

**Germanna Community College Board
June 11th, 2020
Committee Meetings at 3:00pm
Board Meeting at 4:00pm
Via Zoom**

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

Academic Affairs/Workforce/Student Success Committee

<https://vccs.zoom.us/j/91780276782>

One tap mobile

Call-in phone number: 1 (301) 715-8592

Meeting ID: 917 8027 6782

Dr. Jeanne Wesley and Dr. Tiffany Ray

AAS in Nursing Degree Program Online.....	p.10
Change elective course list in CADD CSC.....	p.19
Change Pre-req/co-req for CHM 241242245246	p.31
Changes to General Education Certificate	p.38
Modification to the General Studies Health and PE specialization degree	p.45
Removal of prerequisites for selected HLT and PED classes	p.49
Remove ENG 111 eligible for pre-requisite for ENV 136.....	p.54
Remove ENG 111 eligible pre-requisite for PHY 241	p.65

Enrollment Update

Student Services Update

Student club Advisor Stipends p.76

(Most recent information distributed at meeting)

Executive/Human Resources Committee

<https://vccs.zoom.us/j/95139285882?pwd=Q0txSjZBOStNZHZnS0JaUG15aHZVdz09>

One tap mobile

Call-in phone number: 1 (646) 558-8656

Meeting ID: 951 3928 5882

Password: 652394

Dr. Janet Gullickson, Ms. Laurie Bourne and Mr. Bruce Davis

Presidential Evaluation – Closed Session – 3:00 p.m.-3:30 p.m. (Not recorded)

Topics for Retreat

Fundraising Update

Germannanna’s Grandpa Tom
Planned Giving
Glady’s P. Todd Academy
New Foundation and Alumni Website

Finance/Facilities Committee

<https://vccs.zoom.us/j/97370352979>

One tap mobile:

Call-in phone number: 1 (646) 558-8656

Meeting ID: 973 7035 2979

Dr. John Davis and Mr. Garland Fenwick

Financial Approvals – Actions

Financial Analysis Narrative ten months ending 04/30/20.....p.78
Financial Statements for 04/30/2020.....p.79
Budget Status Report as of May 11th, 2020.....p.86

Facilities Report.....p.93
French Slaughter replacement building plan 1st floorp.94
French Slaughter replacement building plan 2nd floorp.95

4:00 p.m. - College Board Meeting

College Board Meeting

<https://vccs.zoom.us/j/91695757635>

One tap mobile

Meeting ID: 916 9575 7635

1 (646) 558 8656

4:00 p.m. – 4:30 p.m. – Presentation – Marketing and Website update – Mr. William Berry

4:30 p.m. – Regular Meeting of the Germanna College Board

1. Call to Order
2. Public Comment
- 3. Approval of Minutes #324, March 12, 2020p.5**

4:40 p.m. – 5:00 p.m. – Closed Session – Presidential Evaluation – Board members only (Not recorded)

5:00 p.m. Committee Discussion/Action

4. Academic Affairs/Workforce/Student Success: Ms. Manya Rayner, Chair
5. Executive/Human Resources: Ms. Teri McNally, Chair
6. Finance/Facilities: Mr. Baron Braswell, Chair

5:45p.m. – Informational Items/Other Business

7. Election of new officers
President: Ms. Ann Tidball
Vice President: Mr. Simon Gray
Treasurer: Ms. Manya Raynor
Chair of Academic Affairs/Workforce/Student Success: Ms. Sarah Berry
Chair of Finance and Facilities: Dr. Victor Gehman
8. President's Report, Dr. Janet Gullickson
9. Chair's Report, Ms. Teri McNally
10. New Business

Adjournment

2019-2020 Committee Appointments

Executive / Human Resources

Ms. Teri McNally, Chair
Ms. Ann Tidball, Vice Chair
Mr. Simon Gray, Treasurer
Dr. Janet Gullickson, Secretary
Ms. Laurie Bourne, Staff
Mr. Bruce Davis

