

GERMANNA COMMUNITY COLLEGE BOARD

**September 12th, 2024
MEETING MINUTES # 345**

Members Present:

Jack Rowley
Ann Marie
Anderson
Dr. Kingsley
Haynes
Frankie Gilmore
Shirley Eye
Gail Temple
Tim McLaughlin

Members Absent:

Rev. Joy Carter Minor (Virtual)
L. Wayne Bushrod

Staff Present:

Dr. Janet
Gullickson
Dr. John Davis
Veronica Curry
Dr. Eric Earnhardt
Dr. John
Stroffolino
Aaron Whitacre
Garland Fenwick
David Swanson
Lorraine Pendleton
Taylor Landrie
Ms. Jessica
Thompson
Karen Foster
Chief Craig Branch
Zachary Wyant

Guests Present:

REGULAR MEETING

1. Call to Order

Mr. Jack Rowley called the meeting to order at 4:37 p.m. He welcomed Mr. Tim McLaughlin as the new board member representing Spotsylvania County and Ms. Gail Temple as the new board member representing Madison County. He invited the other members to introduce themselves and share information about their respective localities.

2. Public Comment – None

3. Approval of Minutes # 344, May 16, 2024

Ms. Shirley Eye moved to approve the minutes of the May 16, 2024, meeting.

Motion was seconded by Ms. Frankie Gilmore

Motion carried.

COMMITTEE DISCUSSION/ACTION

4. Academic Affairs/Workforce/Student Success

Rev. Joy Carter Minor invited Drs. Eric Earnhardt and John Stroffolino to review the curriculum items and Mr. Aaron Whitacre to discuss the policy changes. The changes proposed included:

Proposed Program Changes

1. Business Administration AS - this new program will replace the existing AA&S Business program while integrating courses already included in the curriculum. Students interested in pursuing a career in business will have the opportunity to complete the necessary coursework to prepare for transfer to four-year institutions and must choose a combination of courses that total at least 60 credit hours.
2. Criminal Justice AAS – this degree prepares individuals for careers in the criminal justice field and for advanced study in criminal justice or related programs. The update to this program is to officially document the program name change from Administration of Justice to Criminal Justice. This change was implemented alongside the curriculum redesign at VCCS.
3. Education AS – this program is part of the Transfer Virginia program rewrite and will ensure that students aspiring to pursue a career in Education can complete the required courses for transferring to four-year institutions. This parent program offers four advising pathways: Elementary, Special, Secondary, and Teaching Specializations. This update formalizes the transition from an Associate of Arts and Sciences to an Associate of Science degree and incorporates specific courses from the

Uniform Certificate of General Studies (UCGS).

4. Education Specialization K-8, AA&S – this new program will offer students more education courses and two practicum opportunities in public schools, ensuring a curriculum that is accepted statewide and facilitating seamless transfer options to accelerate graduation. The plan involves revising the current Education program to align with the new core education requirements and deactivating the K-8 specialization, while allowing current students the option to transition to the updated program. This revised program will provide clearer pathways for students, promoting engagement and informed transfer decisions. Deactivating the K-8 specialization is not expected to impact the curriculum, as the Education and K-8 programs are closely related, sharing many core and general education courses.
5. Health Professions Preparation – CSC due to recent changes in gainful employment laws, the current Healthcare Technician program will be discontinued. To provide students with the opportunity to complete the Nurse Aide curriculum, it will now be integrated into this Certificate of Skill Competency (CSC). Students will first complete the standard courses for healthcare preparation before proceeding along the HCT track. The addition of this track will not impact the existing curriculum. The only modification involves the potential for two additional credit hours for graduation. Students following this track will not be required to take the humanities or PHY100 elective; instead, they will replace these with HCT 115. Furthermore, students will have the option to choose BIO 145 instead of BIO 141.
6. Foundations of Criminal Justice CSC- This career study certificate program is designed for students who are seeking entry level jobs in law enforcement occupations. The update to this program is to officially document the program name change from Administration of justice to Criminal Justice. The change was completed in conjunction with the curriculum redesign at VCCS.
7. Foundations of Criminal Justice Certificate - this certificate program prepares individuals for careers in the criminal justice system and to prepare students for entry-level positions in the criminal justice field. The update to this program is to officially document the program name change from Administration of Justice to Criminal Justice. This change was implemented alongside the curriculum redesign at VCCS.
8. Paramedic, CSC – this career studies certificate is being updated following the removal of the Advanced Emergency Medical Technician Certificate of Skill Competency from the standard curriculum. This modification enables students to earn their certification as they progress toward their degree. Participants in this program must be certified EMTs. This change aligns the Paramedic CSC with the Associate of Applied Science Degree, providing students with the opportunity to earn multiple meaningful and stackable credentials.

Proposed New Curricula

1. Health Sciences Program - The Health Science AS program is a part of the Transfer Virginia program rewrite and will ensure students who want to pursue a career in Health Sciences will have a transferable pathway to their four-year school of choice. Students will have the option to fulfill the general health science and transfer elective requirements through specific courses and credit for prior learning.

