

GERMANNA COMMUNITY COLLEGE BOARD

November 9, 2023

MEETING MINUTES # 341

Members Present:

Sarah Berry
Jack Rowley
L. Wayne Bushrod
Ann Marie
Anderson
Frankie Gilmore
Shirley Eye
Dr. Kingsley
Haynes
Rev. Joy Carter
Minor

Members Absent:

Wanda Stroh

Staff Present:

Dr. Janet
Gullickson
Dr. Shashuna Gray
Dr. Tiffany Ray-
Patterson
Dr. John Davis
Veronica Curry
Bruce Davis
Michael Zitz
Garland Fenwick
David Swanson
Lorraine Pendleton
Stacy Stovall
Taylor Landrie
Chief Craig Branch
Dr. Nanette
Graham
Dr. John
Stroffolino

Guests Present:

REGULAR MEETING

1. Call to Order

Ms. Frankie Gilmore called the meeting to order at 4:39 p.m.

2. Public Comment – None

3. Approval of Minutes # 340, September 7, 2023

Ms. Frankie Gilmore moved to approve the minutes of the September 7, 2023, meeting.

Motion was seconded by Ms. Sarah Berry

Motion carried.

COMMITTEE DISCUSSION/ACTION

4. Academic Affairs/Workforce/Student Success

Ms. Ann Marie Anderson reviewed the curriculum items. The changes proposed included:

- a) New Curriculum – Advanced Accounting Career Studies Certificate. Dr. John Stroffolino discussed the proposed Accounting Career Study Certificate, which had its initial groundwork laid out in 2019. After undergoing necessary reviews and approvals, the certificate, comprising 24 credits, is now set to commence. The primary aim of this program is to equip individuals with the qualifications required to take the Certified Public Accountant (CPA) exam.

Dr. Stroffolino emphasized that eligibility for the CPA exam in Virginia which mandates a bachelor's degree along with 24 credits in advanced accounting courses. The target audience for this program includes entry-level professionals and recent college graduates, specifically from the University of Mary Washington's existing business program. The program will be offered online, potentially reaching a wider audience beyond the local community college, fitting well into the concept of the college's global outreach initiatives. This initiative aims to facilitate students in obtaining the necessary credentials to pursue the CPA exam.

Ms. Frankie Gilmore moved to approve the curriculum approvals and accept them as presented.

Motion Carried.

5. Executive/Human Resources

Ms. Frankie Gilmore invited Dr. Janet Gullickson to discuss the updated FOIA information.

Dr. Janet Gullickson highlighted the importance of adhering to VCCS state FOIA (Freedom of Information Act) regulations. She emphasized that all forms of written communication, including text messages, emails, drafts, and meeting notes, are considered public information and are subject to release if requested under the FOIA.

Dr. Gullickson clarified that when two individuals are present, they are free to discuss any topics related to college business. However, when three or more individuals are present, discussions regarding college-related matters must be avoided to comply with FOIA regulations.

She also discussed electronic communication during meetings, emphasizing that if an individual joins a meeting remotely, their location must be accessible to the public to remain compliant. However, this arrangement cannot exceed 25% of meeting attendance for any individual or the collective group.

Furthermore, Dr. Gullickson addressed the distinction between open and closed sessions. She explained that closed sessions, previously known as executive sessions, are reserved for discussing specific matters such as human resources issues, property, and student records. Participants in closed sessions must adhere strictly to the related matter for discussion and are prohibited from taking action or discussing unrelated matters. Furthermore, the initiation and conclusion of closed sessions require a motion to commence and conclude the session, respectively. Closed sessions are exclusive to board members and do not include staff members unless they are needed to provide information pertinent to the issue. Dr. Gullickson instructed the board to contact either herself or Dr. John Davis for any further discussions about FOIA.

She encouraged everyone to abide by FOIA regulations, maintain discretion in closed sessions, and ensure adherence to established policies for compliance.

Ms. Gilmore discussed the college's Emergency Operations Plan, emphasizing the need for confidentiality in certain aspects. She highlighted the requirement for updates every four years, with this year marking the time for revisions. Changes primarily involve titles, property adjustments, and personnel, categorizing them as minor adjustments. Dr. Gullickson added that the Emergency Operations Plan will be shared with the board using password protection for their review and subsequent discussion and approval during the January meeting. She also noted the existence of two versions of the plan: one intended for public review and another for internal assessment.

Ms. Gilmore provided the Human Resources update, noting that since July 1st, 136 individuals, including internal hires, were recruited, increasing the total of new hires to 259 new employees. She discussed a reduction in the minimum incentive bonus for meeting professional development standards from \$500 to \$250 due to budget constraints. She highlighted a 12% increase in Timely Care participation, with 187 employees enrolled. Ms. Gilmore also mentioned that all full-time employees were being granted 9 hours of recognition leave, which must be used by January 31, 2023, as a means of employee appreciation acknowledging their contributions.

Ms. Gilmore presented the Educational Foundation update, noting that Give Day accumulated a total of \$148,703.97. The funds were set aside for Germanna Guarantee Program, Germanna Cares, Early College, and other scholarship funds. Anticipated foundation gift expenditures include over \$500,000 for the Germanna Guarantee Program and \$61,000 for Germanna Cares.

