Event Description	Location
<i>May 9, 2019</i> <i>1:30 – 6:00 p.m.</i>	College Board Meeting	Locust Grove Campus 2130 Germanna Highway Locust Grove, VA 22508 Conference Room 100
<i>May 14, 2019</i> <i>3:00 p.m.</i> <i>7:00 p.m.</i>	Nurse Pinning Ceremony 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>9:00 a.m. – 3:00 p.m.</i>	College Board Retreat	GCCEF Office at Eagle Village 1125 Jefferson Davis Highway, Suite 280 Fredericksburg, VA 22401
<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> <i>8:00 a.m. – 5:00 p.m.</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