



# College Board Meeting Agenda

**DATE:** Monday November 14th, 2022  
**TIME:** 3:00pm - 5:30pm  
**LOCATION:** Fredericksburg Campus 10000 Germanna Point Drive, Fredericksburg VA 22408  
**GROUPS:** Germanna Community Local College Board

## 1. 3:00 p.m.– 3:45 p.m. Committee Meetings

### a. Academic Affairs/Workforce/Student Success. Room 105A/B

Dr. Tiffany Ray and Dr. Shashuna Gray

New AAS Degree - Surgical Technology ..... p. 10

[A.A.S. Surgical Technologist.pdf](#)

i. New Advanced Technology in Mechatronics CSC ..... p.23

[Advanced Technology in Mechatronics.pdf](#)

ii. Enrollment Update

### b. Executive/Human Resources Approvals Room 126

Dr. Janet Gullickson, Mr. Bruce Davis, and Chief Craig Branch

i. October 5th Give Day Fund Raising Overview ..... p.34

[8-31 Fund Raising Overview CY 2021 and Partial 2022.pdf](#)

ii. Safety and Security ..... p.35

[GCC PD College Board Presentation- for Nov 2022.pdf](#)

iii. 2023 VCCS Legislative Priorities ..... p.54

[VCCS 2023 Legislative Priorities\\_10\\_18\\_2022\\_v2.docx](#)

iv. Cardinal Update

### c. Finance/Facilities/Financial Approvals, Room 133

Dr. John Davis, Mr. David Swanson, and Mr. Garland Fenwick

- i. FY23 Local Funds Financial review for the 4 months ending in 10/31/22 ..... p.56  
[FY23 Local Funds Financial Review 103122.pdf](#)
- ii. FY24 Local Funds Locality Requests ..... p.68  
[FY24 Locality Funding Requests.pdf](#)
- iii. Facilities Report ..... p.80  
[Facilities Report\\_November\\_14\\_2022\\_Meeting.docx](#)  
[GermannaEdu-Bldg10.pdf](#)  
[GermannEdu-Bldg25.pdf](#)  
[GCC Culpeper Exterior Sign - ARCH - Sheet - A-101 - ELEVATIONS AND SITE PLAN.pdf](#)

**2. 4:00 p.m.- 4:30 p.m. Presentation**

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Dean Tina Lance and Dean Cheri Maea

- a. **Germanna One Door** ..... p.87  
[Germanna-One Door.pptx](#)

**3. 4:30 p.m. Regular Meeting of the Germanna College Board Room 105 A/B**

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- a. **Call to Order**
- b. **Public Comment**
- c. **Approval of Minutes**
  - i. Approval of Minutes #335, September 8, 2022 ..... p.4  
[090822 Board Meeting Minutes Draft FJG.docx](#)
- d. **Introduction of SGA President and members**  
 Dr. Tiffany Ray

**4. Committee Discussion/Action**

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- a. **Academic Affairs/Workforce/Student Success/ Curriculum Approvals**  
 Mr. Jack Rowley
- b. **Executive/Human Resources Approvals**  
 Ms. Sarah Berry, Chair

c. **Finance/Facilities/ Financial Approvals**

Mr. L. Wayne Bushrod

5. **Informational Items/Other Business**

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a. **President's Report**

Dr. Janet Gullickson

b. **Chair's Report**

Ms. Sarah Berry

c. **New Business**

6. **Adjournment**

7. **2022-2023 Committee Appointments**

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**Executive/Human Resources**

Ms. Sarah Berry, Chair

Ms. Frankie Gilmore, Vice Chair

Mr. Simon Gray

Dr. Janet Gullickson, Secretary

Mr. Bruce Davis, Staff

**Finance/Facilities**

Mr. L. Wayne Bushrod, Chair

Ms. Christine Repp

Ms. Ann Marie Anderson

Dr. John Davis, Staff

Mr. Garland Fenwick, Staff

Mr. David Swanson, Staff

**Academic Affairs/Workforce/Student Success**

Mr. Jack Rowley, Chair

Ms. Wanda Stroh

Mr. Lydell Fortune

Dr. Shashuna Gray, Staff

Dr. Tiffany Ray, Staff

**GERMANNA COMMUNITY COLLEGE BOARD**

**September 09, 2022**

**MEETING MINUTES # 335**

**Members Present:**

Sarah Berry  
Lydell Fortune  
Jack Rowley  
Frankie Gilmore  
Wanda Stroh

**Members Absent:**

Christine Repp  
L. Wayne Bushrod  
Simon Gray

**Staff Present:**

Dr. Janet  
Gullickson  
Bruce Davis  
Dr. Frank Cirioni  
Dr. John Davis  
Dr. John  
Stroffolino  
Dr. Patti Lisk  
Michael Zitz  
Chief Craig Branch  
Garland Fenwick  
David Swanson  
Stacy Stovall  
Jessica Thompson

**Guests Present:**

## REGULAR MEETING

### 1. Call to Order

Chair Sarah Berry called the meeting to order at 4:31 pm.

### 2. Public Comment – None

### 3. Approval of Minutes # 334, May 12, 2022

Ms. Sarah Berry moved to approve the May 12, 2022, minutes.

Motion was seconded by Ms. Frankie Gilmore.

Motion carried.

## COMITTEEE DISCUSSION/ACTION

### 4. Academic Affairs/Workforce/Student Success

Mr. Jack Rowley reviewed the new curriculum and changes. The changes include:

- a) Add new curriculum – New Career Studies Certification - Drone Foundations – This certificate is designed to prepare participants to skillfully fly and maintain unmanned aircraft systems (UAS) and to earn the FAA Part 107 Remote Pilot Certification. The program of study will allow students to become drone pilots and use drones in a variety of disciplines and employment settings being identified by a grant partnership with Virginia Tech and Old Dominion University.
- b) Approved Career Studies Certificate in Advanced Emergency Medical Technicians (EMT) – This career studies certificate (CSC) was approved by the Board in March 2021; however, the curriculum change requires students to possess current Virginia and/or National Registry EMT certification and have current American Heart Association CPR for admission into the Advanced EMT CSC Program. The Advanced EMT Certificate comprises the second step in the G3 career ladder, the completion of which allows for a seamless progression to the final step of the G3 process, the A.A.S in EMS: Paramedic degree.

Mr. Rowley made a motion to approve the New Drone Foundations certificate program and the changes to the Advanced EMT certificate.

Motion carried.

Mr. Rowley provided a financial aid and military aid veteran services update. He mentioned that in FY 2021-2022, the college received a total of \$8,626,263 that were disbursed to 2,562 qualified students and disbursed \$873,222 to 480 students for the G3 initiative. Additionally, the college has received the designation of Military Friendly Silver Award for Community Colleges placing among the 20% of the s ranked organizations. He explained that Military Friendly schools strive toward and succeed in areas that matter most in helping veterans transition from the military to school and ultimately into satisfying careers in the civilian world. By earning the designation, the college shows that it meets the criteria.

Mr. Rowley invited Dr. Frank Cirioni to provide an enrollment update.

Dr. Frank Cirioni began with the statement that there's been overall steady growth in enrollment and FTE head count. He mentioned that enrollment remained consistent and that 97% of our overall 7% stretch goal for the fall semester has been met, and that the enrollment team is confident that there will be continued growth.

Dr. Cirioni also mentioned that the college was a recent recipient of the Kenan Grant Cybersecurity scholarship and that in October, eligible students will be able to begin the application process, which will also increase enrollment. Stafford County, Orange County, and other areas outside of our localities have also shown an increase in enrollment. Dr. Cirioni added that he will be visiting the counties that the college serves, to meet with school leaders, directors of dual enrollment and to tour their facilities. Due to the yearly academic schedule, Spring 2023 enrollment includes a total of approximately 1000 registered students and Summer 2023 includes approximately 250 registered students.

Dr. Gullickson added that the college is the only college in the VCCS that has an academic year enrollment schedule offering students the opportunity to register all year round.

Mr. Jack Rowley mentioned that the committee also discussed efforts surrounding the college becoming a work-based learning college by increasing work-based learning opportunities for students, providing them with the interpersonal skills needed and guidance in career preparation and exploration, equipping them to be ultimately eligible for a paid internship in their programs.

## **5. Executive/Human Resources**

Dr. Gullickson began with a statement that the college did not win the Best Colleges to Work For designation and employees identified specific room for improvement based on the results of the climate survey. The areas identified were a) Performance appraisals, b) Overall pay, c) Professional development, but overall, employees seem to demonstrate confidence in the direction of the organizations leadership and that 95% are committed to the mission of the institution and that the survey climate results were overall positive.

Dr. Gullickson made a statement that the college continues to be a very efficient organization and that she attributes all the work done by employees to its steady enrollment growth. She encouraged everyone to review the climate survey.

Dr. Gullickson also mentioned that the college recently revised its educational aid/tuition reimbursement process, awarding full-time and part-time eligible classified staff employees up to \$550 per undergraduate credit hour, and up to \$1000 per graduate credit hour, limited to 9 credit hours per fiscal year (July 1 – June 30). The revision of the education aid offerings was to promote continuous learning in the organization and for employees to increase their personal and professional growth. She added that areas of interest do not have to be specifically job-related so employees can use it to prepare for their next jobs at Germanna, and courses must be for credit from any accredited higher education institution.

Dr. Gullickson spoke about the 2023-2028 college strategic goals. She mentioned that the goals are a combination of the VCCS goals, and the College Goals. The college looked at its institutional goals and added VCCS goals that were most aligned with the college's Strategic Goals. Dr. Gullickson provided a summary of the goals and highlighted that the college has the only College Everywhere program on the

East Coast, and that there was a recent hire of a credit-for-prior-learning advisor who will help students evaluate their work and credits. She added that the overall goal is to have a work-based learning experience for each student resulting in a paid internship.

Dr. Gullickson mentioned that the IT department was recently recognized for its internship program resulting in receiving the 2022 and inaugural Top Employers for Interns Award by V-TOP (the Virginia Talent + Opportunity Partnership). She added that the college plans on using the internship to pilot future paid internship programs using federal work study money for students who are eligible for paid internships within or outside of the organization.

Additionally, the organization is focused on leadership and professional development by offering a variety of professional development webinars to employees and by inviting intellectually diverse speakers to present at the Germanna Community Conversations. She encouraged everyone to register and attend community conversations that are free and open to all.

Ms. Sarah Berry made a motion to approve the 2023 – 2028 strategic goals with the addition of the VCCS Opportunity 2027 Goals.

Motion carried.

Chair Berry invited Mr. Bruce Davis to present about the Foundation Financial Review.

Mr. Davis began with a statement that there was a major increase in donations especially during Give Day 2021. He mentioned that although overall business is good, as of August 2022, the Educational Foundation is currently at a loss of about \$1.8M due to lower stock market returns.

Mr. Davis gave a brief overview of the financial statements and mentioned that students are being assisted using the Gossweiler funds and that the college is spending HERF money to assist students. He also mentioned that Student Services, Financial Aid and the Educational Foundation has implemented a new software program making it easier for students to apply for scholarships. More information about the new system is forthcoming.

Mr. Davis announced that Wednesday, October 5<sup>th</sup> is Give Day, the goal is to raise \$500,000 and that there are three program initiatives: Germanna Guarantee, Early College/GPTA and Germanna Cares. He discussed the different participation challenges and encouraged everyone to participate, share the information with their communities and to donate.

## **6. Finance/Facilities**

Ms. Sarah Berry invited Mr. David Swanson to present the FY22 end of year local funds financial review.

Mr. David Swanson started by saying that there were some investment losses due to the current low stock market returns and that the college has a couple of million dollars in bonds and that nothing was sold.

Mr. Swanson gave a brief overview of the FY22 end of year local funds financial review and reminded the Board of the four dormant endowments totaling approximately \$52,0000 that were approved for transfer to the Foundation in May. These actions released them from restrictions and approved the

liquidation to the Germanna Community College Educational Foundation after proper notice to the Attorney General. He added that correspondences were sent to the Attorney General and, if there is no response by October 5<sup>th</sup>, the funds will be transferred to the Educational Foundation to provide scholarships for students.

Ms. Sarah Berry moved to approve the FY22 end of year local funds budgets.

Ms. Frankie Gilmore seconded the motion.

Motion carried.

## **7. President's Report, Dr. Janet Gullickson**

Dr. Gullickson began with a statement that this year marks the 50<sup>th</sup> anniversary of the Federal Pell Grant Program. She mentioned that according to the Department of Education, Federal Pell grants have been issued to approximately over 80 million people since the program's creation. Today, Pell Grants form the foundation of many students' financial assistant packages and it is the single largest source of grants for postsecondary education.

Dr. Gullickson mentioned that the institution will be participating in the lab school applications. This is a potential opportunity stemming from Governor Youngkin's office proposal to sustain innovative K-12 education designed and executed by colleges and universities in Virginia. She added that the college is investigating the possibility of participating in the initiative to support already successful early college academics like GPTA and Germanna scholars.

Additionally, Ms. Taylor Landrie, Special assistant to the President for Strategic Initiatives, will be taking leadership on the initiative to assess the value of participating.

## **8. Chair Report, Ms. Sarah Berry**

Chair Sarah Berry began by thanking everyone for attending. She mentioned that the VCCS assigned two state board liaisons Mr. RJ Narang and Ms. Terri Thompson who may be attending future board meetings and gave praises to Dr. Tiffany Ray for getting accepted in the Aspen Rising Presidents Fellowship.

Dr. Gullickson mentioned that the purpose of the fellowship is to prepare Dr. Ray for the opportunity to become a college president.

Chair Berry reminded everyone of Give Day, Thursday October 5<sup>th</sup> and encouraged everyone to participate by sharing the day's event on their social media platforms and by donating.

## **9. New Business**

None.

## **10. Adjournment**

The meeting adjourned at 5:31 pm.



## **2022-2023 Committee Appointments**

### **Executive / Executive/Human Resources**

Ms. Sarah Berry, Chair  
Ms. Frankie Gilmore, Vice Chair  
Mr. Simon Gray  
Dr. Janet Gullickson, Secretary  
Mr. Bruce Davis, Staff

### **Finance/Facilities**

Mr. L. Wayne Bushrod, Chair  
Ms. Christine Repp  
Ms. Ann Marie Anderson  
Dr. John Davis, Staff  
Mr. Garland Fenwick, Staff  
Mr. David Swanson, Staff

### **Academic Affairs/Workforce/Student Success**

Mr. Jack Rowley, Chair  
Mr. Lydell Fortune  
Ms. Wanda Stroh  
Dr. Shashuna Gray, Staff  
Dr. Tiffany Ray, Staff

# Curriculum Change Request Agenda Item For Curriculum Committee

**Proposed by:** Karen Mittura & Patti Lisk

**Effective year:**  Fall 2022  Spring \_\_\_\_  Immediate

**Proposal title:** A.A.S.: Surgical Technology- Curriculum

**Date:** 5/7/2021

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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**

A review of local agencies reveals a need in the healthcare region for Certified Surgical Technologists.

Certified Surgical Technologists are utilized in hospital operating rooms, ambulatory surgical care centers, eye centers, dental surgery centers, sterilization processing departments, endoscopy departments in the GCC region. Graduates may continue their career pathway by becoming a Certified First Assistant, Physician Assistant, Registered Nurse.

The program combines the use of surgical instruments, skills, and techniques with the theoretical knowledge required to perform as a Surgical Technologist in the operating room. The program will provide the didactic, laboratory and clinical instruction that will enable individuals to perform as competent entry-level Surgical Technologists.

Upon successful completion of the program students are eligible to take the National Board of Surgical Technologists exam.

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

<b>CURRICULUM:</b> Addition to GCC offerings in the Healthcare area; A.A.S. degree -Surgical Technology.
<b>INSTRUCTIONAL LOAD:</b> Managed with qualified full-time faculty and adjunct faculty
<b>SCHEDULING:</b> The program will be offered in a Hybrid format. Didactic class Online; Labs on campus -evening hours. Daytime clinical as dictated by local Operating Room schedules.

**TRANSFERABILITY:** Non-transferrable

**ACCREDITATION IMPACT:**

Pending approval:

The program will be accredited by:

***Commission on Accreditation of Allied Health Education Programs (CAAHEP):***

*25400 U.S. Highway 19 North, Suite 158*

*Clearwater, FL 33763*

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

*Kellie Hall* \_\_\_\_\_ 5/6/2021  
Signature of Faculty Member or Staff                      Date

*John Stroffolino* \_\_\_\_\_ 5/6/2021  
Signature of Faculty Member or Staff                      Date

*Emily Sperlazza* \_\_\_\_\_ 5/6/2021  
Signature of Faculty Member or Staff                      Date

*Tracey Williams* \_\_\_\_\_ 5/6/2021  
Signature of Faculty Member or Staff                      Date

*Deborah Springer* \_\_\_\_\_ 5/6/2021  
Signature of Faculty Member or Staff                      Date

*Karen Mittura* \_\_\_\_\_ 5/6/2021  
Signature of Department Head                                      Date

**5. ADDITIONAL SUPPORT FOR PROPOSAL (if any)**

Click here to enter text.