Finance/Facilities

Mr. Baron Braswell, Chair
Ms. Sarah Berry
Dr. Victor Gehman

Finance/Facilities cont'd

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

Academic Affairs/Workforce/Student Success

Ms. Many Rayner, Chair

Mr. William Thomas

Mr. Lydell Fortune

Dr. Jeanne Wesley, Staff

Dr. Tiffany Ray, Staff

GERMANNA COMMUNITY COLLEGE BOARD

March 12, 2020

MEETING MINUTES # 324

Members Present:

Teri McNally
William Thomas
Sarah Berry
Baron Braswell
Simon Gray
Lydell Fortune
Ann Tidball

Members Absent:

Manya Rayner
Dr. Victor Gehman

Staff Present:

Dr. Janet Gullickson
Bruce Davis
Dr. Tiffany Ray
Dr. John Davis Dr.
Dr. Jeanne Wesley
Laurie Bourne
Lorraine Pendleton
Jessica Thompson
1st Sergeant Chris
Anderson
Garland Fenwick

Guests Present:

Dr. Sarah Somerville
Misty Mesimer
Nancy Smith
Dr. Patti Lisk

REGULAR MEETING

1. Call to Order

Chair McNally called the meeting to order at 4:35 p.m.

Public Comment – None

2. Approval of Minutes #323, January 9, 2019

Motion was seconded. Motion was carried.

COMITTEE DISCUSSION/ACTION

3. Academic Affairs/Workforce/Student Success

Mr. William Thomas made a statement that the committee was incomplete due to Manya Rayner attending via phone. Consequently, all the curricula presented for action needed a second. He requested that the second reading be waived due to the immediacy of the request. He discussed the curricula presented for approval. He invited Dental Professor Misty Mesimer to present the Dental Hygiene Program and Professor Laurie Daigle to present the Physical Therapist Assistant Program expansion proposal. Mr. Thomas moved to that the Board adopt the recommendations from the staff regarding these changes.

Motion carried.

Mr. Thomas invited Dr. Tiffany Ray to comment on enrollment. Dr. Ray started with a celebratory statement that enrollment for Spring was phenomenal with a 5% increase in FTE. She added that enrollment is also up for the Summer with registration commencing on March 1st. Due to COVID-19, all student services will be conducted virtually and online to support students. She was happy to report that the funding approved by the Board for the website has been used to contract a vendor. The selected vendor will be sending a scope of work soon, so that the website and branding initiative can get started. In addition, due to end-of-year ceremonies being cancelled, other arrangements will ensure that students are recognized.

Mr. Thomas invited Dr. Jeanne Wesley to comment about the 5G Program. Dr. Wesley stated that the 5G Program is accelerated with moving all our courses online. We will be the college of the future with 5G. They're experiencing some challenges of bureaucracy but everything is moving forward.

Mr. Thomas encouraged the body to donate to the Gladys P. Todd Academy.

4. Executive/Human Resources

Chair Teri McNally began with the President's year-end review. She mentioned that the committee is creating a streamlined process. She added that by streamlining these processes, it eliminates re-inventing the wheel every year. The committee will take the current survey to mirror it with the Chancellor's goals. The committee has a deadline of April 2nd with an April 30 deadline to send the survey to the Board. The goal is to submit the final review by May 14th. The committee will also reach out to other sources regarding a climate survey. Ms. Ann Tidball then requested permission from the Board to move forward with approving the additional working committee. This committee will assist with gaining the necessary information to complete the President evaluation as Chair McNally proposed. All were in favor.

5. Finance/Facilities

Mr. Baron Braswell invited Dr. John Davis to present the agenda and action items.

Dr. John Davis started with presenting these motions:

Motions #1 and 2

1. To accept the local funds financials for January 31.
2. To increase in the auxiliary maintenance budget by \$250,0000 to repave the east side of the Fredericksburg Area Campus parking lot.

Mr. Braswell moved each item. Motions were carried.