Additionally, the Foundation hired a new Financial Analyst, Mr. Paul Griggs, replacing Julie Decker who retired in April.

She invited Bruce Davis to present a Center Street update.

Mr. Bruce Davis presented an update on the Educational Foundation's progress, highlighting the imminent signing of a construction contract after meeting with the contractor and finalizing some changes. He stated that the contract is set to be signed the following Monday, with the subsequent issuance of permits, marking the commencement of construction.

The contractor estimates a timeline of 274 days, projecting completion around mid-October, aligning with the second seven-week session of the first semester. Mr. Davis also mentioned additional parking leases and stormwater retention approved by the county, which will add approximately 150 parking spaces.

6. Finance/Facilities

Ms. Gilmore invited Mr. Jack Rowley and Mr. David Swanson to present the financial reports.

Mr. David Swanson began by acknowledging the improved investments due to higher interest rates, bolstering the college's solid financial position. The local funds are all in a good state this year. Facilities have plans to renovate the lighting and parking lot at the Locust Grove campus, amounting to around \$850,000. In the financial framework, this is roughly 3.6 million dollars, with \$1.6 million allocated for the Center Street construction possibly this year and an additional \$1.9 million earmarked for the Locust Grove funds for the new building. The state funds concluded the year with a substantial surplus once again, attributed to increased enrollment and savings for the Stafford build-out. Overall, the financial stability of the organization remains robust with specific grant funds designated for the Stafford project to cover some expenses. About \$4 million will be used by the educational foundation, enabling the foundation to engage local contractors and subcontractors for the project.

Mr. Jack Rowley noted that Dr. Gullickson and Dr. Davis have requested funds from the localities. Mr. Swanson mentioned that the requests for funds for the eastern localities were already submitted and in December the request for funds from Culpeper, Madison, and Orange will be submitted. All submissions are expected to be completed by the year's end, and some of the localities will conduct their budget hearings before year-end as well.

Mr Rowley moved to approve the financial analysis for the twelve months ending on October 31st and to accept the financials as presented.

Motion carried.

7. President's Report, Dr. Janet Gullickson

Dr. Janet Gullickson began by recognizing Ms. Shirley Eye's attendance despite being at a an earlier 7:30 a.m. breakfast event. She expressed gratitude to all board members for their support. Dr. Gullickson praised David Swanson for adeptly managing funds for the Center Street project to ensure the college remains within its budget and she invited Ms. Taylor Landrie to provide an update on the Lab School

initiative.

Ms. Taylor Landrie began with a statement that the Lab School initiative had been presented to the Virginia Board of Education's Standing Committee, receiving favorable support and enthusiasm. The proposal was lauded as groundbreaking and potentially influential at a national level beyond the state of Virginia. She added that following meticulous review, the committee will recommend their proposal to the Board of Education at a November 15th meeting. Anticipation is high for a positive response, signaling the culmination of their efforts to establish the Lab School in the Culpeper, Orange, Madison and Rappahannock regions.

Dr. Gullickson also highlighted the ongoing partnership with Mary Washington for finalizing an articulation agreement for the lab school program. Additionally, she mentioned that Dr. John Davis is currently in the process of hiring a consultant to spearhead work on developing an artificial intelligence framework. This initiative aims to educate and operationalize AI integration with faculty and staff engagement. She also mentioned that over half of the faculty expressed enthusiasm for incorporating AI in classrooms in a recent survey, showing great excitement for its potential implementation.

8. Chair Report

Ms. Frankie Gilmore urged attendance at the Educational Foundation Thank You Reception on November 14th and requested everyone to update their email information via the college's website with Ms. Lorraine Pendleton.

She commended Dr. Gullickson, Dr. Aaron Finney, Dr. Tiffany Ray-Patterson, and Dr. Keyanna Hawkins for their collective efforts in receiving the HEED Award, fostering an inclusive and diverse campus environment.

Encouraging contributions, she promoted donations to the food pantry, requesting nonperishable items and winter coats for students. Cash donations for Germanna Cares can be made online through Educational Foundation.

Highlighting the significance, she encouraged attendance at the December 13th commencement, extending congratulations to Chief Craig Branch for his regional leadership and contributions to the college.

9. New Business

None.

10. Adjournment

The meeting adjourned at 5:25 pm.

2023-2024 Committee Appointments

Executive / Executive/Human Resources

Ms. Frankie Gilmore, Chair
Mr. L. Wayne Bushrod, Vice Chair
Ms. Sarah Berry
Dr. Janet Gullickson, Secretary
Mr. Bruce Davis, Staff
Ms. Veronica Curry, Staff

Finance/Facilities

Mr. Jack Rowley, Chair
Rev. Joy Carter Minor
Dr. Kingsley Haynes
Dr. John Davis, Staff
Mr. Garland Fenwick, Staff
Mr. David Swanson, Staff

Academic Affairs/Workforce/Student Success

Ms. Wanda Stroh, Chair
Ms. Ann Marie Anderson
Ms. Shirley Eye
Dr. Shashuna Gray, Staff
Dr. Tiffany Ray, Staff