

GERMANNA COMMUNITY COLLEGE BOARD

January 18th, 2023

MEETING MINUTES # 342

Members Present:

Jack Rowley
L. Wayne Bushrod
Ann Marie
Anderson
Frankie Gilmore
Shirley Eye
Dr. Kingsley
Haynes
Wanda Stroh

Members Absent:

Sarah Berry
Rev. Joy Carter Minor

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. Keyanna
Hawkins
Dr. Frank Cirioni
Mr. Timone Brown
Ms. Jessica
Thompson

Guests Present:

REGULAR MEETING

1. Call to Order

Ms. Frankie Gilmore called the meeting to order at 4:32 p.m.

Dr. Frank Cirioni introduced Mr. Timone Brown, new coordinator of Student Life & Leadership.

2. Public Comment – None

3. Approval of Minutes # 341, November 8, 2023

Ms. Frankie Gilmore moved to approve the minutes of the November 8, 2023, meeting.

Motion was seconded by Ms. Ann Marie Anderson.

Motion carried.

COMMITTEE DISCUSSION/ACTION

4. Academic Affairs/Workforce/Student Success

Ms. Wanda Stroh reviewed the curriculum items. The changes proposed included:

- a) Proposed Program Changes – Business Core CSC, Business Management Degree, and Business Transfer Degree. Ms. Stroh presented the proposed program modifications, introducing a new 1-credit course, Business 299 Supervised Study. This addition aims to improve students' proficiency in advanced Excel functions, addressing the observed decline in Microsoft Excel skills among new hires in the workforce. The inclusion of this course fulfills the minimum credit requirement for a Business AA&S degree but also aligns with industry demands, providing business students with an enhanced skill set. Moreover, this adjustment has a consequential impact on the Business Transfer Degree, reducing the course credit requirement from 60 to 59 credits. The incorporation of this 1-credit course ensures compliance with the minimum credit criteria for the business degree while offering students an opportunity to acquire advanced Excel skills in line with industry standards.

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

Motion Carried.

5. Executive/Human Resources

Ms. Frankie Gilmore provided the Educational Foundation update, noting that the new financial analyst

Mr. Paul Griggs, has been working closely with Mr. David Swanson to finalize the financials for 2023. The foundation has raised a total of 3.1 million dollars for 2023 to date. She also expressed gratitude to Mr. Joe Daniels for a \$700,000 contribution and provided updates on the construction progress on the 10 & 25 Center Street location, due for a soft opening in October 2024. She thanked Bruce for his significant contributions and asked the board to consider a resolution honoring his service. Ms. Gilmore made a motion to adopt a resolution honoring Mr. Bruce Davis for his exemplary service and dedication to the college. Ms. Ann Marie Anderson seconded.

Motion carried.

Ms. Gilmore invited Ms. Jessica Thompson to discuss the upcoming Gala.

Ms. Thompson mentioned that this year's Gala will be held on February 23rd with an emphasis on Bruce's contributions to the Foundation and the importance of supporting student programs such as Gladys P Todd Academy, Germanna Cares and Early College Programs. She also mentioned that to date, the gala has raised \$57,000. Ms. Thompson discussed the various ways through which everyone can participate, from purchasing tickets to donating auction items or simply donating to the Educational Foundation through the Germanna website.

Ms. Gilmore provided the Human Resources update, noting that during the fiscal year 2022-2023 new positions were posted and filled including internal transfers and or replacements totaling 259 new employees. She discussed professional development opportunities mentioning that in 2023 there were a total of 22 webinars of professional development that are available to staff and faculty with diversity in the workplace as one of the priorities. She also mentioned that there are two new professional development opportunities for staff and administrative and professional faculty called Next Level Leadership and Future Executive Leadership in which selected individuals will be participating in specialized training that will help prepare them for the next level in their careers. She also highlighted a 10% increase in Timely Care participation totaling 205 employees enrolled.

Ms. Gilmore also mentioned that in addition to the 5% payroll increase that was issued last year Summer, all full-time employees were granted an additional 2% payroll increase that went into effect in December 2023. Additionally, there are two new positions that were created to improve the overall functionality of the HR department – Director of Talent and Acquisition and Retention and Director of HR Operations. Also, there were 180 adjunct teaching contracts issued and signed prior to the beginning of the Spring semester.

Ms. Gilmore reminded the Board that the college's Emergency Operations Plan that was introduced for discussion at the November 8th meeting for first review requires a vote. Chief Craig Branch explained that the plan needs to be revised every four years. During a college emergency the board will be notified of the emergency once Dr. Gullickson notifies the VCCS of the emergency. Chief Branch also mentioned that there were no substantial changes in the plan except for personnel changes, titles, property adjustments such as removal of the Caroline facility and adding the CTEC facility in Culpeper. The plan aligns with all our geographical locations and their local county managers.

Ms. Gilmore moved to approve the Emergency Operations Plan as approved by the Executive Committee.

Motion carried.

Ms. Frankie Gilmore invited Dr. Janet Gullickson to provide the Legislative Update

Dr. Janet Gullickson provided a legislative update, outlining the challenges and opportunities facing community colleges in Virginia. She mentioned that the Chancellor had initially been optimistic about increased funding for community colleges due to a focus on workforce development. However, the state budget did not allocate additional funds for community colleges.