6. COMMENTS BY DEANS OF INSTRUCTION

*Dr. Patti Lisk* \_\_\_\_\_ 5/6/2021  
SIGNATURE OF DEAN OF INSTRUCTION      DATE

*Dr. Amy Hencke* \_\_\_\_\_ 5/7/2021  
SIGNATURE OF DEAN OF INSTRUCTION      DATE

7. COMMITTEE ACTION

*Shawn Shields Lyons* \_\_\_\_\_ 5/14/21  
SIGNATURE OF COMMITTEE CHAIR      DATE

8. ACCREDITATION IMPACT

*John Davis* \_\_\_\_\_ 06/04/21  
SIGNATURE      DATE

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

**APPROVED**     

**DISAPPROVED**     

*Jeanne Wesley* \_\_\_\_\_ 5/14/21  
**SIGNATURE OF VP FOR ACADEMIC AFFAIRS AND WORKFORCE DEVELOPMENT      DATE**

### Follow-up as Needed for Program Changes

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

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

**Germanna Community College**  
**Curriculum Plan- A.A.S. – Surgical Technologist**

**General Education Courses**

- SDV 100 - College Success Skills 1 cr.
- BIO 141 - Human Anatomy & Physiology 4 cr.
- ENG 111 - College Composition I 3 cr.
- SUR 100 - Introduction to Surgical Technology 2 cr.
- HLT 143 Introduction to Medical Terminology 3 cr.
- HLT 105 - Cardiopulmonary Resuscitation (or certified)\* 1 cr.\*

General Education-Total Credits: 14

**Semester One**

- BIO 142 - Human Anatomy & Physiology II 4 cr.
- SUR 140 - Surgical Care I 3 cr.
- SUR 145 - Surgical Care Skills I 3 cr.
- SUR 150 - Surgical Instrumentation 2 cr.

Semester Total: 12 Credits

**Second Semester**

- SUR 135 - Infection Control 2 cr.
- SUR 240 - Surgical Care II 3 cr.
- SUR 245 - Surgical Care Skills II 3 cr.
- SUR 250 - Surgical Pharmacology 2 cr.
- ENG 112 -English Composition II 3 cr.

Semester Total: 13 Credits

**Semester Three**

- SUR 210 - Surgical Procedures 3 cr.
- SUR 260 - Surgical Technology Clinical Practicum 8 cr.
- HUM Elective - Suggest Ethics 3 cr.

Semester Total: 14 Credits

## **Semester Four**

- SUR 254 - Professional Issues in Surgical Technology 2 cr.
- SUR 296 - On-site Training 5 cr.
- SUR 298 - Seminar and Project 3 cr.
- Sociology or Psychology Elective 3 cr.

Semester Total: 13 Credits

**Program Total: 65-66 Credits**

## Proposal Approvals

**From:** Karen Mittura <KMittura@germanna.edu>

**Sent:** Thursday, May 6, 2021 9:59 AM

**To:** Samantha Wilson <SWilson@germanna.edu>; Angela M. Sheaffer <asheaffer@germanna.edu>; Ann McGowan <amcgowan@germanna.edu>; April Morgan <AMorgan@germanna.edu>; Brenda W. Dixon <BWDixon@germanna.edu>; Catherine M. McAndrews <CMcAndrews@germanna.edu>; Clayton J. Lippart <CLippart@germanna.edu>; Debbie VanNortwick <DVanNortwick@germanna.edu>; Deborah Springer <DSpringer@germanna.edu>; Emily C. Sperlazza <ESperlazza@germanna.edu>; Jennifer C. Dodge <JDodge@germanna.edu>; Kellie Hall <KHall@germanna.edu>; Laura K. Gares <LGares@germanna.edu>; Martha Turner <MTurner@germanna.edu>; Mary M. Baysden <MBaysden@germanna.edu>; Patti Lisk <PLisk@germanna.edu>; Paul Niyungeko <PNiyungeko@germanna.edu>; Sharon Leake <SLeake@germanna.edu>; Sherlyn Farrish-Barner <SFarrish-Barner@germanna.edu>; Sue Skinner <SSkinner@germanna.edu>; Pamela D. Bertone <PBertone@germanna.edu>; John Stroffolino <JStroffolino@germanna.edu>; Laurie Z. Daigle <LDaigle@germanna.edu>; Tracey F. Williams <TWilliams@germanna.edu>; Misty Mesimer <MMesimer@germanna.edu>; Patti Lisk <PLisk@germanna.edu>; Betty Brooks <BBrooks@germanna.edu>

**Subject:** Help needed asap --please

I know this is such a BUSY time, but I need your help, please!

Please review and send back an email stating that you concur with these proposals for the **AAS-Surgical Technologist**. I need this documentation as soon as possible **TODAY**. I appreciate you taking your time to review these.

THANK YOU IN ADVANCE, Karen

**John Stroffolino**

Thu 5/6/2021 10:03 AM

To: Karen Mittura

I approve the proposals as outlined on 5/5/2021 by Karen Mittura.

[John E. Stroffolino](#)

Germanna Community College  
Health, Physical Education, and Health Technology  
Associate Professor and Department Chair

**Emily C. Sperlazza**

Thu 5/6/2021 10:03 AM

To: Kellie Hall

Karen Mittura

I concur with these proposals.....good job!

Thu 5/6/2021 10:27 AM

To:



- Misty Mesimer;
- Karen Mittura;
- Samantha Wilson;
- Angela M. Sheaffer

+23 others

I approve of the changes.

Thank you,  
**Kellie Hall**

Tracey F. Williams  
Thu 5/6/2021 11:00 AM  
To:

- Karen Mittura;
- Samantha Wilson;
- Angela M. Sheaffer;
- Ann McGowan

+23 others

I approve the changes.

**Tracey F. Williams**, M.Ed., PTA  
Director of Clinical Education, Assistant Professor  
Germannan Physical Therapist Assistant Program

Deborah Springer  
Thu 5/6/2021 2:50 PM  
To:

- Karen Mittura;
- Samantha Wilson;
- Angela M. Sheaffer;
- Ann McGowan

+23 others

I concur with the surgical technologist curriculum proposals. Deborah Springer MSN, RN  
**Deborah Springer MSN RN**

Sue Skinner  
Thu 5/6/2021 6:26 PM  
To:

- Pamela D. Bertone;
- Karen Mittura;
- Samantha Wilson;
- Angela M. Sheaffer

+23 others

Looks like you have met the number of staff approval – if you need one more:

I concur with the proposals as presented.

**Susan M. Skinner**, MSN, RN, CNE  
Associate Professor of Nursing/ RN Co-Department Chair

**Amy L. Henecke**  
Fri 5/7/2021 1:01 PM  
To:

- Karen Mittura;
- Patti Lisk

Approved!

Thank you!  
Amy

**From:** Karen Mittura <KMittura@germanna.edu>  
**Sent:** Friday, May 7, 2021 9:35 AM  
**To:** Patti Lisk <PLisk@germanna.edu>; Amy L. Henecke <AHenecke@germanna.edu>  
**Subject:** I need your assistance PLEASE  
**Importance:** High

I have added the documents for the Proposed A.A.S. -Surgical Technology.

I have included all information that I believe is needed.

## Curriculum Change Request Agenda Item

### Proposal Approvals

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**Sent:** Thursday, May 6, 2021 9:59 AM

**To:** Samantha Wilson <SWilson@germanna.edu>; Angela M. Sheaffer <asheaffer@germanna.edu>; Ann McGowan <amcgowan@germanna.edu>; April Morgan <AMorgan@germanna.edu>; Brenda W. Dixon <BWDixon@germanna.edu>; Catherine M. McAndrews <CMcAndrews@germanna.edu>; Clayton J. Lippart <CLippart@germanna.edu>; Debbie VanNortwick <DVanNortwick@germanna.edu>; Deborah Springer <DSpringer@germanna.edu>; Emily C. Sperlazza <ESperlazza@germanna.edu>; Jennifer C. Dodge <JDodge@germanna.edu>; Kellie Hall <KHall@germanna.edu>; Laura K. Gares <LGares@germanna.edu>; Martha Turner <MTurner@germanna.edu>; Mary M. Baysden <MBaysden@germanna.edu>; Patti Lisk <PLisk@germanna.edu>; Paul Niyungeko <PNiyungeko@germanna.edu>; Sharon Leake <SLeake@germanna.edu>; Sherlyn Farrish-Barner <SFarrish-Barner@germanna.edu>; Sue Skinner <SSkinner@germanna.edu>; Pamela D. Bertone <PBertone@germanna.edu>; John Stroffolino <JStroffolino@germanna.edu>; Laurie Z. Daigle <LDaigle@germanna.edu>; Tracey F. Williams <TWilliams@germanna.edu>; Misty Mesimer <MMesimer@germanna.edu>; Patti Lisk <PLisk@germanna.edu>; Betty Brooks <BBrooks@germanna.edu>

**Subject:** Help needed asap --please

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THANK YOU IN ADVANCE, Karen

**John Stroffolino**

Thu 5/6/2021 10:03 AM

To: Karen Mittura

I approve the proposals as outlined on 5/5/2021 by Karen Mittura.

[John E. Stroffolino](#)

Germanna Community College  
Health, Physical Education, and Health Technology  
Associate Professor and Department Chair

**Emily C. Sperlazza**

-

Thu 5/6/2021 10:03 AM  
To: Kellie Hall

Karen Mittura

I concur with these proposals.....good job!

Thu 5/6/2021 10:27 AM  
To:

- Misty Mesimer;
- Karen Mittura;
- Samantha Wilson;
- Angela M. Sheaffer

+23 others

I approve of the changes.

Thank you,  
**Kellie Hall**

Tracey F. Williams  
Thu 5/6/2021 11:00 AM  
To:

- Karen Mittura;
- Samantha Wilson;
- Angela M. Sheaffer;
- Ann McGowan

+23 others

I approve the changes.

**Tracey F. Williams**, M.Ed., PTA  
Director of Clinical Education, Assistant Professor  
Germann Physical Therapist Assistant Program

Deborah Springer  
Thu 5/6/2021 2:50 PM  
To:

- Karen Mittura;
- Samantha Wilson;
- Angela M. Sheaffer;
- Ann McGowan

+23 others

I concur with the surgical technologist curriculum proposals. Deborah Springer MSN, RN  
**Deborah Springer MSN RN**

Sue Skinner  
Thu 5/6/2021 6:26 PM  
To:

- Pamela D. Bertone;
- Karen Mittura;
- Samantha Wilson;
- Angela M. Sheaffer

+23 others

Looks like you have met the number of staff approval – if you need one more:

I concur with the proposals as presented.

**Susan M. Skinner**, MSN, RN, CNE  
Associate Professor of Nursing/ RN Co-Department Chair

**Amy L. Henecke**  
Fri 5/7/2021 1:01 PM  
To:

- Karen Mittura;
- Patti Lisk

Approved!

Thank you!  
Amy

**From:** Karen Mittura <KMittura@germanna.edu>  
**Sent:** Friday, May 7, 2021 9:35 AM  
**To:** Patti Lisk <PLisk@germanna.edu>; Amy L. Henecke <AHenecke@germanna.edu>  
**Subject:** I need your assistance PLEASE  
**Importance:** High

I have added the documents for the Proposed A.A.S. -Surgical Technology.

I have included all information that I believe is needed.



# Advanced Technology in Mechatronics

z2021-2022 Program New

## General Catalog Information

### **\*\*Read before you begin\*\***

Select *Program* below, unless proposing a new Acalog shared core

Type of Proposal\*  Program  
 Shared Core

**FILL IN** all fields required marked with an \*.

**ATTACH** supporting documentation.

**LAUNCH** proposal by clicking Validate and Launch at the top. Once the proposal has been launched, approve the proposal to move the proposal forward in the workflow.

**IMPORTANT:** If you are adding new courses to this new program, please ensure a Course New Proposal has also been submitted.

Department\*

### **Effective Year:**

Term\*

Year\*

Program Title\* Advanced Technology in Mechatronics

Program Type\*

Degree Type\*

**Program Description\***

Mechatronics combines electronics, mechanics, and computer programming to build systems that automate tasks. The Advanced Technology in Mechatronics Career Studies Certificate (CSC) builds upon knowledge and skills introduced in the Technology in Mechatronics CSC. It is also recommended for students pursuing an engineering technology degree in mechatronics, electrical technology, or mechanical technology.

**Occupational Objectives:** Mechatronics technician, manufacturing technician, electrical technician or related occupations.

**Admission Requirements:** MDE 10 or other placement methods. All students will be required to demonstrate college readiness through transcript review or informed self-placement. Based on this review students may request or be required to enroll in prerequisite or corequisite math and/or English courses.

Follow these steps to propose courses to the new program curriculum:

**Step 1**

There are two options for adding courses: "Add Course" and "Import Course."

For courses already in the catalog, click on "Import Course" and find the courses needed.

For new classes going through a Curriculog Approval Process click on "Add Course"-- a box will open asking you for the Prefix, Course Number and Course Title.

**Step 2**

Click on "View Curriculum Schema" then select "Add Core". When the New Core appears, expand the Core and enter the Core Title. Next, click on "Add Courses" to access the list of courses from step 1. Then select the courses you wish to add.

For removing courses click on the Delete and proceed.

**Prospective Curriculum\*****Advanced Technology in Mechatronics**

**CAD 241 Parametric Solid Modeling I**

**ETR 114 D.C. and A.C. Fundamentals II**

**ITE 152 Introduction to Digital Literacy and Computer Applications**

**MEC 162 Applied Hydraulics and Pneumatics**

**MTH 131 Technical Mathematics**



**Provide the rationale for proposing this new program.\***

There is a critical shortage of engineering technicians in our region. One of GCC's industry partners needs to hire over 100 engineering technicians immediately. The future demand for engineering technicians is expected to increase with the adoption of automated systems in many sectors most notably manufacturing and service. The Advanced Technology in Mechatronics CSC is the second level/credential in a future G3 Mechatronics program. G3 programs consist of stackable credentials. Each level/credential advances the student's knowledge and skill in the program area. Graduates of the Advanced Technology in Mechatronics CSC may seek employment as a mechatronics technician or related occupations.

**Impact of New Program (Please describe if there is an impact)**

**Curriculum:** New Advanced Technology in Mechatronics CSC

**Instructional Load:** 16cr total. Taught by EGR Technology and ITE faculty.

**Scheduling:** Courses offered fall and spring.

**Transferability:** Most of the courses are transferable to colleges that offer engineering technology.

**Accreditation Impact:** None.










**Is this Program part of the VCCS Portfolio?**  Yes  No  
\*

**ADMINISTRATORS ONLY**

**Acalog Owner**

**Status**  Active-Visible  Inactive-Hidden

## Steps for Advanced Technology in Mechatronics

<b>Originator</b>	<i>Status: Approved</i>
<b>Participants</b>  <b>Harry Schoeller</b> 5/2/2022 1:28 PM	
▼	
<b>Faculty Group</b>	<i>Status: Approved</i>
<b>Participants</b>  <b>Mirela Fetea</b> 5/4/2022 7:28 AM  <b>Shawn Shields</b> 5/5/2022 10:45 AM  <b>Novel Yi</b> 5/4/2022 9:45 AM	
▼	
<b>Department Chair</b>	<i>Status: Approved</i>
<b>Participants</b>  <b>Harry Schoeller</b> 5/6/2022 12:38 AM	
▼	
<b>Dean</b>	<i>Status: Approved</i>
<b>Participants</b>  <b>Eric Vanover</b> 5/6/2022 11:35 AM	
▼	
<b>Dean</b>	<i>Status: Approved</i>
<b>Participants</b>  <b>Patricia Lisk</b> 5/8/2022 11:18 AM  <b>Cheri Maea</b> 5/7/2022 11:05 AM  <b>Eric Vanover</b> 5/6/2022 11:36 AM	
▼	
<b>Admin</b>	<i>Status: Force Approved</i>

## Participants

 Tracy Affeldt 5/9/2022 10:39 AM

Cheri Maea


 Tracy Affeldt (System Administrator) 5/9/2022  
4:17 PM

## Curriculum Committee

Status: *Approved*

## Participants

▲ Curriculum Committee  
May 2022

 Tracy Affeldt \* 5/18/2022 11:34 AM

 Shawn Shields \* 5/13/2022 9:19 AM

 Craig Willits \* 5/14/2022 10:28 AM

## System Admin

Status: *Force Approved*

## Participants

 Tracy Affeldt

Cheri Maea

 Tracy Affeldt (System Administrator)  
5/18/2022 11:34 AM

## VP of Academic Affairs & Workforce Development

Status: *Approved*


## Participants

 Shashuna Gray 6/22/2022 10:29 AM

## Accreditation

Status: *Approved*

## Participants

 John Davis 10/26/2022 1:02 PM

## College Board

Status: *Working*

## Participants

Lorraine Bendleton



**System Admin**

Status: *Incomplete*

**Participants**

Tracy Affeldt

Cheri Maea

## Comments for Advanced Technology in Mechatronics

<b>Curriculog</b>	10/26/2022 1:02 pm <a href="#">Reply</a>
John Davis has approved this proposal on Accreditation.	
<b>John Davis</b>	6/27/2022 12:34 pm <a href="#">1 Reply</a>   <a href="#">Reply</a>
Are the courses that comprise this CSC new or existing courses?	
<b>Tracy Affeldt</b>	10/19/2022 8:28 am
MEC 162 – Existing Course MTH 131 – New Course ITE 152 – Existing Course ETR 114 – New Course CAD 241 – Existing Course	
<b>Curriculog</b>	6/27/2022 12:34 pm <a href="#">Reply</a>
John Davis has requested a hold on this proposal.	
<b>Curriculog</b>	6/22/2022 10:29 am <a href="#">Reply</a>
Shashuna Gray has approved this proposal on VP of Academic Affairs & Workforce Development.	
<b>Curriculog</b>	5/18/2022 11:34 am <a href="#">Reply</a>
Tracy Affeldt has force approved this proposal.	
<b>Curriculog</b>	5/18/2022 11:34 am <a href="#">Reply</a>
Tracy Affeldt has approved this proposal on Curriculum Committee.	
<b>Curriculog</b>	5/16/2022 7:13 am <a href="#">Reply</a>
Diana Merkel has approved this proposal on Curriculum Committee.	
<b>Curriculog</b>	5/14/2022 10:28 am <a href="#">Reply</a>
Craig Willits has approved this proposal on Curriculum Committee.	
<b>Curriculog</b>	5/14/2022 10:26 am <a href="#">Reply</a>
Craig Willits has approved this proposal on Curriculum Committee.	