Dr. Davis mentioned the new construction taking place at the Daniel Technology Center. Additionally, Spotsylvania County and property developers have proposed to build a road through the Fredericksburg Regional Campus to allow access for new residential construction. The main purpose is to connect residents to I-95. The process involves the easement of state land to the county. This proposal is still under deliberation due to some insufficient information. Germanna has reached out to VDOT and the Virginia Community College System for their involvement to ensure accuracy of the information received. The college will inform the Board of any updates. Dr. Davis emphasized that we must ensure safety for students, faculty and staff due to the expected amount of traffic that will be on this road.

INFORMATIONAL ITEMS AND OTHER BUSINESS

6. President's Report, Dr. Janet Gullickson

Dr. Janet Gullickson started by expressing her disappointment in the postponement of the building of the new Locust Grove facility by the Virginia State Legislature. Two VCCS facilities in Virginia were funded and two were not. There was concern among state legislators about the state's bond rating if all four facilities were funded. Dr. Gullickson spoke with the VCCS Office and they believe they may have access to design funds so we could proceed. However, with COVID-19 everything may be uncertain. She invited Dr. Davis to elaborate on the topic. Dr. John Davis added that the project was funded through the design phase which was going to last through Jan 2021 with construction in the March/April 2022 timeframe. However, now with this delay, we can probably expect a construction push back through July 2022. All these dates are dependent on the state budget. Dr. Gullickson continued by saying that Germanna might have to come up with the funds to forward fund some of the design but she's waiting to get a statement from the VCCS Office. She introduced Sgt. Chris Anderson who attended in Chief Craig Branch's absence. She praised to Ms. Nancy Smith who is performing very well temporarily for the Director of Finance role. Ms. Smith mentioned Lauren Henson and that the Finance team have been wonderful to work with during the absence of a direct leader.

In other news – Germanna is hoping to become partners with the Navy Community College. She added that we are positioning ourselves to hopefully be a part of that partnership and the location of the Naval Community College will most likely be at Quantico. The potential number of students may be 40,000 sailors and Marines.

Dr. Gullickson also stated that she anticipates the G3 initiative being a boom for our enrollment. The details are changing daily but once they are finalized, she'll offer a very detailed presentation about it. She praised Dr. Jeanne Wesley and her team for doing a phenomenal job making the necessary curriculum changes so that we can hit the ground running. Dr. Gullickson was very proud that VCCS approached Germanna's Student Services team to assist with the G3 on-boarding process. She gave accolades to Dr. Ray and Dean Pam Frederick for making the process wonderful.

Dr. Gullickson spoke on the COVID-19 update and planning. She stated that Germanna has created a dedicated phone number and email address to answer any questions related to COVID-19. Social distancing demarcations were made on campus with extensive sanitization on Fridays. Germanna has students who were exposed to the virus. Staff self-quarantined because they believe that they demonstrated symptoms. She mentioned that our bottom-line goal is to keep operating and to help the community fight this by not taxing the health care system. She also added that nursing students may help with having health check points. Germanna has also cancelled all its events and rentals. The website has been updated daily with FAQs. Mr. Braswell asked her to expound upon the dual enrolled students and what will happen. The students will still be allowed to attend classes virtually. Ms. McNally asked how all the additional COVID-19 preparations will affect the budget and Dr. Gullickson answered that we can support these initiatives, including additional sanitation crews and curriculum deliveries, for this year. She went on to say that Zoom will also be used heavily during this time to accommodate students and scheduling appointments with students.

Dr. Gullickson then gave accolades to Mr. Simon Gray, recipient of the Susie Miller Community Service Award from the Orange County Chamber of Commerce, for his dedicated acts of service.

7. Chair Report, Ms. Teri McNally

There was no report from Chair McNally as she allowed Dr. Gullickson to use her time in her report.

8. Other Business

None

9. Adjournment

The meeting adjourned at 5:35 p.m.

