

GERMANNA COMMUNITY COLLEGE BOARD

November 14th, 2024

MEETING MINUTES # 346

Members Present:

Jack Rowley
Ann Marie
Anderson
Frankie Gilmore
Shirley Eye
Gail Temple
Tim McLaughlin
Rev. Joy Carter
Minor
L. Wayne Bushrod

Members Absent:

Dr. Kingsley Haynes (Present
Virtually)

Staff Present:

Dr. Janet
Gullickson
Dr. Tiffany Ray-
Patterson
Dr. John Davis
Veronica Curry
Melissa Leecy
Dr. John
Stroffolino
Dr. Nanette
Graham
David Swanson
Lorraine Pendleton
Taylor Landrie
Ms. Jessica
Thompson
Mike Zitz
Zachary Wyant

Guests Present:

REGULAR MEETING

1. Call to Order

Mr. Jack Rowley called the meeting to order at 4:32 p.m. and invited Dr. Janet Gullickson to introduce Ms. Melissa Leecy. Dr. Janet Gullickson introduced Ms. Melissa Leecy as the new Vice President for Community Engagement. She highlighted Melissa's role in building relationships with the community, fundraising, and managing college assets. Ms. Leecy shared her background in higher education and expressed excitement about her new position and the work being done at Germanna. Dr. Gullickson also acknowledged the significant contributions of Ms. Jessica Thompson, noting her leadership in overseeing the Educational Foundation during the search to fill the Vice President's position and for coordinating the Stafford campus opening.

2. Public Comment – None

3. Approval of Minutes # 345, September 12, 2024

Mr. Jack Rowley moved to approve the minutes of the September 12, 2024, meeting.

Motion was seconded by Ms. Shirley Eye.

Motion carried.

COMMITTEE DISCUSSION/ACTION

4. Academic Affairs/Workforce/Student Success

Mr. Jack Rowley invited Rev. Joy Carter Minor to review the curriculum items and proposed program changes. The changes proposed included:

Proposed Program Changes

1. Advanced Accounting CSC - this revised program provides students with the necessary accounting courses to meet the education requirements set by the Virginia Board of Accountancy to sit for the Certified Public Accountant (C.P.A.) examination. The proposal involves removing ACC134: Small Business Taxes and replacing it with ACC215: Computerized Accounting. This change aligns with the Virginia Board of Accountancy's updated standards, which no longer accept accounting courses below the 200 level and require a computerized accounting course.
2. Data center, IT tech CSC - The proposed change to the Data Center IT Technician Career Studies Certificate (CSC) title is to distinguish it from the future Data Center Operations Technician CSC being launched. The Data Center IT Technician CSC is designed to equip students with the fundamental skills needed for data centers offering web services and cloud computing. This certificate prepares students for roles such as Data Center Technician or IT Technician. Additionally, the program supports students in preparing for CompTIA's A+, Network+, and Security+ certification exams.

Proposed New Curricula

1. Data center operations Tech CSC – this new program was designed to prepare students for entry-level positions in data centers or companies that support data center functions. This program will train students for roles as technicians, operators, or technologists. Coursework will focus on preparing students for industry certifications, including the DICS I Installer 2 (Fiber Optic) and OSHA 10. The program is being proposed to meet the local demand for credentialed data center operators. While Germanna currently offers a Data Center CSC focused on IT operations, this new certificate is specifically aimed at training workers to maintain the operations of the data center, including those pursuing the Fiber Optics Technician certification.
2. Paramedic Certificate – this new program replaces the current Paramedic Career Studies Certificate (CSC). The new certificate aligns with the accrediting agency’s requirements, including the addition of EMS 210 - EMS Operations as part of the core curriculum. This change will discontinue the Paramedic CSC and introduce the new Paramedic Certificate, designed to provide the knowledge, skills, and abilities necessary for entry-level employment as a Paramedic.

Proposed Program Deactivation

1. Paramedic CSC – this program is being deactivated due to the introduction of the new Paramedic Certificate program. Following a review by the accrediting agency, it was determined that EMS 210 - EMS Operations needed to be added back as part of the core curriculum. As a result, the CSC will be deactivated to make way for the new certificate program.

Ms. Ann Marie Anderson moved to approve the curriculum updates as presented.

Motion Carried.

5. Executive/Human Resources

Ms. Melissa Leecy and Ms. Jessica Thompson provided an update on the Educational Foundation's progress and initiatives. They thanked the board for their participation in Give Day, which raised \$135,000 of the total \$175,000 goal, and praised the efforts of staff for driving donations. Ms. Thompson added that the Educational Foundation is also focused on increasing employee participation through payroll deductions with a goal of continuing this momentum.