<b>Curriculog</b>	5/13/2022 10:06 am <a href="#">Reply</a>
Sarah Somerville has approved this proposal on Curriculum Committee.	
<b>Curriculog</b>	5/13/2022 10:02 am <a href="#">Reply</a>
Kevin Handley has approved this proposal on Curriculum Committee.	
<b>Curriculog</b>	5/13/2022 9:22 am <a href="#">Reply</a>
Tamara Remhof has approved this proposal on Curriculum Committee.	
<b>Curriculog</b>	5/13/2022 9:21 am <a href="#">Reply</a>
Ann McGowan has approved this proposal on Curriculum Committee.	
<b>Curriculog</b>	5/13/2022 9:19 am <a href="#">Reply</a>
Shawn Shields has approved this proposal on Curriculum Committee.	
<b>Curriculog</b>	5/13/2022 9:08 am <a href="#">Reply</a>
Shawn Shields has approved this proposal on Curriculum Committee.	
<b>Curriculog</b>	5/13/2022 9:08 am <a href="#">Reply</a>
Preston Simms has approved this proposal on Curriculum Committee.	
<b>Curriculog</b>	5/9/2022 4:17 pm <a href="#">Reply</a>
Tracy Affeldt has force approved this proposal.	
<b>Curriculog</b>	5/9/2022 10:39 am <a href="#">Reply</a>
Tracy Affeldt has approved this proposal on Admin.	
<b>Curriculog</b>	5/9/2022 10:39 am <a href="#">Reply</a>
Tracy Affeldt has approved this proposal on Admin.	
<b>Curriculog</b>	5/8/2022 11:18 am <a href="#">Reply</a>
Patricia Lisk has approved this proposal on Dean.	
<b>Curriculog</b>	5/7/2022 11:05 am <a href="#">Reply</a>
Cheri Maea has approved this proposal on Dean.	

<b>Curriculog</b>	5/7/2022 11:05 am <a href="#">Reply</a>
Cheri Maea has approved this proposal on Dean.	
<b>Curriculog</b>	5/7/2022 11:01 am <a href="#">Reply</a>
Cheri Maea has approved this proposal on Dean.	
<b>Curriculog</b>	5/7/2022 11:00 am <a href="#">Reply</a>
Cheri Maea has approved this proposal on Dean.	
<b>Curriculog</b>	5/7/2022 11:00 am <a href="#">Reply</a>
Cheri Maea has approved this proposal on Dean.	
<b>Curriculog</b>	5/7/2022 10:59 am <a href="#">Reply</a>
Cheri Maea has approved this proposal on Dean.	
<b>Curriculog</b>	5/6/2022 11:36 am <a href="#">Reply</a>
Eric Vanover has approved this proposal on Dean.	
<b>Curriculog</b>	5/6/2022 11:35 am <a href="#">Reply</a>
Eric Vanover has approved this proposal on Dean.	
<b>Curriculog</b>	5/6/2022 0:38 am <a href="#">Reply</a>
Harry Schoeller has approved this proposal on Department Chair.	
<b>Curriculog</b>	5/5/2022 10:45 am <a href="#">Reply</a>
Shawn Shields has approved this proposal on Faculty Group.	
<b>Curriculog</b>	5/4/2022 9:45 am <a href="#">Reply</a>
Novel Yi has approved this proposal on Faculty Group.	
<b>Curriculog</b>	5/4/2022 7:28 am <a href="#">Reply</a>
Mirela Fetea has approved this proposal on Faculty Group.	
<b>Curriculog</b>	5/2/2022 1:28 pm <a href="#">Reply</a>
Harry Schoeller has approved this proposal on Originator.	

**Curriculog**

5/2/2022 1:28 pm [Reply](#)

Harry Schoeller has launched this proposal.

**Decision Summary for Advanced Technology in Mechatronics**

**College Board**

Status: *Working*

**Step Summary**

This step requires 100% approval from all participants to move forward.

**Participants**

**Totals**

Lorraine Pendleton

Users Approved: 0

Users Rejected: 0



**REQUEST FOR NEW CURRICULUM (VCCS-102)**

College: Germana Community College College Code: GCC FICE Code: 008660

1. Title of Curriculum: Advanced Technology in Mechatronics Career Studies Certificate

2. Proposed Initiation Date: Fall \_\_\_ Spring X Summer \_\_\_ Year 24  
 Proposed 1<sup>st</sup> Degree Conferral: Fall \_\_\_ Spring X Summer \_\_\_ Year 24

3. Program Level  
 Transfer: AA AS AA&S AFA  
 Occupational/Technical: AAS AAA Diploma Certificate X CSC

Specialization:  (Check the box to the left if this is a Specialization request)

Major:  (Check the box to the left if this is a Major request)

4. Additional funding required: No new funds required X  
 New funds required: Facilities \$ \_\_\_ Equipment \$ \_\_\_  
 Operations \$ \_\_\_ Other \_\_\_

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: (Check all that apply)  
 \_\_\_ Increased enrollments in existing courses taught at the college  
 \_\_\_ Savings through program restructuring or discontinuances  
X Savings through attrition from other programs  
X Enrollments in new courses  
 \_\_\_ Other \_\_\_\_\_

7. FTES Enrollment Projections: 1<sup>st</sup> year 15 2<sup>nd</sup> year 30 3<sup>rd</sup> year 30

*If after 3 years the program does not sustain an enrollment of 15 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 \_\_\_ No X  
 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. Do you recommend this program be considered for G3 funding eligibility based on alignment with the G3 targeted industry sectors? Yes X No \_\_\_ (Note: Question 10 does not apply to Transfer Degrees.)

11. Estimated Annual Job Openings Local 50+ Source and Date of Data (Note: Question 11 is not required for Transfer Degrees.)  
Local Area Hiring Managers

12. Is the program eligible for Title IV support? Yes X No \_\_\_ (Note: Question 12 applies to CSC & Certificates for submission to SCHEV)

<b>COLLEGE APPROVAL:</b>	
VICE PRES/PROVOST (s/)	Date: <u>10/31/2022</u>
COLLEGE PRESIDENT (s/)	Date: _____
LOCAL BOARD (s/)	Date: _____

	Actual <u>2021</u>	Actual <u>2020</u>	Difference	Actual YTD <u>through 08-31-2022</u>	Actual YTD <u>through 08-31-2021</u>	Difference
Contributions	\$ 1,467,353	\$ 2,367,741	\$ (900,388)	\$ 2,136,754	\$ 704,834	\$ 1,431,920
	(Includes MJO)	(Includes MJO & AB)		(Includes MJO, Wafle, KD)	(Includes MJO)	
Special Event Revenue	\$ 284,546	\$ 75,258	\$ 209,288	\$ 167,521	\$ 284,546	\$ (117,025)
Investment Revenue	\$ 1,182,721	\$ 1,072,653	\$ 110,068	\$ (1,812,923)	\$ 939,442	\$ (2,752,365)
Total	\$ 2,934,620	\$ 3,515,652	\$ (581,032)	\$ 895,491	\$ 2,480,636	\$ (1,585,145)
Contributions above w/o Major Gifts	\$ 1,267,353	\$ 1,117,741	\$ 149,612	\$ 1,136,754	\$ 504,834	\$ 631,920
Total Assets	\$ 13,173,223	\$ 11,886,062	\$1,287,161	\$ 12,660,491	\$ 12,712,723	\$ (52,232)
Major Gifts	<u>2021</u>	<u>2020</u>		<u>2022</u>	<u>2021</u>	
MJO	\$200,000	\$1,000,000		MJO	\$200,000	
AB	\$0	\$250,000		Wafle	\$250,000	
				Dillard	\$250,000	
			Pending	Stafford EDA	\$750,000	
				MWHC	\$50,000	

# College Police College Board Presentation

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NOVEMBER 2022

CHIEF CRAIG BRANCH





# Mission, Vision and Values

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COLLEGE POLICE DEPARTMENT'S  
[MISSION, VISION AND VALUES](#)

# Mission

Our mission is to provide a safe and secure campus for our community. We believe that our role does not end there. We feel strongly that our community needs both to be safe and feel safe. The perception of safety contributes to the overall college experience, facilitates teaching and learning, and supports the mission of Germanna Community College to educate the next leaders of the Commonwealth and our nation.

We strive to enforce the law as well as college rules and regulations in a manner that supports the missions of both the Police Department and Germanna Community College whenever and wherever possible. The Germanna Community College Police Department believes the most effective way to achieve these goals is through collaboration with our community.

By embracing a proactive community policing/customer service-based philosophy, we will be able to create a partnership with our campus constituents, as well as our neighbors. A close community partnership is the best way to prevent crime and enhance safety. We will preserve public safety and foster a better quality of life by providing the services necessary to accomplish this mission and make the college a better place to work, visit and learn.

# Vision

Our vision is to provide the best possible police and security services to our college community by:

- ❖ Establishing and maintaining relationships within our community for the purpose of communication and problem solving.
- ❖ Utilize technology, intelligence and information sharing to enhance safety.
- ❖ Create a safe and prospering environment through education, prevention and enforcement efforts.
- ❖ Continue to improve and enhance services to the college community through training, cost-efficient and responsible use of resources, and resource sharing within the law enforcement community.
- ❖ Continually measure the organization against best practices within the college and law enforcement community, always seeking improvement and continued learning.
- ❖ Gain and maintain the trust and confidence of all members of the college community while striving to improve the quality of life for them.
- ❖ Constantly improve and enhance the image of the Germanna Community College Police Department through our service, performance, appearance, conduct and reputation.

## College Police

Overview: The Germanna Community College Police Department was established in January 2012 and since its inception has been committed to providing a safe, secure and welcoming campus environment for all students, faculty, staff and visitors. The department consist of sworn police officers, non-sworn campus security officers, and non-sworn police dispatchers.

The department is comprised of three divisions: Patrol Operations, Administrative Services, and Office of Emergency Management.

The following information highlights a few steps the department and college has taken to over the years to enhance safety and security at Germanna.

# College Police Website

- Annual Crime Report
- Emergency Operations Plan
- Crime Alerts
- Safety Alerts
- Sex Offender Registry
- Contact Numbers
- Much More!

**GERMANNA**  
COMMUNITY COLLEGE

**COLLEGE POLICE DEPARTMENT**

HOME / COLLEGE POLICE DEPARTMENT

MYGCC

- ADMISSIONS
- ACADEMICS
- SERVICES & SUPPORT
- PAYING FOR COLLEGE
- ABOUT GERMANNA
- EDUCATIONAL FOUNDATION
- WORKFORCE SERVICES

**POLICE**  
GERMANNA  
COMMUNITY COLLEGE  
VA

Our mission is to provide a safe and secure campus for our community. We believe that our role does not end there. We feel strongly that our community needs both to be safe and feel safe. The perception of safety contributes to the overall college experience, facilitates teaching and learning, and supports the mission of Germanna Community College to educate the next leaders of the Commonwealth and our nation.

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**DEPARTMENT VALUES**

**In this Section**

- Annual Crime Report
- Crime Alerts
- Crime Prevention
- Emergency Operations Plan
- Germanna Community College Policies
- Officer Complaint/Compliment Page
- Phone Locations
- Public Safety Tips
- Rape Aggression Defense (RAD)



# Training

The department has provided over 200 hours of training to the college community and our service region. Training included:

Active Shooter Response (4 CRCC Instructors)

Emergency Preparedness (C-CERT will restart this academic year. 2 Instructors)

Sexual Assault Awareness and Prevention (R.A.D. will be resuming this year. 1 Instructor.)

Crime Prevention (3 State Certified Crime Prevention Specialist with 3 more pending. 3 Nationally Certified Campus Protect Specialist)

Domestic Violence, Dating Violence, and Stalking (VAWA Requirement)

Refuse to Be a Victim (6 Instructors)

Crisis Intervention Team (3 Instructors)

Hidden In Plain Sight (HIPS)

Title IX and Clery Compliance

## Training (Officers)

In addition to providing training to our community members, the department has also taken a proactive approach in providing ongoing training for officers. Except for the recently hired officers, all personnel have received training in areas of *implicit bias, mental health response, emergency preparedness, verbal de-escalation, sexual assault investigations, trauma informed interviewing, victim advocacy, effective report writing, active shooter response, REVIVE! First Responder, crime prevention, First Aid/CPR/AED*, as well as various other public safety areas. Many of our officers are crossed trained to perform several specialty area functions within the department and serve as instructors. On an average, new officers receive over 300 hours of mandatory entry level training in various area involving public/campus safety.

## Compliance

### **Virginia Department of Emergency Management (VDEM)**

Under federal and state laws as well as various Executive Orders issued by the Governor, IHE's must comply with a multitude of mandates associated with Emergency/Crisis Situations and Response. Some include ongoing reviews and updating of plans, testing notifications systems, mandatory training, mandatory reporting, as well as mandatory attendance to various regional/state meetings.

### **Virginia Department of Criminal Justice Services (DCJS)**

Similar laws, Executive Orders, mandates are also required as it pertains to police department operations and training for all our officers.

## Compliance

### Jeanne Clery Act

Published [Annual Security Report](#)

Published Annually by October 1 as required by the U.S. Department of Education.

Annual Campus Safety Survey submissions to the U.S. Department of Education due by October 19.

### VAWA

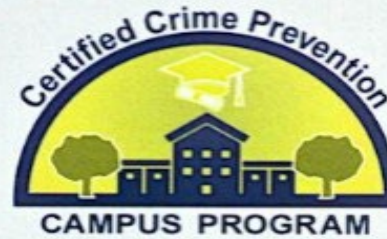
The college police has been working closely with student services, counseling services, college Title IX/Deputy Title IX Coordinators, DCJS, and other local/state partners to offer the required programs.

# Additional State Mandates

- Memorandum of Understandings (MOUs) with local Community Services Boards
- Memorandum of Understandings (MOUs) with local Sexual Assault Crisis Centers
- Memorandum of Understanding (MOU) with the Virginia Department of Alcohol Beverage Control-Bureau of Law Enforcement.
- Mutual Aid Agreement (MAA) with the Virginia State Police
- Initial and Annual Training
- Attend quarterly local Sexual Assault Response Team meetings
- Submission of various data to the VSP, DCJS, and DGS
- Threat Assessment

# Crime Prevention

- Germanna is a State Certified Crime Prevention Campus. We are the 1<sup>st</sup> and only certified crime prevention campus in the VCCS and one of only 7 other IHE's certified in Virginia.
- The College Police are active members of the PRCPA.
- Cameras, Emergency Call Boxes, College IP phone upgrades.
- Campus Security Assessments
- Invested in upgrading our IP alert system (to included external/internal speakers) and establishing a redundant protocol system.



## CERTIFIED CRIME PREVENTION CAMPUS CERTIFICATION

This acknowledgement of certification is presented to the

*Germanna  
Community College*

as a testament of having met the standards of excellence set forth by this program and of their commitment to the prevention of crime within the campus community.



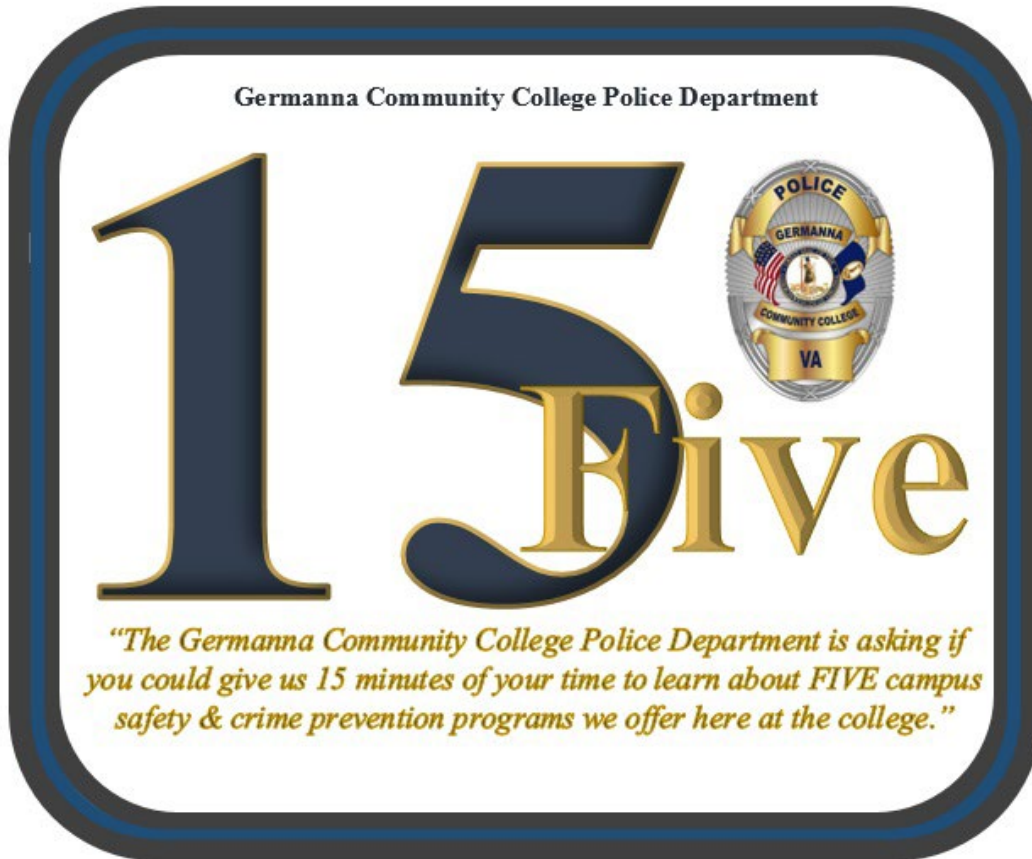
Francine C. Ecker  
Director

6/5/17

Date

# Crime Prevention Programs

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- ❖ Active Shooter/Hostile Threat Response Training- CCRC
- ❖ Campus Safety 101
- ❖ SafeTalk
- ❖ Rape Aggression Defense
- ❖ Man In A Box
- ❖ Refuse to be a Victim
- ❖ The Law and You: Positive Police and Citizen Encounters
- ❖ Operation Buzzkill
- ❖ Brown Bag Safety Series
- ❖ Project Clothesline
- ❖ Robbery Prevention
- ❖ Campus Safety Escort Services
- ❖ Motorist Assistance

# Crime Prevention

## [TIPS Incident Reporting](#)

TIPS (Threat Assessment, Incident Management and Prevention Services) is an innovative platform of web-based tools designed to empower students, faculty, staff and other campus community members to confidentially and anonymously report concerning behaviors and potentially harmful student safety concerns, including weapons, drug/alcohol use, gangs, harassment or intimidation, vandalism, physical/sexual assaults, threats of violence, suicide risk, abuse and others. Once reports are made, TIPS provides a central and secure system for the college police and Threat Assessment Team to proactively investigate the concern, objectively assess the situation, track and document actions taken and monitor individuals with ongoing follow-ups and reminders.