Proposed Program Deactivation

1. Advanced EMT CSC – Due to changes in gainful employment regulations, this certification will now be available after the first semester of the Paramedic Career Studies Certificate (CSC). As a result, this program is being deactivated because it will be integrated into the Paramedic Career Development Certificate (CDC) and is primarily designed for current EMTs who volunteer.
2. EMT CSC – this program will be discontinued because it no longer meets the gainful education requirements; however, students can still pursue the courses by enrolling in the EMS Associate of Applied Science (AAS) program. The EMT courses will be transferred to the Workforce program, allowing students to receive the same instruction before taking the certification exam.
3. Healthcare Technician CSC - this program is being deactivated due to changes in gainful employment regulations. All courses from this program will be integrated into the Health Professions Preparation curriculum to ensure that students can continue to access the necessary courses for the Certified Nurse Aide certification program and to prepare for the addition of stackable credentials should they choose to pursue further education.

Mr. Aaron Whitacre provided a brief summary of two policies: The Facilities Use Provisions and the Student Conduct Addendum. He explained that the policy aims to maintain a safe and orderly environment on campus while allowing for the appropriate use of facilities for events and activities. He added that the student conduct addendum reinforces behavioral expectations and accountability among students while aiming to maintain a safe and conducive learning environment.

Ms. Frankie Gilmore moved to approve the curriculum updates and adopt the changes to the two policies as presented.

Motion Carried.

5. Executive/Human Resources

Ms. Jessica Thompson began by giving praise to Mr. David Swanson and Mr. Paul Briggs for their work finalizing the financial statements for the Educational Foundation, noting that it was a significant undertaking. She also commended Mr. Garland Fenwick for his invaluable assistance with making Center Street fully operational, stating that he has been essential in resolving tenant, lease, and maintenance issues.

Ms. Thompson was pleased to report that over 90 people RSVP'd for the alumni reception, with 15 students in attendance. She requested that the board help share students success stories with their localities, highlighting how the college supported them, by providing examples of the various funding opportunities available to students in need. She noted that the demand for assistance among students is increasing, with nearly 50 students already requesting financial assistance this year.

Additionally, she reminded everyone about the Center Street tour on October 2nd and Give Day on

October 3rd. She explained that one of the goals for Give Day is for all boards to collaborate raising funds for various student resources and she encouraged sharing links that were previously distributed on social media to promote this initiative. Ms. Thompson highlighted the importance of growing emergency funds, sharing an example of how the college has been able to help students facing urgent situations and emphasized the crucial need for everyone to participate in fundraising efforts to support the growing need for student support.

Ms. Ann Marie Anderson added that the alumni board is expected to grow as efforts to engage more members continue.

Ms. Veronica Curry began by introducing Ms. Karen Foster, Director of Talent Acquisition and Retention, and presented the Human Resources update. She mentioned that July 1st marked the start of the new hiring period and that new hires refer to positions being filled including both new and internal positions. She was pleased to announce that there were over 200 new hires since July 1st, 2023, with 269 contracts issued for operations. She praised the faculty, staff, and search committees for their efforts. Ms. Curry highlighted the launch of a new HR program called HR Hour aimed at supporting supervisors in their roles. A few of the topics discussed include understanding workplace accommodations, with the next discussion being performance management for classified staff. She mentioned that as of July 2024, there were a total of 841 employees, with a retention rate of 2% for that month and an annual rate of approximately 10-12%. Additionally, the educational aid program has seen approximately 56 awards resulting in 221 credit hours taken by faculty and staff and professional development initiatives including a \$250 bonus for each employee that has completed and submitted their professional development for approval.

6. Finance/Facilities

Ms. Ann Marie Anderson invited Mr. David Swanson to present the financial reports.

Mr. David Swanson began with a statement that net assets and unrestricted funds increased by \$878,000. He mentioned that significant expenditures during this period included investments in the parking garage and enhancements to the new college website. Mr. Swanson explained that locality contributions for maintenance reserves have been increasing, allowing for continued support of the Center Street properties.

Mr. Swanson also mentioned that the Stafford Maintenance Reserve was used to support developments at Center Street, while approximately \$2 million remains in the Locust Grove Project Reserve, which is expected to increase to about \$2.2 million as occupancy of the new Locust Grove facility begins. Investment income showed a positive trend in FY24, and Mr. Swanson anticipated further improvement in FY25. He mentioned that bookstore conditions continue to decline, but overall, all funds ended the fiscal year as planned.

Additionally, Mr. Swanson reminded everyone of the upcoming locality funding requests for the coming year, noting that the application window for the Eastern localities—Spotsylvania, Stafford, King George, Caroline, and Fredericksburg—opens later this month, with submissions due by the end of October. He recommended maintaining the same level of operating maintenance reserve funds as in the previous year and emphasized the need for strategic planning for next year's requests to address the stagnant growth in funding over the past few years.

Ms. Anderson moved to approve the financial analysis for the twelve months ending on June 30th, 2024, and the FY26 Funding Request plan and to accept the financials as presented.

Motion carried.