2019-2020 Committee

Appointments Executive / HR

Ms. Teri McNally, Chair

Ms. Ann Tidball, Vice chair

Mr. Simon Gray, Treasurer

Dr. Janet Gullickson, Secretary

Ms. Laurie Bourne, Staff

Mr. Bruce Davis

Finance/Facilities

Mr. Baron Braswell, Chair

Ms. Sarah Berry

Dr. Victor Gehman

Dr. John Davis, Staff

Mr. Garland Fenwick, Staff

Academic Affairs/Workforce/Student Success

Ms. Manya Rayner, Chair

Mr. William Thomas

Mr. Lydell Fortune

Dr. Jeanne Wesley, Staff

Dr. Tiffany Ray, Staff

Curriculum Change Request Agenda Item For Curriculum Committee

Proposed by: Susan Skinner & April Angela Morgan

Effective year: X Fall 2021 o Spring ____ o Immediate

Proposal title: AAS in Nursing Degree Program - Online part-time evening weekend option

Date: 3/3/2020

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

The VCCS-wide Nursing Concept-Based Curriculum was implemented at GCC in Fall 2017 with the first graduating class completing the program in Spring 2019. The NCLEX pass rate for this cohort was 94.3% which is above both the state and national average for the same time frame. This program was written to be a full-time program, but many students are finishing the degree in a part-time option taking all general education courses before they begin the AAS degree in Nursing. There is a need for an online part-time evening/ weekend option in Nursing education for working adults in our service region. In the spirit of the 5G initiative already in planning at GCC, we propose a year-round continuous 7 semester part-time option for the AAS in Nursing degree with online delivery, using the Canvas 5G template. We would offer lab, clinical and simulation in the evening & weekend time frame.

The program is presented in this proposal with options for students to maintain status for Financial Aid of at least 6 credits, with suggested placement of the General Education requirements. Every effort was made to duplicate the success of the traditional and LPN to RN options with application and graduation in the same time frames. By starting in the fall semester, we take maximum advantage of clinical placement opportunities in the summer semester while not undermining the rotations of lab, clinical and simulation already in place around the community for our other options. This part-time option could also be considered for the LPN to RN Advanced Standing working adult, as it would meet the needs of a part time program for many of those students who need to continue employment for insurance and tuition reimbursement considerations.

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

CURRICULUM: VCCS-wide Nursing Concept Based Curriculum approved January 11, 2017 by the Virginia Board of Nursing. A letter of intent to provide a new online delivery for the Part-time Evening Weekend option will be forwarded to the Virginia

Board of Nursing (VBON) for Fall 2020, to Accreditation Commission for Education in Nursing (ACEN) for Substantive Change in Fall 2020 and to SACSCOC in Fall 2020 with necessary follow-up required per agency to complete approval processes. Proposal will be presented to the VCCS Nursing peer review committee (NFAC) in September 2020. Request Rollout in Fall 2021 with student applications received in spring 2021 pending approval.

INSTRUCTIONAL LOAD: Additional workload will be required to staff the lab, clinical and simulation component in the evening and weekend time frame. Present Full-time faculty teaching in the traditional and LPN to RN options will be reviewing the present delivery model to convert to online delivery using Canvas templates developed for the 5G initiative degrees. Full Time faculty may choose to participate in the online option as workload allows. Additional faculty needs will be evaluated. The present clinical ratio of student to faculty will remain 6 to 1, with a planned initial cohort of 12 students beginning in fall 2021.

SCHEDULING: Curriculum rollout plan attached

TRANSFERABILITY: Courses are a part of the common Concept-Based Curriculum. The courses are transferable to schools within the VCCS.

ACCREDITATION IMPACT: Prospectus of substantive change for program addition/change in delivery will be filed in the fall 2020 semester to ACEN, which is within two years of implementation as required. An ACEN focus visit may be warranted and could occur as early as Spring 2022. Substantive change reports will be filed with the Virginia Board of Nursing and with SACSCOC in the fall 2020 semester with necessary follow-up as required.