# Community Outreach

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In addition to the training sessions and presentations we are planning this year, the department has worked hard to ensure that our college police department's webpage is as informative as possible. Our goal is for the webpage to be a source of information regarding "all things campus safety" for the college community.

Safety is Everyone's Responsibility! We need your help. How can you help us? **Safety with any community starts with strong support from its leadership (For Cities/Towns-City/Town Councils, Counties- BOS, IHE's-Boards).**



# Customer Service / Community Satisfaction

GCC AY22 Currently Enrolled Student Climate Survey Results:

College Police was ranked amongst the top in

**Institutional Strengths** The areas our students care about and where the college is meeting their expectations: (*#1 - The campus is safe and secure for all students*)

**Scale Rankings In Survey** The ranking of the question cluster scales by level of satisfaction: Scales with highest levels of satisfaction (*#1 - Safety and Security*)

We are also proud to announce that all our AY 21-22 QCA's received a rating of Excellent or Good in each category as well as a response of "safe" to the question- How safe do you feel on campus?



**#NotOnMyWatch**

**WE CONTINUE OUR COMMITMENT TO:**

- Serve our community with integrity, fairness and compassion.
- Use only necessary and reasonable force in resolving incidents.
- Intervene and hold accountable those who fail to do so.

**"Injustice anywhere is a threat to justice everywhere" MLK**

# Public Trust

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The College Police Department's *Not On My Watch* Program was initiated in June 2020 in wake of the death of George Floyd by officers with the Minneapolis Police Department in addition to a growing concern of an erosion of public trust amongst law enforcement. Our Not On My Watch Program has been recognized as a best/recommended practice by the Virginia Association of Chiefs of Police, Virginia Association of Campus Law Enforcement Administrators, International Association of Campus Law Enforcement Administrators, and VCCS Auditor.



## EMERGENCY PREPAREDNESS ACTIVE SHOOTER / ACTIVE THREAT



### Attachment 1

College Police Department  
**Emergency (540) 727-2911 or  
Ext. 322911 from college phone**

#### I. If you are involved in a situation where someone has entered the area and begins actively killing or attempting to kill, below is a list of recommended actions:

- A. If safely possible exit the building immediately and **run** to a place of cover and **avoid** the area. Seek protection behind a secure or solid object.
- B. Notify anyone you may encounter to exit the building immediately. Try and account for individuals in your area.
- C. Notify the Police by calling 911 or College Police at 322911 or press the college police speed dial button on any college IP phone for emergency assistance.
- D. Give the Police Operator the following information:

- *Your name*
- *Your location*
- *Location of the incident (be as specific as possible)*
- *Number of shooters (if known)*
- *Identification of shooter(s) (if known)*
- *Description of shooter or shooters*
- *Number of shooting victims, their condition and their location*

#### II. If you are unable to safely exit the building, the following actions are recommended:

- A. Go to the nearest room or office, **deny** access and **hide**.
- B. Close the door, lock if possible or block the door with an inanimate object such as a desk or chair(s) and stay low.
- C. Cover the door windows if possible and turn off the lights.
- D. Keep quiet and act as if no one is in the room.
- E. **DO NOT** answer the door. **Do Not** pull the fire alarm.
- F. Notify the Police by calling 911 or College Police by dialing 322911 or press the college police speed dial button on any college IP phone for emergency assistance.
- G. Give the Police Operator the following information:

#### III. If for some reason you are caught in an open area such as a hallway or lounge type area, you must decide what action to take.

- A. You can try to **hide**, but make sure it is a well-hidden space where intruder access can be **denied/delayed** or you may be found as the intruder (s) moves through the building and or grounds looking for victims.
- B. If you think you can safely make it out of the building by running, then do so. If you decide to **run**, do not run in a straight line. Keep any objects you can between you and the hostile person(s) while in the building. Use trees, vehicles or any other solid object to block you from view as you run. When away from the immediate area of danger, summon help any way you can and warn others.
- C. If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, you may have to develop a plan of counter attack and fight.
- D. The last option you have if caught in an open area may be to **defend/fight** back. This is dangerous, but depending on your situation, this could be your only option.
- E. If you are caught by the intruder and are not going to fight back, follow their directions and don't look the intruder in the eyes.
- F. Once the police arrive, obey all commands. This may involve your being handcuffed or made to put your hands in the air. This is done for safety reasons and once circumstances are evaluated by the police, they will give you further directions to follow.

**Finally, plan ahead and be familiar with your surroundings!**

Questions

Any  
Questions ?



**THANK YOU**



## 2023 Legislative Priorities

The Virginia Community College System's focus on workforce development is paying off for Virginia, but more resources are needed to meet the growing demand for credentialed workers in healthcare, manufacturing, technology, and skilled trades programs. These are expensive fields for community college instruction for two reasons. First, colleges must be able to pay higher wages to recruit and retain faculty in these fields. Second, these programs require small class sizes, specially designed instructional labs, and expensive equipment. Strategic investments in workforce education will enable Virginia's Community Colleges to produce more highly skilled workers for the Commonwealth.

### ***Increase Workforce Credentials Grant Funding: \$2.7 M, Recurring***

- The current WCG funding of \$13.5M per year produces approximately 7,000 skilled workers each year, and demand exceeds funding. In addition, the state's maximum reimbursement of \$3,000 for WCG falls short of actual costs for programs like Commercial Driver's License and Pharmacy Technology.
  - Increase the funding level to \$16.2M per year to produce an ***additional 1,450 skilled workers*** for high-demand healthcare, transportation infrastructure, and manufacturing jobs. (Doubling the annual allocation to \$27M will produce approximately 14,500 skilled workers.)
  - Increase the state's ***maximum reimbursement for WCG to \$4,000*** per student in selected programs, based on increased costs for delivery.

### ***Provide Start-up and Capacity Building Funds for High-Cost, High Demand Workforce Programs with Employer Match: \$12M, Non-Recurring***

- To produce graduates with 21<sup>st</sup> century job skills, colleges need Innovation funds to start new programs or update existing programs with state-of-the-art labs and cutting-edge equipment. Colleges seeking to access these funds must show an employer match or in-kind equipment contributions. Targeted program areas include healthcare, computer and information technology, advanced manufacturing, and skilled trades.
  - Provide ***\$12M in competitive Innovation Funds*** to strategically fund program upgrades and new program start-ups in regions with high workforce demand and low labor supply.
  - \$12M will fund approximately 12 innovation projects. ***Doubling the investment to \$24M will support more than 20 innovation projects.***

### ***Provide Funding to Support Internship and Career Placement Opportunities: \$10M, Recurring***

- VCCS must establish or expand career placement offices to ensure access to paid internship and apprenticeship learning opportunities and career placement support for all VCCS students. Funding will support connectors between students and employers and ensure that students get help with resume building and interview skills. In coordination with the Virginia Office of Economic Education, job placement and retention will be measured.
  - A \$10M investment will establish critical linkages between employers and colleges and ensure that graduates are placed into jobs more quickly.

***Expand Healthcare and Behavioral Health Dual Enrollment Pathways: \$10M, Recurring***

- Exposing students early to healthcare career pathways will encourage more students into these high-demand careers.
  - A \$10M investment to expand dual enrollment healthcare and behavioral health academies on college campuses would support 5,484 students each year at the current tuition rate.

***Increase Academic Student Advising Capacity: \$6.3 million, Recurring***

- The 2017 JLARC report on the operations and performance of the Virginia Community College System highlighted the fact that inadequate advising capacity in Virginia's community colleges hurts student success outcomes. Increasing the number of advisors will accelerate the success rate of students and will lead to a higher yield of qualified workers within existing and newly launched programs. (This request builds upon an initiative supported by the General Assembly in 2021 which added 60 new advisors in FY 22, and the 2022 General Assembly approved funding for 45 new advisors in FY 23.)
  - An investment of ***\$6.3M will decrease the advisor to student ration to 1 advisor:738 students.***

***Address Mental Health Barriers: \$2.4 million, Recurring***

- VCCS requests general funds to provide mental health services for students enrolled at Virginia's 23 community colleges. These services will be delivered in a telehealth format. The cost is based on between \$8.00 to \$16.00 per service headcount each year, depending on the level of service delivered, and factoring in inflationary costs.

# **GERMANNA COMMUNITY COLLEGE**

## **FY23 LOCAL FUNDS FINANCIAL REVIEW**

**FOR THE FOUR MONTHS ENDING OCTOBER 31, 2022**

**GERMANNA COMMUNITY COLLEGE BOARD  
NOVEMBER 14, 2022**



# FY23 LOCAL FUNDS FINANCIAL ANALYSIS

- FY23 results are proceeding as planned through October 31, 2022.
- Unrestricted Funds – Unrestricted Fund Balance/Net Assets have decreased by \$529K mostly due to the transfer out of \$600K Kenan Trust grant that was received last year. The largest expenditure so far this year is the debt service payment of \$53K for the Fredericksburg campus parking garage. *Unrestricted Funds details are noted on slides 5-9.*
- Restricted Funds – Over \$4.8M has been received and disbursed for Federal Aid awards.
- Loan Fund – No activity.
- Endowment Fund – All endowments have been transferred to the Foundation after approval from the Attorney General. Transfers were completed in September.
- Plant Funds – Locality contributions of \$214K have been received, with \$114K designated as maintenance reserves and \$100K designated for the Locust Grove replacement fund. The fund balance is \$4.68M with \$3.25M in the Unexpended Plant Fund and \$1.42M in the Investment in Plant Fund. *Details of the Unexpended Plant Fund are noted on slides 10 and 11.*

# LOCAL FUNDS FY23 STATEMENT OF CHANGES

	Unrestricted	Restricted	Loan	Endowment	Plant
<b>Revenues:</b>					
Unrestricted Current Fund Revenue	(232,843)				
Local Appropriations - Restricted		-	-	-	214,365
Federal Grants and Contracts - Restricted		4,829,796	-	-	-
Private Grants and Contracts - Restricted		5,708	-	-	-
Investment Income		-	-	76	6,274
Other Sources	-	-	-	52,402	-
<b>Total Revenues and Other Additions:</b>	<b>(232,843)</b>	<b>4,835,504</b>	<b>-</b>	<b>52,478</b>	<b>220,639</b>
<b>Expenditures:</b>					
Educational and General	230,702	4,631,030			
Auxiliary Enterprise Expenditures	65,891				
Liquidation of Endowment				51,893	
Other Expenditures/Deductions	-	-	-	23,193	-
<b>Total Expenditures</b>	<b>296,593</b>	<b>4,631,030</b>	<b>-</b>	<b>75,086</b>	<b>-</b>
<b>Transfers among funds</b>					
<b>Net Increase/(Decrease) for the Year</b>	<b>(529,436)</b>	<b>204,474</b>	<b>-</b>	<b>(22,608)</b>	<b>220,639</b>
<b>Fund Balances</b>	<b>8,244,487</b>	<b>83,726</b>	<b>-</b>	<b>22,608</b>	<b>4,456,423</b>
<b>Ending Fund Balances</b>	<b>7,715,050</b>	<b>288,200</b>	<b>-</b>	<b>-</b>	<b>4,677,062</b>

- Unrestricted Funds are reviewed in greater detail on slides 5 through 9.
- Plant Funds are reviewed in greater detail on slides 10 and 11.

# LOCAL FUNDS FY23 BALANCE SHEET

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Plant</u>	<u>Loan</u>	<u>Endowment</u>	<u>Agency</u>
<b>Assets:</b>						
Cash	4,711,700.50	313,200.29	2,088,530.16	0.00	0.00	258,016.22
Petty Cash	1,000.00	0.00	0.00	0.00	0.00	0.00
Cash Equivalents	736,289.00	0.00	1,165,531.13	0.00	0.00	0.00
Investments	2,238,045.03	0.00	0.00	0.00	0.00	0.00
Current Receivables	31,063.00	0.00	0.00	0.00	0.00	0.00
Current A/R Allowance	(5,923.00)	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	1,423,001.00	0.00	0.00	0.00
<b>Total Assets:</b>	<b><u>7,937,174.53</u></b>	<b><u>313,200.29</u></b>	<b><u>4,677,062.29</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>258,016.22</u></b>
<b>Liabilities:</b>						
Deposits Pending	(222,124.49)	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
<b>Fund Balances</b>	<b><u>7,715,050.04</u></b>	<b><u>288,200.29</u></b>	<b><u>4,677,062.29</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>258,016.22</u></b>
<b>Total Liabilities and Fund Balances:</b>	<b><u>7,937,174.53</u></b>	<b><u>313,200.29</u></b>	<b><u>4,677,062.29</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>258,016.22</u></b>

- Unrestricted Funds are reviewed in greater detail on slides 5 through 9.
- Plant Funds are reviewed in greater detail on slides 10 and 11.

# LOCAL OPERATING / COLLEGE BOARD FUND BUDGET

- FY23 Operating fund contributions from localities are progressing as expected. Spending is on track.

	Current Period Actual	Year-to-Date Actual	Annual Budget	Budget Variance
<b>Revenues</b>				
Spotsylvania County	-	-	89,171	(89,171)
Stafford County	24,429	24,429	48,858	(24,429)
Caroline County	-	-	6,866	(6,866)
Culpeper County	28,158	28,158	28,158	-
Orange County	-	-	41,931	(41,931)
Madison County	4,535	4,535	4,535	-
City of Fredericksburg	4,646	4,646	9,291	(4,646)
Investment Income	52	52	500	(448)
<b>Total Revenues</b>	<b>61,819</b>	<b>61,819</b>	<b>229,310</b>	<b>(167,491)</b>
<b>Expenditures</b>				
Employee Relations	-	-	15,000	15,000
Student Development Programs	1,214	1,214	15,000	13,786
Student Recruitment	1,710	1,710	10,000	8,290
Operating Contingency Reserve	-	-	27,500	27,500
Dean of Institutional Effectiveness	-	-	10,000	10,000
Physical Plant	-	-	30,000	30,000
<b>Total Expenditures</b>	<b>2,924</b>	<b>2,924</b>	<b>107,500</b>	<b>104,576</b>
<b>Fund Surplus (Deficit)</b>	<b>58,896</b>	<b>58,896</b>	<b>121,810</b>	<b>(62,915)</b>
Transfers from other funds	-	-	-	-
Transfers to other funds	-	-	-	-
Beginning Fund Balance		1,008,368	1,008,368	-
<b>Fund Balance</b>		<b>1,067,263</b>	<b>1,130,178</b>	<b>(62,915)</b>

## Fund 40001 – Local Operating College Board Fund

- Primarily funded by contributions from localities
- Expenses for employee relations, student development and recruitment, and contingencies
- Fund balance is increasing, providing opportunities for future student and community engagement

# VENDING FUND BUDGET

- The Kenan grant of \$600K was transferred out to its intended fund. As the College Branding Project winds down, additional costs have been incurred. The project is still under budget but taking longer than planned.

	Current Period Actual	Year-to-Date Actual	Annual Budget	Budget Variance
<b>Revenues</b>				
Bookstore Commissions	42,311	42,311	140,000	(97,689)
Food Service Commissions	2,351	2,351	-	2,351
Investment Income	1,510	1,510	5,000	(3,490)
Other Income	-	-	-	-
<b>Total Revenues</b>	<b>46,172</b>	<b>46,172</b>	<b>145,000</b>	<b>(98,828)</b>
<b>Expenditures</b>				
Regional Activities	-	-	10,000	10,000
Commissions Contingency Reserve	64,254	64,254	225,000	160,746
President's Discretionary	-	-	10,000	10,000
Fiscal Operating	(2,019)	(2,019)	2,500	4,519
Travel and Meals - excess	292	292	250	(42)
Auxiliary Plant Maintenance	-	-	20,000	20,000
Diversity and Inclusion	1,500	1,500	10,000	8,500
College Branding Project	46,667	46,667	-	(46,667)
<b>Total Expenditures</b>	<b>110,694</b>	<b>110,694</b>	<b>277,750</b>	<b>167,056</b>
<b>Fund Surplus (Deficit)</b>	<b>(64,522)</b>	<b>(64,522)</b>	<b>(132,750)</b>	<b>68,228</b>
Transfers from other funds	-	-	-	-
Transfers to other funds	(600,000)	(600,000)	(600,000)	-
Beginning Fund Balance		2,903,277	2,903,277	-
<b>Fund Balance</b>		<b>2,238,755</b>	<b>2,170,527</b>	<b>68,228</b>

## Fund 40002 – Vending Fund

- Primarily funded by bookstore and foodservice commissions
- Expenses for diversity and inclusion, marketing and branding, and contingencies
- Fund balance serves as a reserve fund; previously transferred \$1M as the initial funding for the replacement of the new Locust Grove facility

# STUDENT ACTIVITY FUND BUDGET

- Student Activity spending appears to be ahead of plan. The College may be seeking an increase in the student activity fees to support increased activities and build reserves.