Ms. Leecy highlighted the success of the Educational Foundation in securing scholarships and donations, noting that the college will be celebrating 55 years of service next year with many alumni returning to assist in planning the celebratory events. She mentioned that Ms. Nancy Noel, a former professor, donated part of her inheritance to fund the Nancy W. Noel Liberal Arts scholarship for students. This scholarship will provide additional funds for full or part-time students pursuing Liberal Arts studies.

Ms. Leecy was pleased to report that the Foundation had seen great success with investment income and significant contributions coming in, particularly for the Center Street project. She mentioned that approximately \$515,000 had already been distributed back to Germanna this year and that a projected annual surplus of over \$1 million is being anticipated.

Ms. Leecy also mentioned the impressive impact of the Foundation's programs, including over \$1 million in scholarships and substantial aid through the Germanna Cares program, which served more than 1,600 students. She mentioned that the Educational Foundation has been able to provide emergency assistance, including \$67,000 in grants to students in immediate need.

Ms. Thompson invited everyone to attend the Donors "Thank You" banquet on November 21st, at Stevenson Ridge where donors and board members will be recognized. She mentioned that the event will feature student speakers sharing their stories, and that it will be a meaningful celebration of the Educational Foundation's impact on Germanna students.

Ms. Veronica Curry provided a Human Resources update highlighting recruitment, retention, and professional development initiatives. She mentioned that since July, 121 new hires have joined the college since July 1, 2024, with 19 of them advancing through internal promotions. Additionally, 16 new hire searches are actively ongoing.

Ms. Curry discussed the successful return of in-person employee onboarding sessions, which were previously held virtually. She noted that these sessions offer new employees an overview of the college's mission, vision, values, and other key topics. Monthly sessions will continue based on the number of new hires. Additionally, the college transitioned its employee evaluation process from paper to an online system, which is now in use for classified employees and the new system will be expanded to teaching and administrative faculty. Also, training for supervisors and employees will be ongoing to ensure a smooth transition.

Ms. Curry added that 331 faculty and staff participated in professional development activities during 2023-2024 reporting period, with over 4,000 hours recorded and that the \$250 incentive bonus continues to be offered to employees who complete their required training.

Ms. Curry briefly reviewed the results of the Great Colleges to Work For survey, highlighting strong ratings in areas such as faculty and staff wellbeing, diversity and inclusion, and job satisfaction. However, she noted that performance management and reward/recognition were identified as areas needing improvement. She mentioned that the college plans to address these areas through leadership discussions and focus groups, with a emphasis on improving processes and recognition efforts.

Ms. Curry mentioned efforts to improve internal processes, including streamlining forms and approvals related to salary decisions and other HR functions. These efforts are aimed at increasing efficiency and reducing the time spent on administrative tasks.

Dr. Janet Gullickson provided an update on the upcoming legislative session, which will begin in January. She emphasized the importance of advocating for increased funding for community colleges, as Virginia ranks low in state funding for these institutions. Dr. Gullickson noted that while some localities, such as Spotsylvania and Stafford, had been generous, more support is needed from the state and other localities.

She discussed several key legislative priorities, including the College and Career Ready Virginia Program, which aims to make dual enrollment tuition-free for certain students. She mentioned that this program could impact the college's budget, as dual enrollment currently brings in approximately \$800,000 annually, though much of it is discounted. Additionally, dual enrollment has become a significant part of the student population, growing faster than regular enrollment.

Dr. Gullickson also addressed the need for funding to support equipment, facility renovations, and start-up costs, particularly in light of the region's growing demand for skilled labor, such as electricians. She mentioned that the college is transforming its facilities to better meet these needs, though more investment is required to accommodate the increased demand for workforce training.

Dr. Gullickson also discussed the importance of competitive wages for instructors, particularly in high-demand fields like nursing and trade skills, where starting salaries may not be competitive with industry standards. She further discussed the need for more funding for FastForward programs, which help students cover the cost of workforce training. She mentioned the college's efforts to enhance its marketing strategies to better promote its offerings to high school students and encouraged everyone to advocate for the college's initiatives by reaching out to legislators and supporting the college's funding requests. She also mentioned that she will be providing the board with draft language and contact information for legislators to help facilitate these efforts.