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

Jessie De, MSN, RN 3/19/2020
Signature of Faculty Member or Staff Date

[Signature] 3/18/2020
Signature of Faculty Member or Staff Date

Tracy Williams 3/18/2020
Signature of Faculty Member or Staff Date

Misty R. Mesmer 3/18/2020
Signature of Faculty Member or Staff Date

Angela Meagher 3/18/2020
Signature of Faculty Member or Staff Date

Don M. Shinn MSN RN CNE 3/24/2020
Signature of Department Head Date

5. ADDITIONAL SUPPORT FOR PROPOSAL (if any)

Click here to enter text.

6. COMMENTS BY DEANS OF INSTRUCTION

Patricia Luko 3/24/2020
SIGNATURE OF DEAN OF INSTRUCTION DATE

SIGNATURE OF DEAN OF INSTRUCTION DATE

7. COMMITTEE ACTION

SIGNATURE OF COMMITTEE CHAIR DATE

8. ACCREDITATION IMPACT

John M. Davis 5/20/20
SIGNATURE DATE

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

APPROVED

DISAPPROVED

Jeanne Wesley

05/05/2020

SIGNATURE OF VP FOR ACADEMIC AFFAIRS AND WORKFORCE DEVELOPMENT DATE

From: [Amy L. Henecke](#)
To: [Tracy E. Affeldt](#); [Patti Lisk](#)
Subject: RE: Part - time Nursing
Date: Monday, April 13, 2020 7:49:29 AM

I fully endorse the part-time Nursing Curriculum.

If you need additional information, please let me know.

Thanks!

Amy

Amy L. Henecke
Dean
Professional & Technical Studies and Workforce Development
Germanna Community College
10000 Germanna Point Dr. Fredericksburg, VA 22408
Phone: (540) 891-3018

From: Tracy E. Affeldt <taffeldt@germanna.edu>
Sent: Monday, April 13, 2020 7:47 AM
To: Patti Lisk <PLisk@germanna.edu>
Cc: Amy L. Henecke <AHenecke@germanna.edu>
Subject: RE: Part - time Nursing

I do not see Amy's endorsement in this email chain. Amy could you please reply.

Thanks!

Tracy E. Affeldt

Executive Assistant to the Vice President of
Academic Affairs and Workforce Development
Germanna Community College
540-891-3047
taffeldt@germanna.edu

Visit our [COVID-19 Resource page](#) for the most up-to-date information, teaching and learning resources and frequently asked questions. Contact us at [\(540\) 834-1070](tel:5408341070) or COVID19@germanna.edu.



Germanna provides accessible, high quality educational and training opportunities that address our communities' diverse and changing learning needs.

Follow-up as Needed for Program Changes

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

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

Online Part time Evening Weekend Option for AAS in Nursing

Proposed catalog changes – compared to AAS fulltime option & LPN to RN for Advanced Standing option

4.10.2020 update for catalog S. Skinner				
	Semester with total credits	Online Part time evening weekend option with General education credits included	AAS degree	LPN to RN for Advanced Standing - AAS degree
Pre- requisites	(14 credits)	BIO 141 – 4 credits ENG111 – 3 credit PSY 230 – 3 credits SDV 101/100 – 1 credit HUM or EEE – 3 credits	28 general education credits	28 general education credits
1 st semester	Fall (6 credits)	NSG 106 – 2 credits NSG 130 – 1 credit NSG 200 – 3 credits	NSG 100 – 4 credits NSG 106 – 2 credits NSG 130 – 1 credit NSG 200 – 3 credits	
2 nd semester	Spring (10 credits)	NSG 100 – 4 credits NSG 152 – 3 credits ENG 112 – 3 credits	NSG 152 – 3 credits NSG 170 – 6 credits	NSG 200 – 3 credits NSG 115 – 4 credits
3 rd semester	Summer (6 credits)	NSG 170 – 6 credits	NSG 210 – 5 credits NSG 211 – 5 credits	NSG 210 – 5 credits NSG 211 – 5 credits
4 th semester	Fall (9 credits)	NSG 210 – 5 credits BIO 142 – 4 credits	NSG 230 – 2 credits NSG 252 – 4 credits NSG 270 – 4 credits	NSG 230 – 2 credits NSG 252 – 4 credits NSG 270 – 4 credits
5 th semester	Spring (9 credits)	NSG 211 – 5 credits BIO 150 – 4 credits		
6 th semester	Summer (7 credits)	NSG 252 – 4 credits EEE or HUM – 3 credits		
7 th semester	Fall (6 credits)	NSG 230 – 2 credits NSG 270 – 4 credits		
Total credits	67		67	55
LPN to RN for advanced standing credit needed				12
Total credits for degree	67		67	67