	Current Period Actual	Year-to-Date Actual	Annual Budget	Budget Variance
<b>Revenues</b>				
Student Activity Fees	39,815	39,815	200,000	(160,185)
Investment Income	-	-	-	-
<b>Total Revenues</b>	<b>39,815</b>	<b>39,815</b>	<b>200,000</b>	<b>(160,185)</b>
<b>Expenditures</b>				
Student Activities	26,842	26,842	68,737	41,895
Student Organizations	9,090	9,090	40,000	30,910
Student Projects	10,983	10,983	25,000	14,017
Dean of Student Services	25,255	25,255	28,000	2,745
Lecture and Culture	6,400	6,400	28,000	21,600
Student Recognition Program	-	-	4,000	4,000
Wellness & Recreation	13,945	13,945	30,000	16,055
Co-Curricular Programs	1,377	1,377	5,000	3,623
<b>Total Expenditures</b>	<b>93,891</b>	<b>93,891</b>	<b>228,737</b>	<b>134,846</b>
<b>Fund Surplus (Deficit)</b>	<b>(54,077)</b>	<b>(54,077)</b>	<b>(28,737)</b>	<b>(25,340)</b>
Transfers from other funds	-	-	-	-
Transfers to other funds	-	-	-	-
Beginning Fund Balance		96,554	96,554	-
<b>Fund Balance</b>		<b>42,477</b>	<b>67,817</b>	<b>(25,340)</b>

## Fund 40003 – Student Activity Fund

- Primarily funded by a student activity fee charged at \$1.50 per credit hour
- Expenses for student activities and organization
- Fund balance is minimal

# PARKING AUXILIARY FUND BUDGET

- A steady increase in this fund balance is helping to contribute to parking and lighting for the new Locust Grove facility.

	Current Period Actual	Year-to-Date Actual	Annual Budget	Budget Variance
<b>Revenues</b>				
Parking Auxiliary Fees	46,640	46,640	235,000	(188,360)
Parking Auxiliary Invest Income	853	853	500	353
<b>Total Revenues</b>	<b>47,494</b>	<b>47,494</b>	<b>235,500</b>	<b>(188,006)</b>
<b>Expenditures</b>				
Parking Auxiliary Enterprise	10,444	10,444	124,837	114,393
<b>Total Expenditures</b>	<b>10,444</b>	<b>10,444</b>	<b>124,837</b>	<b>114,393</b>
<b>Fund Surplus (Deficit)</b>	<b>37,050</b>	<b>37,050</b>	<b>110,663</b>	<b>(73,613)</b>
Transfers from Facilities Aux	-	-	-	-
Transfers to Local Plant Fund	-	-	-	-
Beginning Fund Balance		835,843	835,843	-
<b>Fund Balance</b>		<b>872,893</b>	<b>946,506</b>	<b>(73,613)</b>

## Fund 40203 – Parking Auxiliary Fund

- Primarily funded by a parking fee charged to students at \$1.75 per credit hour
- Expenses to maintain parking lots
- Fund balance is increasing in order to accumulate funds for parking and lighting for the new Locust Grove facility

# FACILITIES AUXILIARY FUND BUDGET

- Debt service on the Fredericksburg campus parking garage of \$53K has been incurred so far this year. Other expenses have been minor.

	Current Period Actual	Year-to-Date Actual	Annual Budget	Budget Variance
<b>Revenues</b>				
Facilities Auxiliary Fees	146,255	146,255	750,000	(603,745)
Facilities Auxiliary Invest Income	2,410	2,410	8,500	(6,090)
<b>Total Revenues</b>	<b>148,664</b>	<b>148,664</b>	<b>758,500</b>	<b>(609,836)</b>
<b>Expenditures</b>				
Facilities Auxiliary Enterprise	2,660	2,660	102,547	99,887
Transfers to State Plant Fund	52,788	52,788	410,000	357,212
<b>Total Expenditures</b>	<b>55,448</b>	<b>55,448</b>	<b>512,547</b>	<b>457,099</b>
<b>Fund Surplus (Deficit)</b>	<b>93,217</b>	<b>93,217</b>	<b>245,953</b>	<b>(152,736)</b>
Transfers to Local Parking Maint	-	-	-	-
Beginning Fund Balance		3,400,445	3,400,445	-
<b>Fund Balance</b>		<b>3,493,662</b>	<b>3,646,398</b>	<b>(152,736)</b>

## Fund 40206 – Facilities Auxiliary Fund

- Primarily funded by a facility fee charged to students at \$5.50 per credit hour
- Expenses to maintain the Fredericksburg parking garage and to cover its debt service (\$3.5M loan maturing September 2031)
- Fund balance serves as a reserve for structural repairs and debt service



# UNEXPENDED PLANT FUND BUDGET

- No expenses so far this year, but FredCAT rental expenses of \$48K are expected. The portion designated for the Locust Grove project fund is shown on the next slide.

	Current Period Actual	Year-to-Date Actual	Annual Budget	Budget Variance
<b>Revenues</b>				
LGC Building Replacement	100,000	100,000	350,000	(250,000)
MR - Stafford County	100,000	100,000	200,000	(100,000)
MR - Culpeper County	1,400	1,400	1,400	-
MR - Orange County	-	-	1,669	(1,669)
MR - Madison County	465	465	465	-
MR - Fredericksburg	12,500	12,500	25,000	(12,500)
Investment Income	6,274	6,274	840	5,434
<b>Total Revenues</b>	<b>220,639</b>	<b>220,639</b>	<b>579,374</b>	<b>(358,735)</b>
<b>Expenditures</b>				
MR - Fredericksburg FredCAT Rent	-	-	48,276	48,276
<b>Total Expenditures</b>	<b>-</b>	<b>-</b>	<b>48,276</b>	<b>48,276</b>
<b>Fund Surplus (Deficit)</b>	<b>220,639</b>	<b>220,639</b>	<b>531,098</b>	<b>(310,459)</b>
Transfers from other funds	-	-	-	-
Transfers to other funds	-	-	(400,000)	-
Beginning Fund Balance		3,033,422	3,033,422	-
<b>Current Fund Balance</b>		<b>3,254,061</b>	<b>3,164,520</b>	<b>(310,459)</b>

## Fund 79001 – Unexpended Plant Fund

- Primarily funded by contributions from localities
- Expenses to cover maintenance and repairs for Germanna facilities; some maintenance costs are planned, but can be unpredictable
- Fund balance is increasing in order to accumulate local funds for the new Locust Grove facility, including ongoing design costs

# UNEXPENDED PLANT FUND

## LOCUST GROVE REPLACEMENT FUNDING STATUS

- The LGC building replacement fund stands at \$1.37M at October 31

	FY18	FY19	FY20	FY21	FY22	FY23
<b>Sources of Funds</b>						
Transfer In	1,000,000	-	-	-	-	-
Contributions from Localities	-	-	200,000	350,000	350,000	100,000
Interest Income	9,774	22,046	15,179	1,188	1,941	4,060
	<u>1,009,774</u>	<u>22,046</u>	<u>215,179</u>	<u>351,188</u>	<u>351,941</u>	<u>104,060</u>
<b>Uses of Funds</b>						
Design Costs	-	-	352,561	331,574	-	-
	<u>-</u>	<u>-</u>	<u>352,561</u>	<u>331,574</u>	<u>-</u>	<u>-</u>
<b>Fund Surplus (Deficit)</b>	<b>1,009,774</b>	<b>22,046</b>	<b>(137,382)</b>	<b>19,614</b>	<b>351,941</b>	<b>104,060</b>
Beginning Fund Balance	-	1,009,774	1,031,820	894,438	914,053	1,265,993
<b>Ending Fund Balance</b>	<b>1,009,774</b>	<b>1,031,820</b>	<b>894,438</b>	<b>914,053</b>	<b>1,265,993</b>	<b>1,370,053</b>
<b>Locality Contributions</b>						
Spotsylvania County	-	-	100,000	100,000	100,000	-
Stafford County	-	-	100,000	100,000	100,000	50,000
Orange County	-	-	-	100,000	100,000	-
Fredericksburg EDA	-	-	-	50,000	-	-
Culpeper County	-	-	-	-	50,000	50,000
	<u>-</u>	<u>-</u>	<u>200,000</u>	<u>350,000</u>	<u>350,000</u>	<u>100,000</u>

**Note on the New Locust Grove Facility:**

Germanna must fund all infrastructure and land improvement including lighting, storm water management, utilities, parking and sidewalks. Additionally, state of the art medical equipment will be required to provide real life training environments in labs, hospitals, and clinics.

# WRAP UP

- Questions and Discussion.
- Suggested motion for the Committee:

“The Finance and Facilities Committee has reviewed the financial analysis for the four months ending October 31, 2022 and moves to accept the financials as presented.”

# **GERMANNA COMMUNITY COLLEGE**

## **FY24 LOCALITY FUNDING REQUEST PLAN**

**GERMANNA COMMUNITY COLLEGE BOARD  
NOVEMBER 14, 2022**

# FY24 LOCALITY FUNDING REQUESTS

- FY24 locality funding requests are typically submitted October through January
- Eastern Localities – single application due October 23 (November 5 in prior year)
  - Spotsylvania County
  - Stafford County
  - Caroline County
  - King George County
  - City of Fredericksburg
  - Note – Application already submitted, need Board ratification
- Western Localities – due dates not yet announced
  - Culpeper County – prior year December 17
  - Orange County – prior year January 3
  - Madison County – prior year January 12

## Funding overview:

Funding History by Locality	FY21 Actuals	FY22 Request	FY22 Actuals	FY23 Request	FY23 Confirmed	FY24 Request
Caroline County	6,866	55,866	6,866	30,866	7,209	31,209
Culpeper County	28,158	103,158	78,158	104,558	79,558	104,558
Fredericksburg City	34,291	109,291	34,291	84,291	34,291	84,291
Fredericksburg EDA	75,000	-	-	-	-	-
King George County	-	35,000	-	35,000	-	35,000
Madison County	5,000	54,000	5,000	54,000	5,000	54,000
Orange County	143,600	143,600	143,600	143,600	143,600	143,600
Spotsylvania County	189,171	314,171	189,171	289,171	189,171	289,171
Stafford County	348,858	473,858	348,858	448,858	348,858	448,858
<b>Grand Total</b>	<b>830,944</b>	<b>1,288,944</b>	<b>805,944</b>	<b>1,190,344</b>	<b>807,687</b>	<b>1,190,687</b>

# FY24 REQUESTS FOR OPERATING FUNDS

- FY24 requests for operating funds totals \$504,153
  - Only Orange County has responded to previous requests for Career Coach funding
  - Will continue to ask for Career Coach funding as noted below

Locality	FY21 Actuals	FY22 Request	FY22 Actuals	FY23 Request	FY23 Confirmed	FY24 Request
<b>Operating Funds</b>						
Caroline County	6,866	6,866	6,866	6,866	7,209	7,209
Culpeper County	28,158	28,158	28,158	28,158	28,158	28,158
Fredericksburg City	9,291	9,291	9,291	9,291	9,291	9,291
Madison County	4,535	4,535	4,535	4,535	4,535	4,535
Orange County	16,931	16,931	16,931	16,931	16,931	16,931
Spotsylvania County	89,171	89,171	89,171	89,171	89,171	89,171
Stafford County	48,858	48,858	48,858	48,858	48,858	48,858
<b>Subtotal</b>	<b>203,810</b>	<b>203,810</b>	<b>203,810</b>	<b>203,810</b>	<b>204,153</b>	<b>204,153</b>
<b>Career Coaches</b>						
Caroline County	-	25,000	-	-	-	-
Culpeper County	-	25,000	-	25,000	-	25,000
Fredericksburg City	-	25,000	-	-	-	-
King George County	-	25,000	-	25,000	-	25,000
Madison County	-	25,000	-	25,000	-	25,000
Orange County	25,000	25,000	25,000	25,000	25,000	25,000
Spotsylvania County	-	125,000	-	100,000	-	100,000
Stafford County	-	125,000	-	100,000	-	100,000
<b>Subtotal</b>	<b>25,000</b>	<b>400,000</b>	<b>25,000</b>	<b>300,000</b>	<b>25,000</b>	<b>300,000</b>
<b>Total Operating Funds</b>	<b>228,810</b>	<b>603,810</b>	<b>228,810</b>	<b>503,810</b>	<b>229,153</b>	<b>504,153</b>

# FY24 REQUESTS FOR CAPITAL FUNDS

- FY24 requests for capital funds totals \$686,534
  - Requests of Caroline, Fredericksburg, King George, and Madison to fund the Locust Grove replacement project have not been successful so far, but will keep trying
  - Budget planning will be made with previously confirmed contributions

Locality Funding	FY21 Actuals	FY22 Request	FY22 Actuals	FY23 Request	FY23 Confirmed	FY24 Request
<b>Maintenance Reserve</b>						
Caroline County	-	-	-	-	-	-
Culpeper County	-	-	-	1,400	1,400	1,400
Fredericksburg City	25,000	25,000	25,000	25,000	25,000	25,000
Fredericksburg EDA	25,000	-	NA	NA	NA	NA
Madison County	465	465	465	465	465	465
Orange County	1,669	1,669	1,669	1,669	1,669	1,669
Stafford County	200,000	200,000	200,000	200,000	200,000	200,000
<b>Subtotal</b>	<b>252,134</b>	<b>227,134</b>	<b>227,134</b>	<b>228,534</b>	<b>228,534</b>	<b>228,534</b>
<b>LGC Construction</b>						
Caroline County	-	24,000	-	24,000	-	24,000
Culpeper County	-	50,000	50,000	50,000	50,000	50,000
Fredericksburg City	-	50,000	-	50,000	-	50,000
Fredericksburg EDA	50,000	-	-	-	-	-
King George County	-	10,000	-	10,000	-	10,000
Madison County	-	24,000	-	24,000	-	24,000
Orange County	100,000	100,000	100,000	100,000	100,000	100,000
Spotsylvania County	100,000	100,000	100,000	100,000	100,000	100,000
Stafford County	100,000	100,000	100,000	100,000	100,000	100,000
<b>Subtotal</b>	<b>350,000</b>	<b>458,000</b>	<b>350,000</b>	<b>458,000</b>	<b>350,000</b>	<b>458,000</b>
<b>Total Capital Funds</b>	<b>602,134</b>	<b>685,134</b>	<b>577,134</b>	<b>686,534</b>	<b>578,534</b>	<b>686,534</b>

# FY24 REQUEST SUMMARY

- FY24 requests for operating funds totals \$504,153
  - Contributions are shown as revenues in LOCAL OPERATING / COLLEGE BOARD FUND BUDGET (slide 6)
  - Only recurring contributions are factored into the budget planning at this point
  - Of the requests for Career Coaches, only Orange County's is recurring
- FY24 requests for capital funds totals \$686,534
  - Contributions are shown as revenues in the Unexpended Plant Fund Budget (slide 11)
  - Only recurring contributions are factored into the budget planning at this point



# LOCAL OPERATING / COLLEGE BOARD FUND BUDGET

- Proposed request of \$504,153 – continued funding of \$229,153 and new commitments of \$275,000 for Career Coaches

	FY22 Actuals	FY23 Budget	FY24 Proposed
<b>Revenues</b>			
Spotsylvania County	89,171	89,171	<b>89,171</b>
Stafford County	48,858	48,858	<b>48,858</b>
Caroline County	6,866	6,866	<b>7,209</b>
Culpeper County	28,158	28,158	<b>28,158</b>
Orange County	41,931	41,931	<b>41,931</b>
Madison County	4,535	4,535	<b>4,535</b>
City of Fredericksburg	9,291	9,291	<b>9,291</b>
Investment Income	339	500	500
<b>Total Revenues</b>	<b>229,149</b>	<b>229,310</b>	<b>229,653</b>
<b>Expenditures</b>			
Employee Relations	11,977	15,000	15,000
Student Development Programs	7,100	15,000	15,000
Student Recruitment	11,908	10,000	10,000
Operating Contingency Reserve	6,924	27,500	27,500
Dean of Institutional Effectiveness	-	10,000	10,000
Physical Plant	20,154	30,000	30,000
<b>Total Expenditures</b>	<b>58,063</b>	<b>107,500</b>	<b>107,500</b>
<b>Fund Surplus (Deficit)</b>	<b>171,086</b>	<b>121,810</b>	<b>122,153</b>
Transfers In	5,519	-	-
Beginning Fund Balance	831,762	1,008,368	1,130,178
<b>Fund Balance</b>	<b>1,008,368</b>	<b>1,130,178</b>	<b>1,252,331</b>

Requesting new funding for Career Coaches:

- Culpeper \$25K
- King George \$25K
- Madison \$25K
- Spotsylvania \$100K
- Stafford \$100K

## Fund 40001 – Local Operating College Board Fund

- Primarily funded by contributions from localities
- Expenses for employee relations, student development and recruitment, and contingencies
- Fund balance is increasing, providing opportunities for future student and community engagement

# VENDING FUND BUDGET

- No locality funding in the Vending Fund budget; FY24 plan will look like FY23.

	FY22 Actuals	FY23 Budget	FY24 Proposed
<b>Revenues</b>			
Bookstore Commissions	174,781	140,000	140,000
Food Service Commissions	4,457	-	-
Investment Income	(2,166)	5,000	5,000
OS/Vending Comm	533	-	-
OS/Misc. (Kenan Grant)	600,000	-	-
<b>Total Revenues</b>	<b>777,605</b>	<b>145,000</b>	<b>145,000</b>
<b>Expenditures</b>			
Regional Activities	5,654	10,000	10,000
Commissions Contingency Reserve	76,546	225,000	225,000
President's Discretionary	6,285	10,000	10,000
Fiscal Operating	(20,376)	2,500	2,500
Travel and Meals - Excess	124	250	250
Auxiliary Plant Maintenance	7,031	20,000	20,000
Diversity and Inclusion	7,474	10,000	10,000
College Branding Project	244,808	-	-
<b>Total Expenditures</b>	<b>327,545</b>	<b>277,750</b>	<b>277,750</b>
<b>Fund Surplus (Deficit)</b>	<b>450,060</b>	<b>(132,750)</b>	<b>(132,750)</b>
Transfers to Other Funds	(5,519)	-	-
Transfer Out (Kenan Grant)	-	(600,000)	-
Beginning Fund Balance	2,458,736	2,903,277	2,170,527
<b>Fund Balance</b>	<b>2,903,277</b>	<b>2,170,527</b>	<b>2,037,777</b>

## Fund 40002 – Vending Fund

- Primarily funded by bookstore and foodservice commissions
- Expenses for diversity and inclusion, marketing and branding, and contingencies
- Fund balance serves as a reserve fund; previously transferred \$1M as the initial funding for the replacement of the new Locust Grove facility

# STUDENT ACTIVITY FUND BUDGET

- No locality funding in the Student Activity fund. The College will likely seek an increase in the student activity fees in order to promote more robust student activities.