Dr. Gullickson provided an update on the new process for the President's evaluation. She mentioned that the process had been revised by the new Chancellor to include both quantitative and qualitative components. The evaluation will incorporate the President's goals, with a focus on key accelerated success goals. A survey is being developed, which board members will use it to provide feedback for the evaluation letter. The timeline for the evaluation includes the President's self-assessment being submitted in March, followed by the board completing the survey in April. Dr. Gullickson emphasized the importance of staying on track with these new procedures to ensure that the evaluation is conducted effectively.

6. Finance/Facilities

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

Mr. David Swanson began with a statement that there was an increase in the Locust Grove Project Fund totaling \$2.8 million. He explained that this increase was due to the reimbursement of \$736,000 from the state, which covered design costs incurred over the past three years and that these funds are now ready to support the completion of the project.

Mr. Swanson briefly discussed the FY25 Local Funds Financial review mentioning that the vending fund budget, currently holds approximately \$2 million in assets; however, no commission revenue has been realized this year primarily due to contractual issues with the bookstore and the transition to digital resources. No commission checks have been received since May. Nonetheless, the financials are currently on track with the budget as planned.

Mr. Swanson reviewed the unexpended plant fund budget, Fund 79001 which includes assets from inactive departments. He explained that department 770160, Stafford Lease Infrastructure, had no

activity since FY19, with residual funds remaining from the Potomac Church Road Stafford Center buildout. He recommended that these assets be transferred to department 774110, Maintenance Reserve – Stafford County, to consolidate all Stafford-related funds into a single department.

Additionally, Mr. Swanson mentioned that department 774180, LGC Master Plan Study, did not incur any expenses since FY16, and the project is now complete. Therefore, he recommended that the remaining funds be transferred to Department 770170, LGC Building Replacement, to support the Locust Grove project.

Ms. Anderson moved to approve the financial analysis for the four months ending on October 31st, 2024, and to accept the financials as presented.

Ms. Anderson moved to approve consolidating departmental balances in Fund 79001 and to accept the proposal as presented.

Motion Carried.

The Finance and Facilities Committee reviewed and moved to accept the financials as presented, and the board approved both motions.

Mr. Rowley invited Dr. John Davis to provide a facilities update.

Dr. John Davis began with a statement that the search committee is in the final stages of selecting a candidate to fill the Director of Facilities position. He provided a brief update on the progress of the new Locust Grove project and the Center Street project mentioning that the drawings for the Locust Grove campus replacement are 95% complete, with a review process expected to take about six months with bidding and potential groundbreaking occurring by early spring. Additionally, five classrooms were recently opened at the 25 Center Street building. He mentioned that while the move was successful, the process has been challenging, particularly in dealing with the permitting process and parking needs. A presentation will take place at the next Board of Supervisors meeting regarding parking improvements necessary for full occupancy of the Center Street building. Dr. Davis emphasized that the team remains optimistic despite some challenges and slow progress.

7. President's Report, Dr. Janet Gullickson

Dr. Janet Gullickson began by praising key team members, including Dr. John Davis, Ms. Jessica Thompson, and Dr. Tiffany Ray-Patterson, for their outstanding work on recent projects. She expressed gratitude for the Stafford community's positive reception, especially following a presentation by Dr. Cheri Maea to the Board of Supervisors. Dr. Gullickson mentioned that due to a few scheduling conflicts, efforts would be made to schedule the next board meeting for the same day as the ribbon cutting for the Center Street project, allowing board members to see the fully occupied building.

Dr. Gullickson specifically acknowledged Mr. Garland Fenwick for his exceptional work in coordinating the construction of the Center Street project, praising his role in ensuring everything went better than expected. She also praised the contractor, Dario Construction Company, for keeping the

project under budget.

8. Chair Report

Mr. Jack Rowley began by expressing appreciation for the significant efforts of the staff, particularly Ms. Lorraine Pendleton, in preparing the board meeting materials. He proposed a change to the current distribution deadline, suggesting that all materials be submitted by the Friday before the board meeting. This would allow board members enough time to review the materials over the weekend and during the workweek. He emphasized the importance of having complete packages by this deadline, stating that late submissions would need to wait for the next meeting.

Additionally, Mr. Rowley discussed the challenges with the current board management software, suggesting a more efficient system, and recommended implementing a new board management software that is more user friendly.

Dr. Gullickson assured everyone that efforts would continue to improve the overall process for distribution of board packet materials.

9. New Business

None.

10. Adjournment

The meeting adjourned at 5:45 p.m.

DRAFT

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