Courses for the Part Time Nursing Curriculum

Course Title: Introduction to Nursing Concepts: NSG 100

Course Description

Introduces concepts of nursing practice and conceptual learning. Focuses on basic nursing concepts with an emphasis on safe nursing practice and the development of the nursing process. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or simulated environments.

Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

4 Credits

Course Title: Competencies for Nursing Practice: NSG 106

Course Description

Focuses on the application of concepts through clinical skill development. Emphasizes the use of clinical judgment in skill acquisition. Includes principles of safety, evidence-based practice, informatics and math computational skills. Prepares students to demonstrate competency in specific skills and drug dosage calculation including the integration of skills in the care of clients in simulated settings. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or simulated environments.

Lecture 0-1 hour. Laboratory 3-6 hours. Total 4-6 hours per week.

2 Credits

Course Title: Professional Nursing Concepts: NSG 130

Course Description

Introduces the role of the professional nurse and fundamental concepts in professional development. Focuses on professional identity, legal/ethical issues and contemporary trends in professional nursing.

Lecture 1 hour. Total 1 hour per week.

1 Credit

Course Title: Health Promotion and Assessment: NSG 200

Course Description

Introduces assessment and health promotion for the individual and family. Includes assessment of infants, children, adults, geriatric clients and pregnant females. Emphasizes health history and the acquisition of physical assessment skills with underlying concepts of development, communication, and health promotion. Prepares students to demonstrate competency in the assessment of clients across the lifespan. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or simulated environments.

Lecture 2 hours. Laboratory 3 hours. Total hours per week 5 hours.

3 credits

Courses for the Part Time Nursing Curriculum

Course Title: Health Care Participant: NSG 152

Course Description

Focuses on the health and wellness of diverse individuals, families, and the community throughout the lifespan. Covers concepts that focus on client attributes and preferences regarding healthcare. Emphasizes population-focused care. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or cooperating agencies, and/or simulated environments.

Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.
3 credits

Course Title: Health/Illness Concepts: NSG 170

Course Description

Focuses on the nursing care of individuals and/or families throughout the lifespan with an emphasis on health and illness concepts. Includes concepts of nursing care for the antepartum client and clients with common and predictable illnesses. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or simulated environments.

Lecture 4 hours. Laboratory 6 hours. Total 10 hours per week.
6 credits

Course Title: Health Care Concepts I: NSG 210

Course Description

Focuses on care of clients across the lifespan in multiple settings including concepts related to physiological health alterations and reproduction. Emphasizes the nursing process in the development of clinical judgment for clients with multiple needs. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or simulated environments. Part I of II.

Lecture 3 hours. Laboratory 6 hours. Total 9 hours per week.
5 credits

Course Title: Health Care Concepts II: NSG 211

Course Description

Focuses on care of clients across the lifespan in multiple settings including concepts related to psychological and physiological health alterations. Emphasizes the nursing process in the development of clinical judgment for clients with multiple needs. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or simulated environments. Part II of II.