	FY22 Actuals	FY23 Budget	FY24 Proposed
<b>Revenues</b>			
Student Activity Fees	202,057	200,000	250,000
Investment Income	-	-	-
<b>Total Revenues</b>	<b>202,057</b>	<b>200,000</b>	<b>250,000</b>
<b>Expenditures</b>			
Student Activities	49,387	68,737	68,737
Student Organizations	30,633	40,000	40,000
Student Projects	23,965	25,000	25,000
Dean of Student Services	25,116	28,000	28,000
Lecture and Culture	28,227	28,000	28,000
Student Recognition Program	-	4,000	4,000
Wellness & Recreation	30,117	30,000	30,000
Co-Curricular Programs	2,309	5,000	5,000
<b>Total Expenditures</b>	<b>189,754</b>	<b>228,737</b>	<b>228,737</b>
<b>Fund Surplus (Deficit)</b>	<b>12,303</b>	<b>(28,737)</b>	<b>21,263</b>
Transfers	-	-	-
Beginning Fund Balance	84,251	96,554	67,817
<b>Fund Balance</b>	<b>96,554</b>	<b>67,817</b>	<b>89,080</b>

## Fund 40003 – Student Activity Fund

- Primarily funded by a student activity fee charged at \$1.50 per credit hour
- Expenses for student activities and organization
- Fund balance is minimal

# PARKING AUXILIARY FUND BUDGET

- No locality funding in the Parking Auxiliary Fund budget; FY24 plan will look like FY23.

	FY22 Actuals	FY23 Budget	FY24 Proposed
<b>Revenues</b>			
Parking Auxiliary Fees	236,860	235,000	235,000
Parking Auxiliary Invest Income	722	500	500
<b>Total Revenues</b>	<b>237,582</b>	<b>235,500</b>	<b>235,500</b>
<b>Expenditures</b>			
Parking Auxiliary Enterprise	114,568	124,837	124,837
<b>Total Expenditures</b>	<b>114,568</b>	<b>124,837</b>	<b>124,837</b>
<b>Fund Surplus (Deficit)</b>	<b>123,014</b>	<b>110,663</b>	<b>110,663</b>
Transfers In	-	-	-
Transfers Out	-	-	-
Beginning Fund Balance	712,829	835,843	946,506
<b>Fund Balance</b>	<b>835,843</b>	<b>946,506</b>	<b>1,057,169</b>

## Fund 40203 – Parking Auxiliary Fund

- Primarily funded by a parking fee charged to students at \$1.75 per credit hour
- Expenses to maintain parking lots
- Fund balance is increasing in order to accumulate funds for parking and lighting for the new Locust Grove facility

# FACILITIES AUXILIARY FUND BUDGET

- No locality funding in the Facilities Auxiliary Fund budget; FY24 plan will look like FY23.

	FY22 Actuals	FY23 Budget	FY24 Proposed
<b>Revenues</b>			
Facilities Auxiliary Fees	744,768	750,000	750,000
Facilities Auxiliary Invest Income	4,288	8,500	8,500
<b>Total Revenues</b>	<b>749,056</b>	<b>758,500</b>	<b>758,500</b>
<b>Expenditures</b>			
Facilities Auxiliary Enterprise	44,086	102,547	102,547
Debt Service - State Plant Fund	314,500	410,000	410,000
<b>Total Expenditures</b>	<b>358,586</b>	<b>512,547</b>	<b>512,547</b>
<b>Fund Surplus (Deficit)</b>	<b>390,470</b>	<b>245,953</b>	<b>245,953</b>
Transfers	-	-	-
Beginning Fund Balance	3,009,975	3,400,445	3,646,398
<b>Fund Balance</b>	<b>3,400,445</b>	<b>3,646,398</b>	<b>3,892,351</b>

## Fund 40206 – Facilities Auxiliary Fund

- Primarily funded by a facility fee charged to students at \$5.50 per credit hour
- Expenses to maintain the Fredericksburg parking garage and to cover its debt service (\$3.5M loan maturing September 2031)
- Fund balance serves as a reserve for structural repairs and debt service

# UNEXPENDED PLANT FUND BUDGET

- Proposed request of \$686,534 – continued funding of \$578,534 and new commitments of \$108,000 for the LGC replacement project

	FY22 Actuals	FY23 Budget	FY24 Proposed
<b>Revenues</b>			
LGC Building Replacement	350,000	350,000	350,000
MR - Stafford County	200,000	200,000	200,000
MR - Culpeper	-	1,400	1,400
MR - Orange County	1,669	1,669	1,669
MR - Madison County	465	465	465
MR - Fredericksburg	25,000	25,000	25,000
Investment Income	2,999	840	840
<b>Total Revenues</b>	<b>580,133</b>	<b>579,374</b>	<b>579,374</b>
<b>Expenditures</b>			
MR - Fredericksburg FredCAT Rent	48,276	48,276	48,276
Website Capitalization	145,470	-	-
<b>Total Expenditures</b>	<b>193,746</b>	<b>48,276</b>	<b>48,276</b>
<b>Fund Surplus (Deficit)</b>	<b>386,387</b>	<b>531,098</b>	<b>531,098</b>
Website Capitalization Transfer	145,470	-	-
Transfers to other funds	-	(400,000)	(400,000)
Beginning Fund Balance	2,501,565	3,033,422	3,164,520
<b>Fund Balance</b>	<b>3,033,422</b>	<b>3,164,520</b>	<b>3,295,618</b>

LGC Replacement project –

Continued funding :

- Culpeper \$50K
- Orange \$100K
- Spotsylvania \$100K
- Stafford \$100K

Requesting new funding:

- King George \$10K
- Madison \$24K
- Caroline \$24K
- Fredericksburg \$50K

## Fund 79001 – Unexpended Plant Fund

- Primarily funded by contributions from localities
- Expenses to cover maintenance and repairs for Germanna facilities; some maintenance costs are planned, but can be unpredictable
- Fund balance is increasing in order to accumulate local funds for the new Locust Grove facility, including ongoing design costs

# WRAP UP

- Questions and Discussion.
- Suggested motion for the Committee:  

“The Finance and Facilities Committee has reviewed the FY24 Locality Funding Request proposal and moves to accept the proposal as presented and ratify the request to the eastern localities.”

**Germanna Community College Local Board**  
**Facilities Report**  
**November 14, 2022**

**1. Locust Grove Campus Replacement Building**

- Revised Capital Budget Request has been prepared, requesting additional authorization and funding for this project (i.e., move this project from the “Design Pool” to the “Construction Pool”). This Revised request has been submitted to Department of Planning and Budget (DPB) for consideration by the Administration and General Assembly in January 2023.

**2. Maintenance Reserve Projects**

Curtain Wall Repair at the Science & Engineering Building and Information Commons Building.

- WDP & Associates are 95% complete with the design and specifications to repair the curtain wall. The System Office accepted the expanded scope of work to now included the entire curtain wall. The System Office is in the process of issuing a change order to WDP & Associates to include the expanded scope of work. The cost of this price project has increased to approximately \$750,000.

Replace Fire Alarm System in the Workforce Building.

- The Preliminary drawings have been approved by the System office and Jensen Hughes has been directed to start working drawings. Additional comments were made on the Preliminary drawings and the System Office has answered those questions and work continues on the working drawings.

**3. Construct Lactation Rooms**

- This project is on hold for now.

**4. Bus Shelter at Fredericksburg**

- The System Office is working on issuing RMT Construction a change order so they can accurately answer the comment from Division of Engineering and Buildings (DEB), in reference to the accessible route from exiting the bus, to the shelter and into the Dickinson Building. When the review is complete, we'll know what our next steps will be in moving bus shelter forward.

**5. Daniel Technology Road Sign**

- RRMM Architects received unofficial comments back from Culpeper County on the sign. Because the sign is a state project a review by Culpeper County is only done as a courtesy from the college to the county. The unofficial comments were so insignificant I instructed RRMM to incorporate them into the design. Attached is an elevation/site drawing.

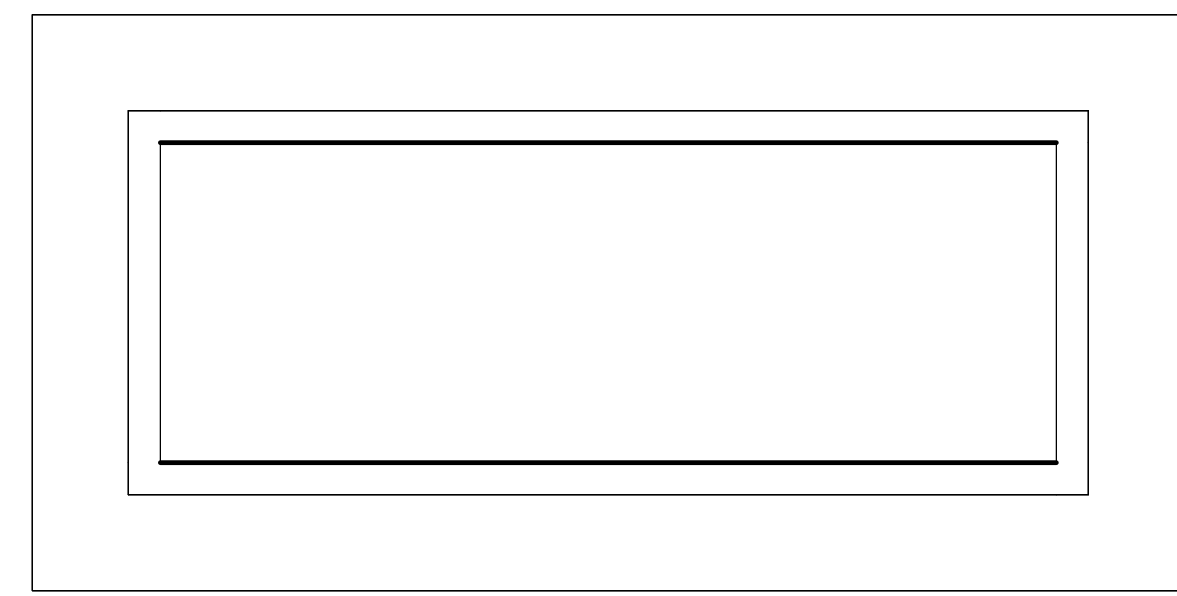


**6. Basketball Court at Fredericksburg**

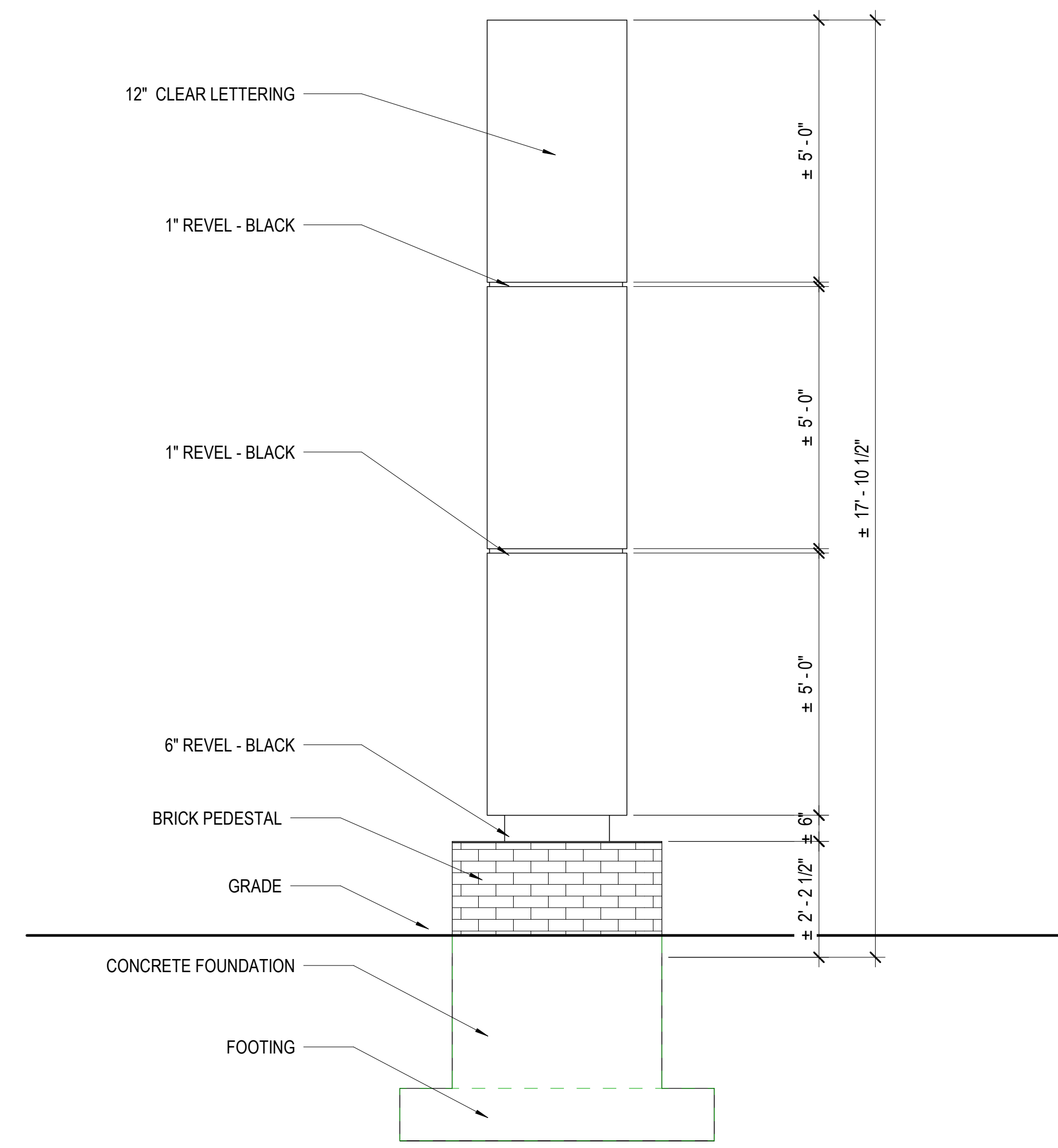
- Wetland Studies and Solutions, Inc. received clarity from Department of Environmental Quality (DEQ) in reference to stormwater. Wetlands is putting together a fee proposal now so we can have the System Office issue a contract for Civil Design, Specifications, Permitting, and Construction Oversight.

**7. 10 and 25 Center Street at Stafford**

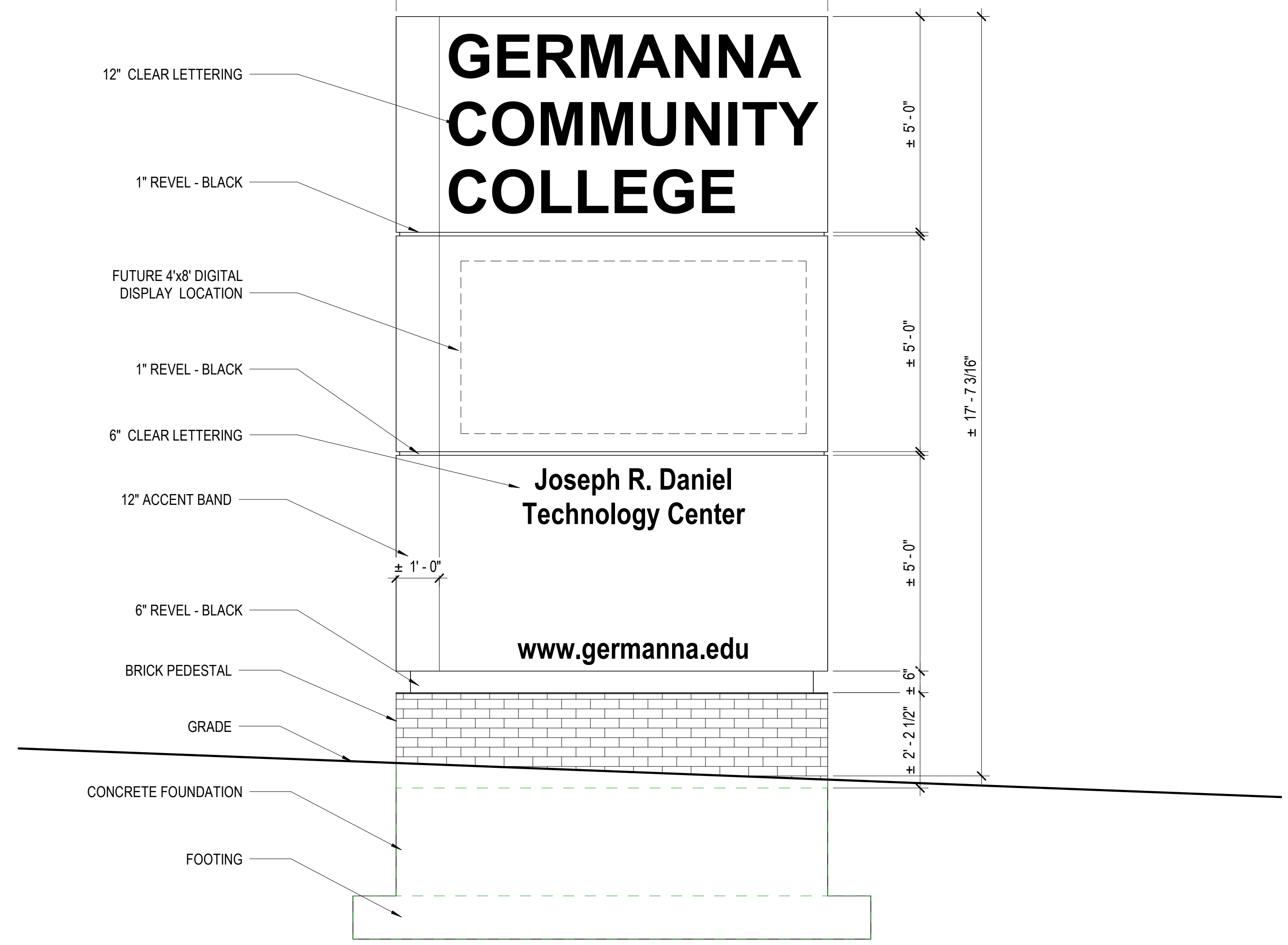
- The Foundation hired John Burger Architect in Fredericksburg to do the design, and construction management of the college occupied space. Attached are the college approved preliminary drawings/floor plans of the space. Work has begun on construction drawings, and we are in the process of engaging space stockholders on their infrastructure needs and shortly begin on more detail plans of the spaces.