Dr. Gullickson added that the State Board agreed to delegate the approval of local funds and expenditures to the local advisory boards because expenditures are internally negotiated and approved. She mentioned that the cabinet, along with their teams, made significant cuts of approximately \$1.5 million from the FY25 budget to ensure a healthy surplus by the end of the year and that those cuts primarily affected goods and services, with some impact on personnel. Additionally, although expenditures related to the Stafford Building are within budget, there will be a need for increased hiring as the campus expands.

Additionally, Dr. Gullickson mentioned that there is an urgent need for a new Career and Technical Education (CTE) building, because of the ongoing efforts to retrofit existing spaces but noting that more space is necessary. She also mentioned the support from the local community foundation, which has provided a donation of \$250,000 from a local donor. She explained that this funding will be utilized for developing a new master plan and possibly for a marketing campaign once a new vice president for community engagement is appointed.

Ms. Anderson invited Mr. Garland Fenwick to provide a Facilities Update.

Mr. Garland Fenwick began with a statement that construction on the project has been completed, pending final approvals. He mentioned that furniture was installed at 10 Center Street, while furniture for Building 25 is expected to be delivered on September 23rd and 24th. He anticipates sealing and stripping the parking lots next week, contingent upon weather conditions.

Mr. Fenwick also mentioned that preparations are underway to fully equip the facilities, including setting up the network infrastructure and installing equipment in offices. He expressed confidence in staying on schedule for the project timeline, with plans to begin operations in early October.

He gave praises to Dario Construction Company for their outstanding work throughout the project, highlighting the benefits of working through the foundation, which allowed for more efficient and cost-effective operations compared to state contracting processes. He noted that Dario Construction also contributed to the foundation by sponsoring a golf team for a college event.

Additionally, Mr. Fenwick acknowledged the collaborative efforts in recommending Dario for the project, underscoring the importance of this multimillion-dollar initiative.

Dr. Gullickson added that while they have successfully utilized funds raised for the Stafford project, there is now a need to strategize funding for future endeavors, particularly for the next building project.

7. President's Report, Dr. Janet Gullickson

Dr. Janet Gullickson began by providing a brief overview of the VCCS Accelerated Opportunity Plan. She explained that the focus for Germanna this year will be on Objectives 3 and 4. She and Chancellor David Doré will be held accountable for achieving the goals from all objectives. She also mentioned that the Cabinet, along with team members, are dedicated to aligning with these goals and that a statewide target has been set to produce 300,000 new credentials by 2030. While the college has

excelled in credential production—nearly reaching 3,000 last year—achieving the new target within the next five years will require substantial funding.

Dr. Gullickson expressed concern over the disparity in funding, mentioning that for every dollar spent on higher education in the Commonwealth. This indicates an urgent need for increased legislative funding to assist with additional costs to provide education for the growing demand in skilled labor, particularly in light of an aging workforce.

Dr. Gullickson also explained the financial implications of transitioning from credit programs to workforce development. She mentioned that the college faced significant losses due to the lack of appropriate reimbursement for workforce education. She expressed the importance of understanding that while the Commonwealth reimburses for credit hours, there is no similar support for workforce credentials, which increases financial pressure. Moreover, the need for skilled workers in sectors such as renewable energy and technology is critical and although partnerships with organizations like Amazon have provided some resources, direct financial support remains limited, making the advocacy for legislative support even more essential.

Dr. Gullickson added that in discussions with fellow college presidents, many expressed their financial constraints and emphasized the need for assistance with curriculum development, teaching, and equipment. Dr. Gullickson remains optimistic that by focusing on these areas and leveraging partnerships, the college can successfully meet the workforce demands and continue to serve the community effectively.

8. Chair Report

Mr. Jack Rowley began expressing gratitude to the staff for their hard work and dedication and encouraged everyone to attend the tour of the Center Street buildings on October 2nd and interact with the community members present. Mr. Rowley expressed the significance of this event, mentioning that the college would be unveiling two 37,000 square-foot buildings in Stafford, a milestone that has not been achieved before.

Mr. Rowley also referenced an email that was distributed regarding the collection of items for the student shop days and encouraged everyone to donate clothes, shoes, food supplies and other necessary items.

Additionally, he acknowledged everyone's dedication and hard work that went into organizing the "Honoring Your Roots" event noting that this was the first of future events that will be planned to create a platform for board alumni to get involved and participate in future college events.

9. New Business

None.

10. Adjournment

The meeting adjourned at 5:04 p.m.

2024-2025 Committee Appointments

Executive/Human Resources

Jack Rowley, Chair
Frankie Gilmore, Past Chair
Wayne Bushrod, Vice Chair
Dr. Janet Gullickson, President and Board Secretary
Ms. Jessica Thompson, Staff
Veronica Curry, Staff

Finance/Facilities

Ann Marie Anderson, Chair
Shirley Eye
Tim McLaughlin
Dr. John Davis, Staff
David Swanson, Staff

Academic Affairs/Workforce/Student Success

Rev. Joy Carter Minor, Chair
Dr. Kingsley Haynes
Gail Temple
Dr. Shashuna Gray, Staff
Dr. Tiffany Ray-Patterson, Staff

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