Dr. Gullickson mentioned that efforts are underway to work with specific legislators to introduce supplemental funding or budget amendments to support community colleges. The original funding request was over \$400 million, but the revised ask is now around \$200 million. She highlighted the critical need for additional funding, emphasizing the rising expenses compared to revenue and the challenges of sustaining operations. Dr. Gullickson emphasized the impact of inadequate funding on workforce development and the need for support to ensure the success of community colleges.

Dr. Gullickson strongly encouraged everyone to be proactive in advocating for community colleges and engaging with legislators to address the funding challenges faced by the institution by explaining the importance of funding for community colleges. She also provided talking points for communication and encouraged emailing and calling legislators to advocate for increased funding. Dr. Gullickson also recommended visiting the legislators' offices in Richmond during the General Assembly Meeting to convey the urgency of the situation.

6. Finance/Facilities

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

Mr. David Swanson began by announcing that unrestricted funds and net assets witnessed a substantial increase and locality contributions, and student fees are in line with budgeted expectations. The vending budget and commissions from books from the bookstore are not trending well, which may impact future budgets somewhat. Mr. Swanson outlined significant expenditures which included debt service payment of \$393,000 for the parking garage and \$175,000 in expenses for security related to the new website. Additionally, he observed encouraging trends in investment performance which were attributed to rising interest rates. Mr. Swanson reported that \$6 million in federal government funds had been successfully received and disbursed to students primarily for Pell Grants and other essential programs. Within the plant funds, locality contributions were received and \$115,000 was earmarked for the Maintenance Reserve, ensuring ongoing facility upkeep and an additional \$150,000 was designated for the Locust Grove project. Additionally, \$1.9 million has been set aside for the Locust Grove project awaiting confirmation from Richmond to move forward with the new Locust Grove facility.

Mr. Swanson confirmed that overall, the college is in a good financial position with no distressed funds and reserves are available to weather any potential financial challenges.

Mr. Rowley invited Mr. Garland Fenwick to provide the Facilities update.

Mr. Fenwick began by announcing that the construction of the 10 & 25 Centre Street location is ongoing. He announced that following the recently signed contract between the Real Estate Foundation and the Construction team, the college issued a notice to pursue, setting a timeline of 274 calendar days for substantial completion by August 28, 2024. Mr. Fenwick discussed the operational timeline, aiming

for a soft opening in October 2024. He emphasized the goal of having five classrooms ready for use by October, with a full opening planned for that month for January 2025. Construction progress was detailed, and trades such as electrical, plumbing, and mechanical are in progress.

Additionally, the target date to vacate the Barbara J Fried facility has been set for the week of October 7th and Mr. Fenwick shared ongoing efforts with IT contractors, scheduling cabling work and involving IT staff in discussions about wall blockage for future installations. He described the overall project as advancing at a steady pace, with preparations for the delivery of furniture from Virginia Corrections, scheduled for September 30th.

Mr. Fenwick assured us of the team's commitment to meeting the January 25th deadline despite some potential delays due to the size of the project. He addressed questions that were presented.

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

Motion Carried.

7. President's Report, Dr. Janet Gullickson

Dr. Janet Gullickson began by reminding everyone that the deadline to submit the Conflict-of-Interest filings was February 1st and that failure to submit the report by the deadline resulted in a \$200 fine per day. Dr. Gullickson also mentioned that last academic year the college conferred approximately 1730 degrees and certificates and currently through December, issued 1570 degrees and certificates. She invited Dr. Tiffany Ray-Patterson to provide an enrollment update.

Dr. Tiffany Ray-Patterson began with a statement that current enrollment numbers are due to the recent enrollment cancellation process where students who haven't paid tuition are dropped from classes resulting in a flat headcount. However, in comparison to spring 2023, there was a 2% overall increase in regular full-time equivalents, showcasing a positive year-over-year trend. Ongoing enrollments are happening, with high demand evident at various locations especially for later starting sessions lasting 12, 7 weeks and 5 weeks. Dr. Ray-Patterson expressed optimism about reaching the enrollment goal of 5 to 7% by the end of the semester, and she emphasized a conservative approach in assessing the situation.

Dr. Gullickson noted that during Dr. Ray-Patterson's medical leave, arrangements have been made to guarantee adequate coverage for Student Services and Equity Advancement.

8. Chair Report

Ms. Frankie Gilmore began by reminding everyone about the upcoming gala on February 23rd and encouraged spreading the word to friends, family, and business acquaintances. Ms. Gilmore highlighted the importance of asking for donations and expressed gratitude to Dr. Gullickson and her staff for their efforts. She also encouraged Board members to bring canned goods or coats to the next meeting to donate to the pantry. Ms. Gilmore expressed gratitude for the team's seamless execution of the Fall commencement and thanked staff and faculty for their contributions.

Additionally, Ms. Wanda Stroh acknowledged the exceptional work of Ms. JeNiqua Morris, Financial

Aid Advisor, in supporting and assisting students with enrollment challenges. She praised her for creating a comfortable and welcoming environment for students and parents to discuss their financial issues.

9. New Business

None.

10. Adjournment

The meeting adjourned at 5:35 p.m.

DRAFT

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