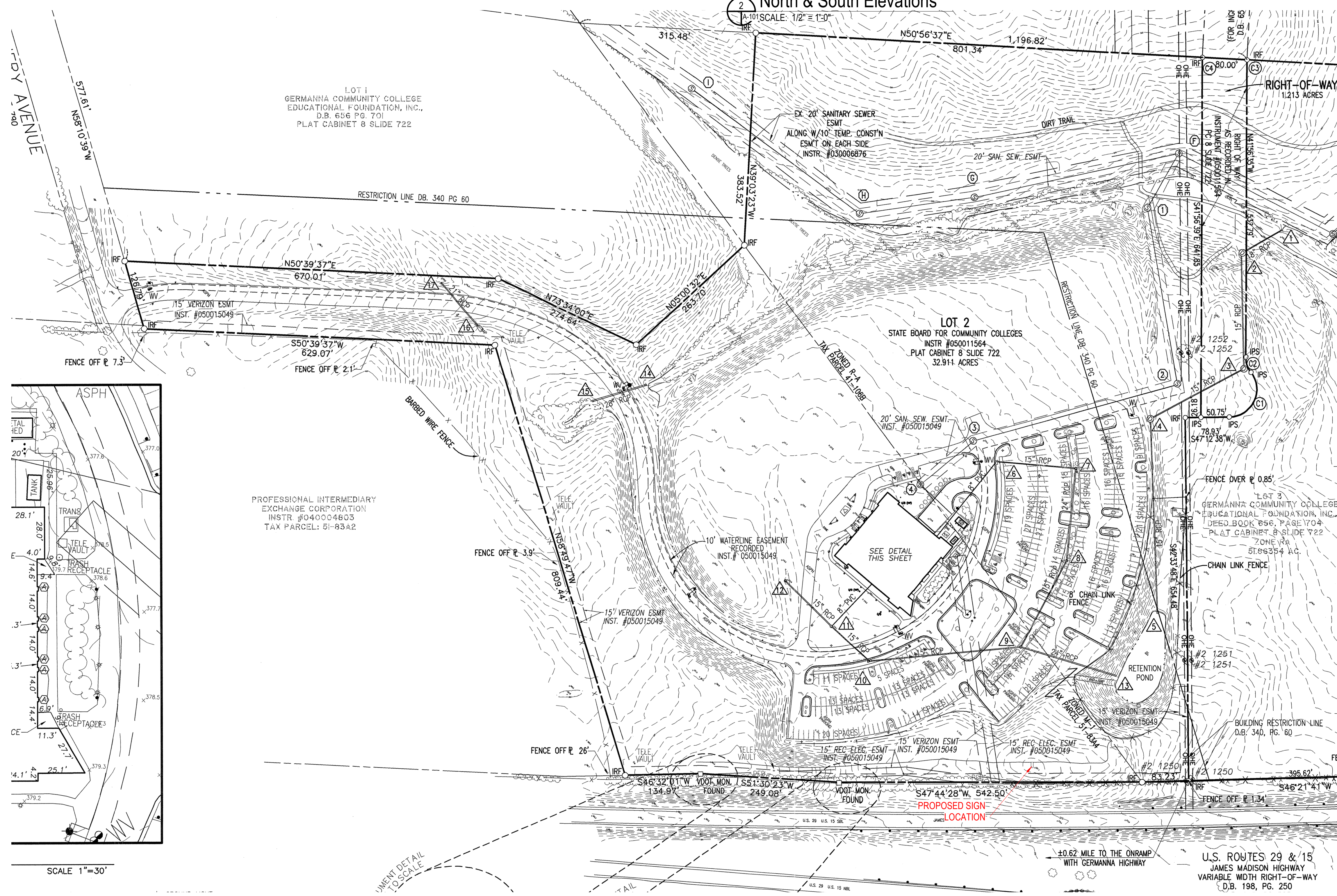
3 PLAN  
SCALE: 1/2" = 1'-0"



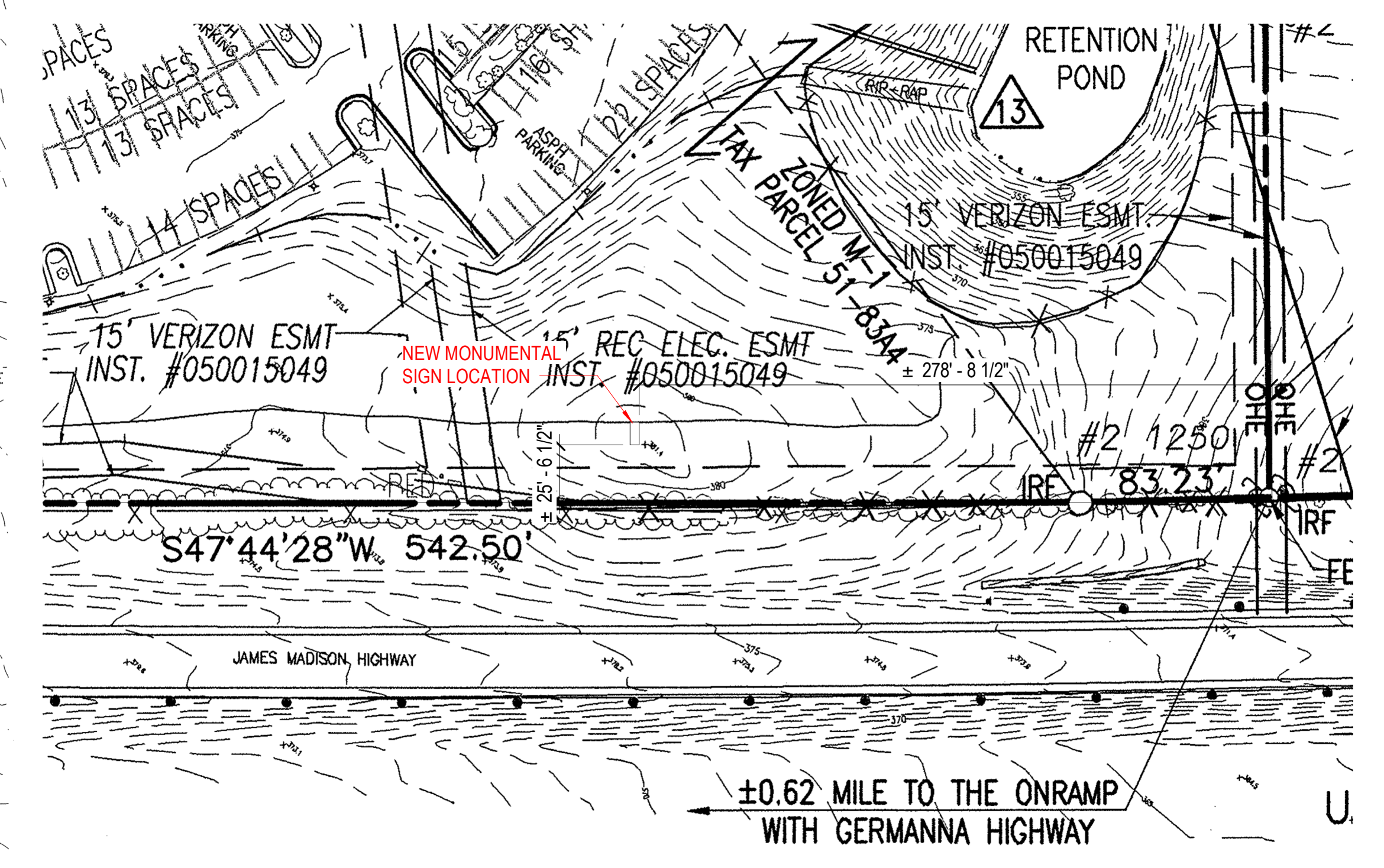
2 North & South Elevations  
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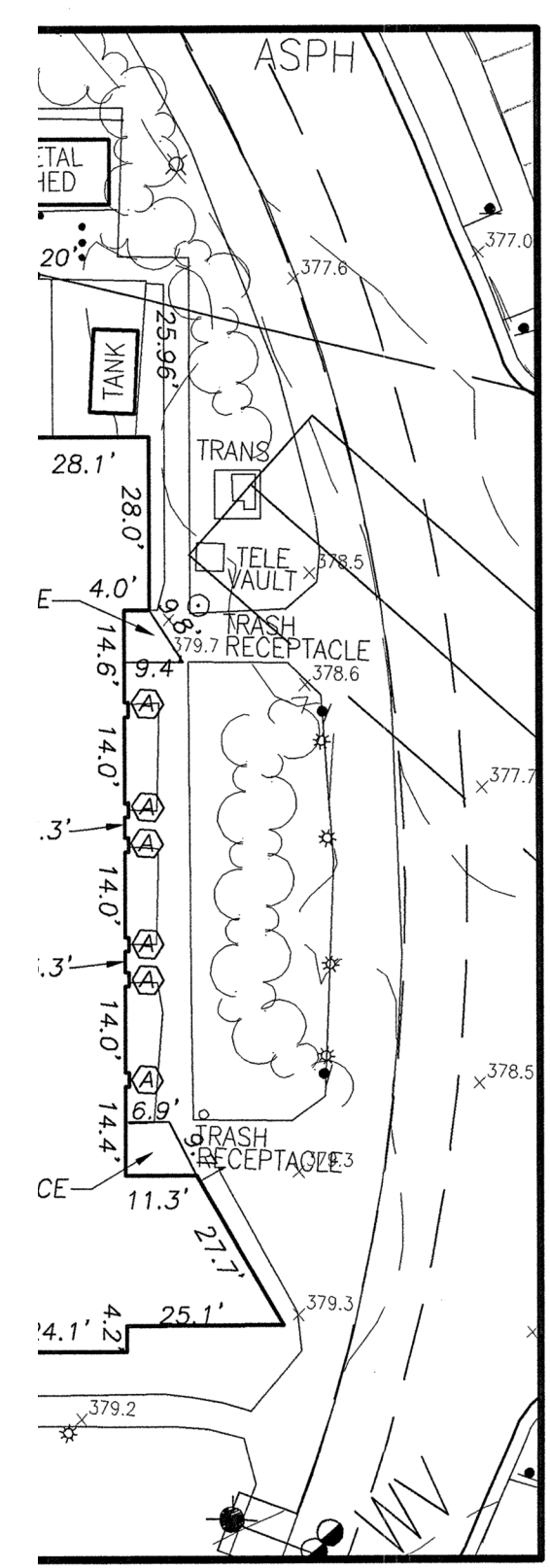
1 East & West Elevations  
SCALE: 1/2" = 1'-0"



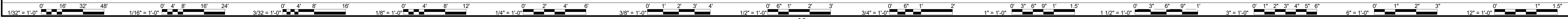
5 SCHEMATIC SITE PLAN - OVERALL  
SCALE: 1" = 100'-0"



4 PARTIAL SCHEMATIC SITE PLAN  
SCALE: 1" = 50'-0"



SCALE 1" = 30'



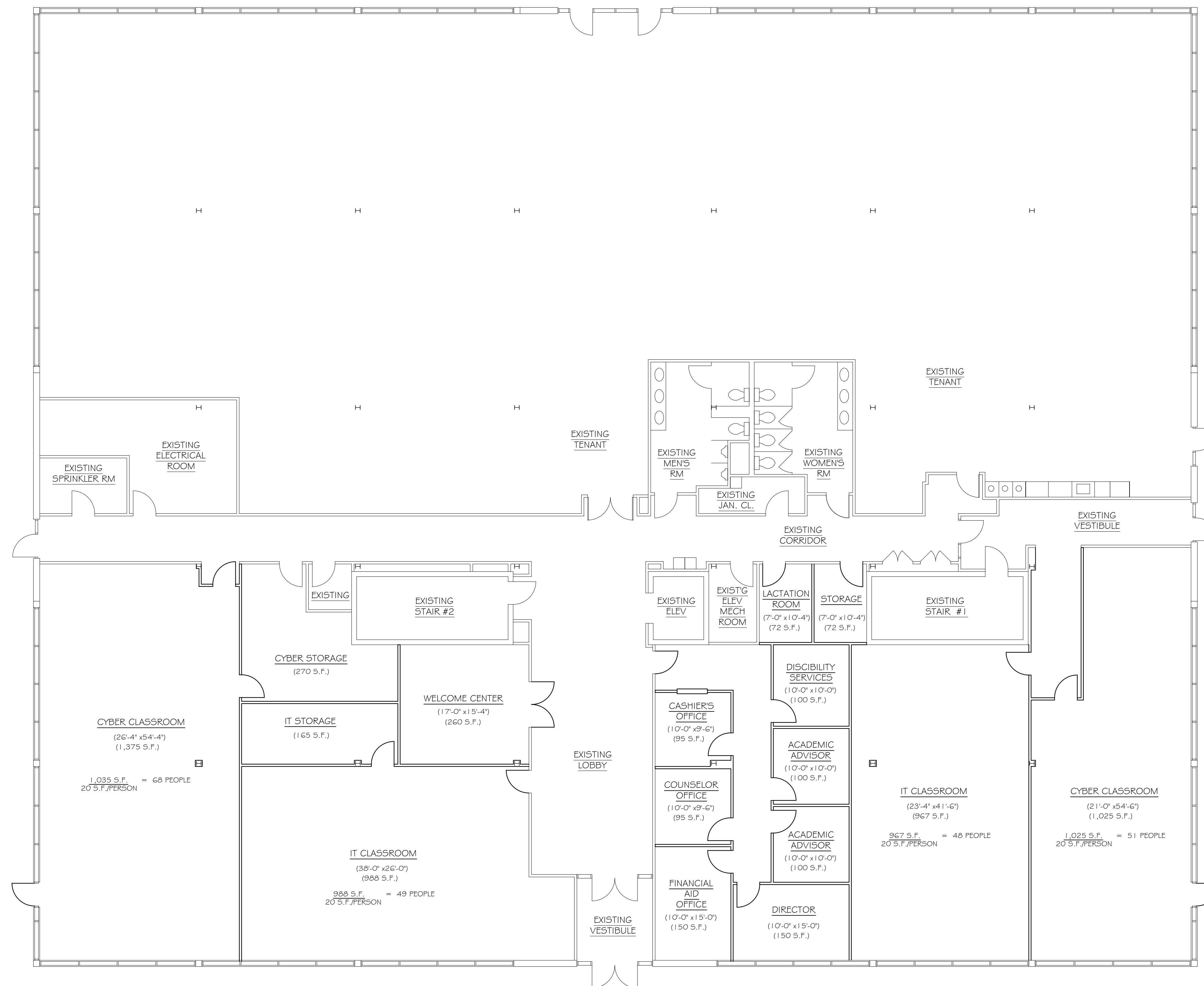
DATE	Issue Date	19284-50
PROJECT	DESIGNED	BY
DRAWN	MARK DATE	REVISIONS
CHECKED		

**RRMM ARCHITECTS, PC**  
1317 Executive Blvd, Suite 200, Chesapeake, Virginia 23320  
(757)622-2828

CONSTRUCTION

**GERMANNA COMMUNITY COLLEGE CULPEPER SIGN ELEVATIONS AND SITE PLAN**

VCCS PROJECT SHEET **A-101**



FIRST FLOOR PLAN

1/8" = 1'-0"

1st FLOOR:

TOTAL: 19,464 S.F.

CLASSROOMS: 4,355 S.F.

STORAGE: 507 S.F.

JOHN J. BURGER, P.C.  
ARCHITECT  
FREDERICKSBURG, VIRGINIA  
(540) 371 - 8356

GERMANNA COMM. COLLEGE  
10 CENTER STREET  
STAFFORD, VIRGINIA 22556

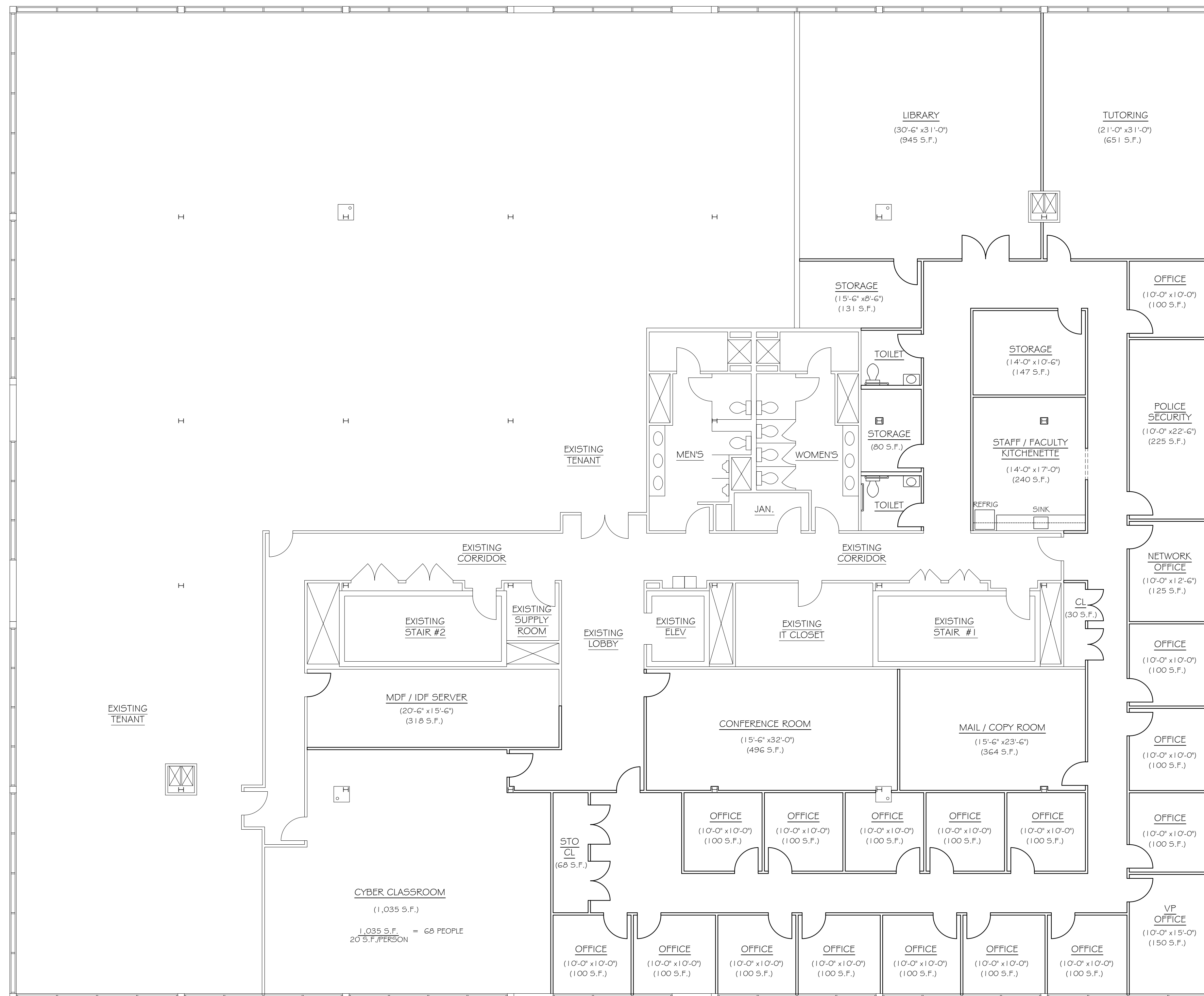
SHEET TITLE:  
PRELIMINARY  
FIRST FLOOR PLAN

REVISIONS:

DATE:

SHEET NO.:

1



**SECOND FLOOR PLAN**

1/8" = 1'-0"

2nd FLOOR:	19,464 S.F.
CLASSROOMS:	1,035 S.F.
LIBRARY:	945 S.F.
TUTORING CENTER:	651 S.F.

**JOHN J. BURGER, P.C.**  
ARCHITECT  
FREDERICKSBURG, VIRGINIA  
(540) 371 - 8356

**GERMANNA COMM. COLLEGE**  
10 CENTER STREET  
STAFFORD, VIRGINIA 22556

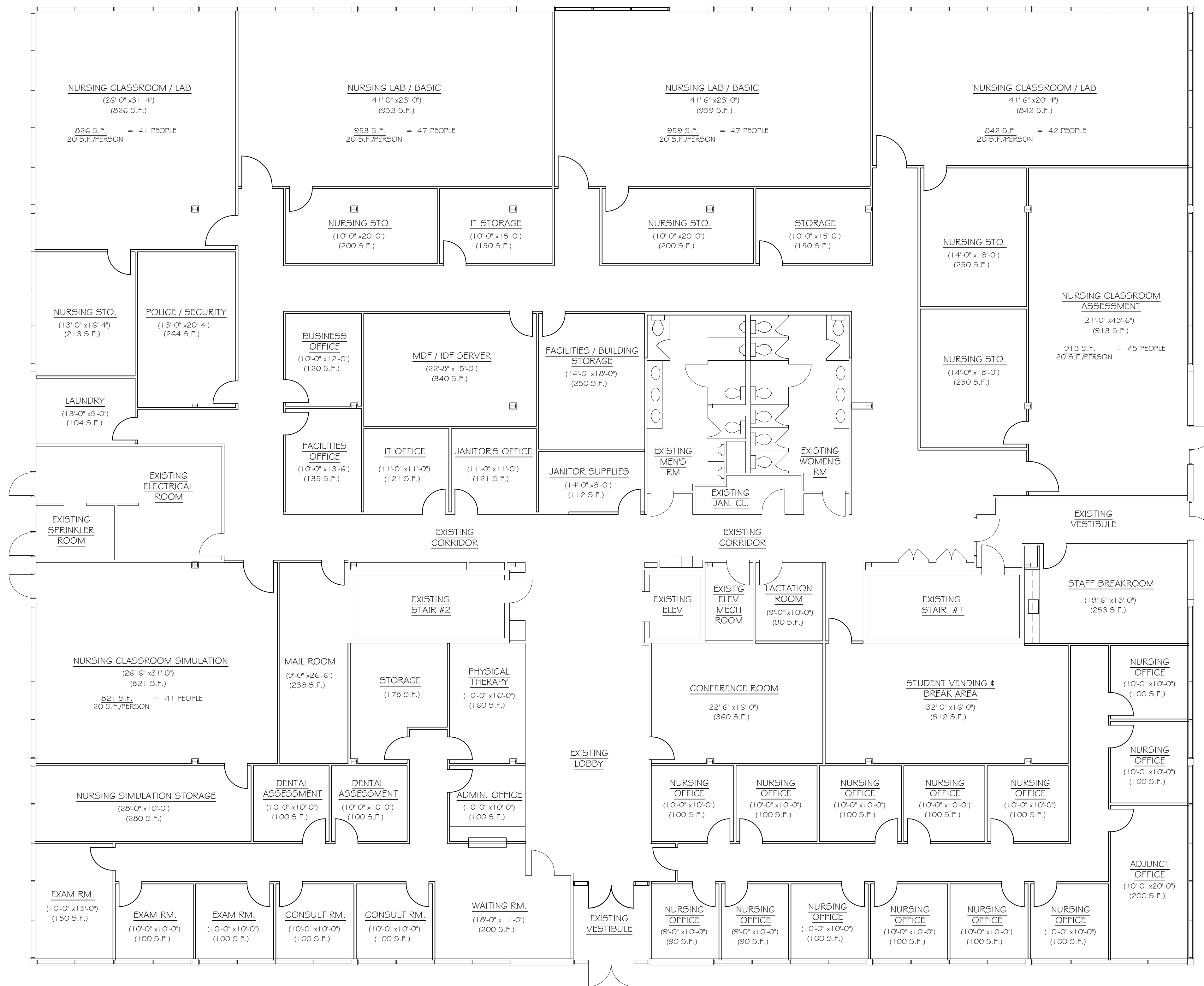
SHEET TITLE:  
PRELIMINARY  
SECOND FLOOR PLAN

REVISIONS:

DATE:

SHEET NO.:

**2**



**FIRST FLOOR PLAN**

1/8" = 1'-0"

1st FLOOR:

TOTAL:	19,464 S.F.
CLASSROOMS:	5,314 S.F.
STORAGE:	2,233 S.F.
CONFERENCE ROOMS:	360 S.F.
STUDENT VENDING:	512 S.F.

**JOHN J. BURGER, P.C.**

ARCHITECT

FREDERICKSBURG, VIRGINIA  
(540) 371 - 8356

TENANT IMPROVEMENT

GERMANNA

25 CENTER STREET  
STAFFORD, VIRGINIA

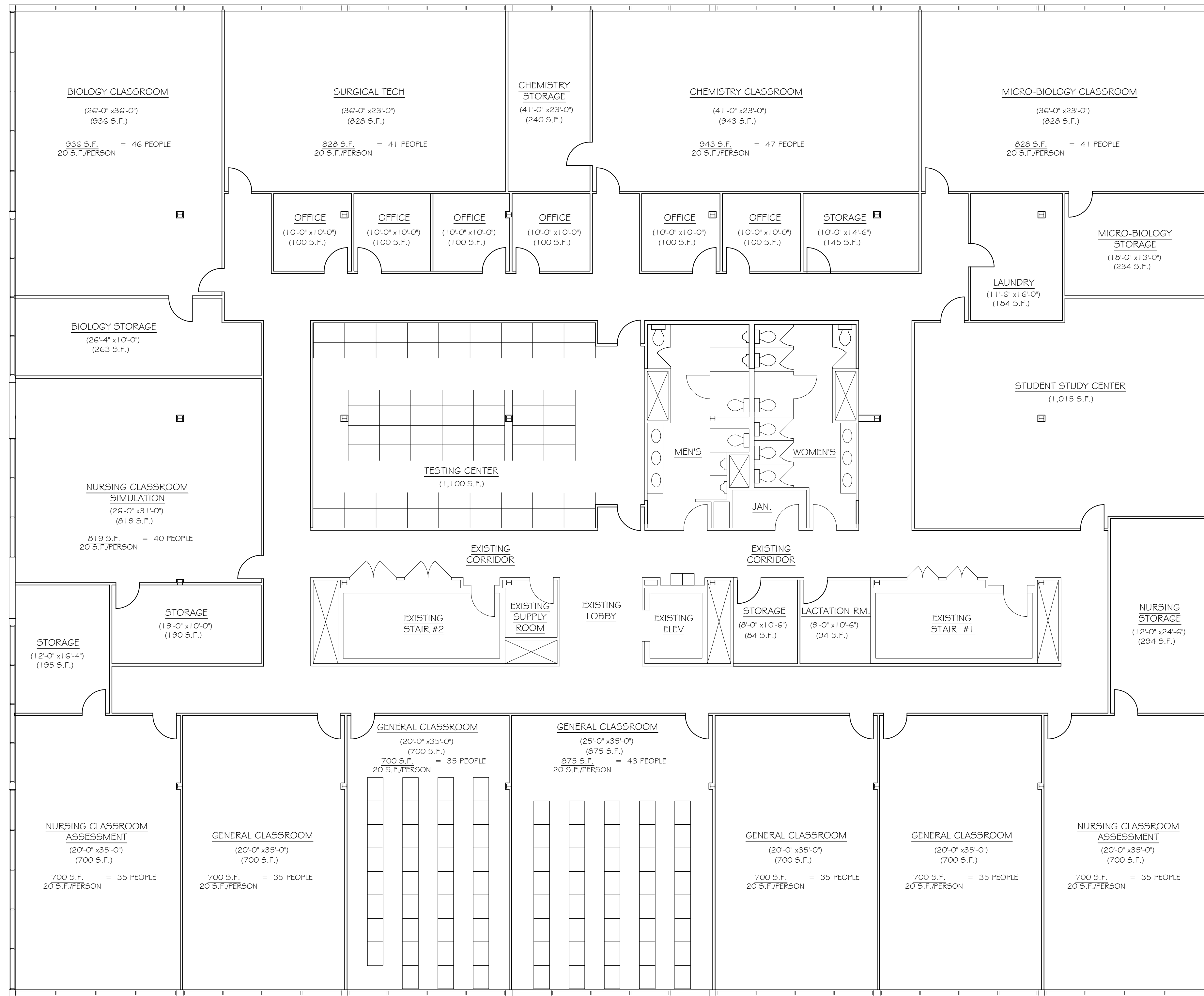
SHEET TITLE:  
PRELIMINARY  
FIRST FLOOR PLAN

REVISIONS:

DATE:

SHEET NO.:

**1**



<b>2nd FLOOR:</b>	<b>19,464 S.F.</b>
<b>CLASSROOMS:</b>	<b>9,429 S.F.</b>
<b>STORAGE:</b>	<b>1,405 S.F.</b>
<b>STUDENT STUDY CENTER:</b>	<b>1,015 S.F.</b>
<b>TESTING CENTER:</b>	<b>1,100 S.F.</b>

**SECOND FLOOR PLAN**  
1/8" = 1'-0"

**JOHN J. BURGER, P.C.**  
ARCHITECT  
FREDERICKSBURG, VIRGINIA  
(540) 371 - 8356

**TENANT IMPROVEMENT**  
GERMANNA  
25 CENTER STREET  
STAFFORD, VIRGINIA

**SHEET TITLE:**  
PRELIMINARY  
SECOND FLOOR PLAN

**REVISIONS:**

**DATE:**

**SHEET NO.:**

**2**

# **GERMANNA** **COMMUNITY CLASSES**

Open to you and your communities

Navigating through One-Door and onboarding redesign

# PRESENTATION OVERVIEW

- Defining One-Door at Germanna
- Impact of Onboarding Redesign
- How is Workforce Integrated
- Challenges
- Discussion and Questions



# PANELIST

- Cheri Maea  
Dean of Enrollment  
Services/Registrar



# PANELIST

- Tina Lance  
Dean of Professional &  
Technical Studies and  
Workforce Development



# WHAT IS ONE-DOOR?



## Basic Premise?

Germanna started One-Door with the G3 and Pathways work. We integrated onboarding redesign as a method to proactively operationalize the desired One-Door practice.

The Student Services team has completed hours of training on Workforce programs and G3 eligible pathways.

Admissions, Advising, and Financial Aid all work with both credit and non-credit students.

# GERMANNA CARES

Why go full steam ahead with One-Door?



# PROACTIVE ACADEMIC ADVISING

How does  
One-Door  
impact advising?



# INCLUSIVE FINANCIAL AID ASSISTANCE

How does One-Door streamline student finances and their ability to enroll?



# WORKFORCE CREDENTIALS

Does the whole college use it?  
What about Workforce?



# ASK AN EXPERT

Let the experts  
do what they  
do best

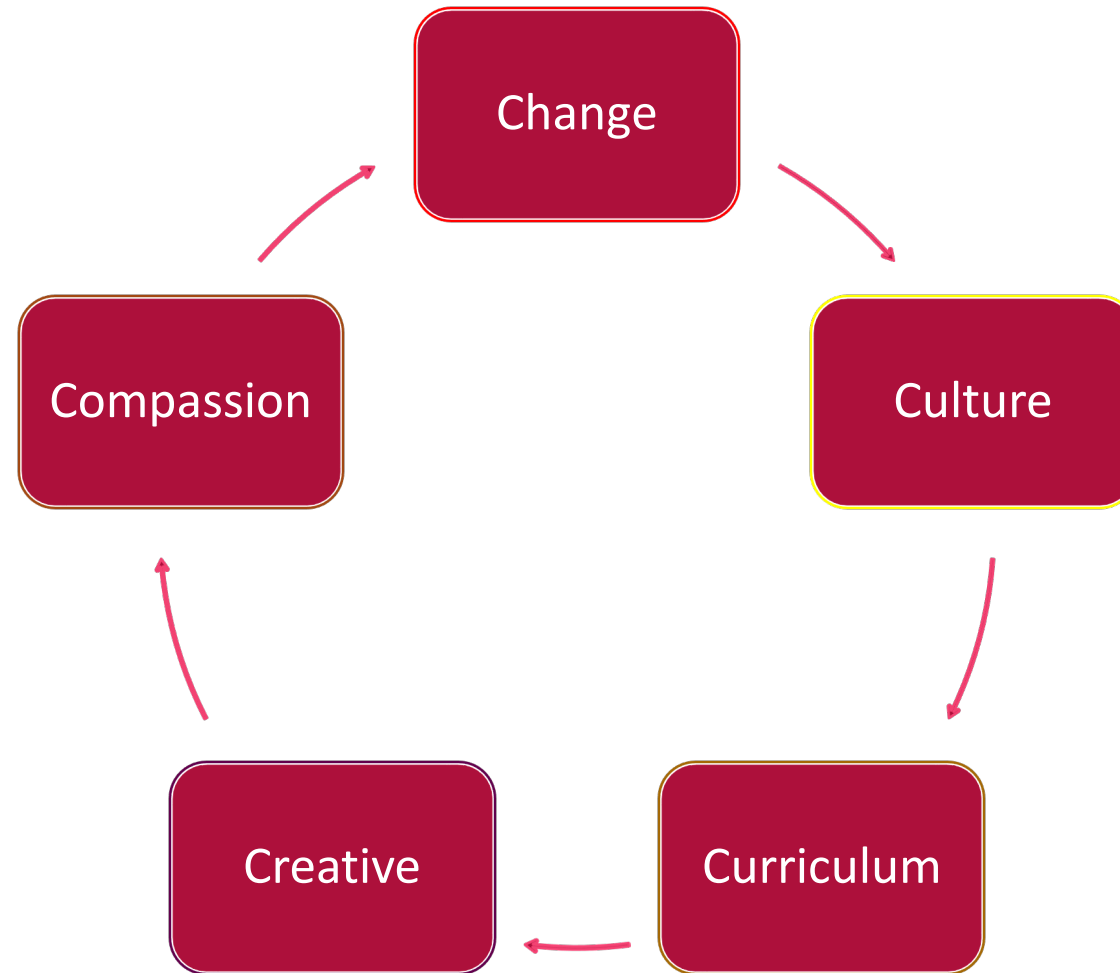
Marketing promotes credit and non-credit courses and conducts recruiting efforts

Enrollment Services welcomes students to the College and takes care of the student record, whether credit or non-credit, from interest to completion

Workforce concentrates on program development, scheduling courses, curriculum, and community engagement



# WHAT ABOUT THE CHALLENGES



# DISCUSSION & QUESTIONS

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