Lecture 3 hours. Laboratory 6 hours. Total 9 hours per week.
5 credits

Courses for the Part Time Nursing Curriculum

Course Title: Advanced Professional Nursing Concepts: NSG 230

Course Description

Develops the role of the professional nurse in the healthcare environment in preparation for practice as a registered nurse. Introduces leadership and management concepts and focuses on the integration of professional behaviors in a variety of healthcare settings.

Lecture 2 hours. Total 2 hours per week.

2 credits

Course Title: Complex Health Care Concepts: NSG 252

Course Description

Focuses on nursing care of diverse individuals and families integrating complex health concepts. Emphasizes clinical judgment, patient-centered care and collaboration.

Lecture 4 hours. Total 4 hours per week.

4 credits

Course Title: Nursing Capstone: NSG 270

Course Description

Provides students with the opportunity to comprehensively apply and integrate learned concepts from previous nursing courses into a capstone experience. Emphasizes the mastery of patient-centered care, safety, nursing judgment, professional behaviors, informatics, quality improvement, and collaboration in the achievement of optimal outcomes of care. Provides supervised learning experiences in faculty and/or preceptor-guided college nursing laboratories, clinical/community settings, and/or simulated environments.

Laboratory 12 hours. Total 12 hours per week.

4 credits

Curriculum Change Request Agenda Item For Curriculum Committee

Proposed by: Harry Schoeller

Effective year: Fall **2020** Spring Choose an item. Immediate

Proposal title: Change elective course list in CADD CSC

Date: 4/15/2019

1. **PROPOSED CHANGE** - select from these categories, click on the appropriate box 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
- Delete Course
- Other/Informational Item
- Credit for Prior Learning (AP and CLEP)

RATIONALE

The new elective list gives CADD CSC students more options than the previous elective list. For instance, if a student wanted to learn more about computer programming, they could take EGR 126- Computer Programming or if they want to learn more about engineering design, they could take EGR 122- Engineering Design. All EGR courses on the elective list are relevant to the CADD CSC.

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

CURRICULUM: Change elective list
INSTRUCTIONAL LOAD: none
SCHEDULING: none
TRANSFERABILITY: none
ACCREDITATION IMPACT: none

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

Signature of Faculty Member or Staff Date

Signature of Faculty Member or Staff Date

Signature of Faculty Member or Staff Date

Signature of Faculty Member or Staff Date

Signature of Faculty Member or Staff Date

Signature of Department Head Date

4. ADDITIONAL SUPPORT FOR PROPOSAL (if any)

Click here to enter text.

5. COMMENTS BY DEANS OF INSTRUCTION

SIGNATURE OF DEAN OF INSTRUCTION DATE

SIGNATURE OF DEAN OF INSTRUCTION DATE

6. COMMITTEE ACTION

SIGNATURE OF COMMITTEE CHAIR DATE

7. ACCREDITATION IMPACT

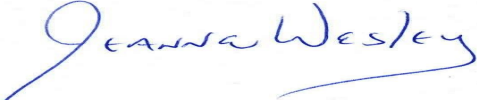
John M. Davis 5/20/20

SIGNATURE DATE

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

APPROVED **X**

DISAPPROVED



05/04/2020

SIGNATURE OF VP FOR ACADEMIC AFFAIRS AND STUDENT SERVICES DATE

Follow-up as Needed for Program Changes

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

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

Purpose:

provides students with knowledge and skills t

Computer Aided Dr

Richard Hofer:

I approve the suggested changes.

On Wed, Apr 15, 2020 at 3:00 PM Harry E. Schoeller <HSchoeller@germanna.edu> wrote:

Good Afternoon,

I need to submit a curriculum change this Friday. Can you please take a look at the attached forms and **send me an email of approval/disapproval** as soon as possible? I've copied and pasted the rational for convenience. Thank you!

RATIONALE

One of the current electives for the CADD CSC, EGR 121, puts the program below the minimum credit threshold for Financial Aid. We would like to change the approved electives to ITE 115 and any EGR except EGR 121 and EGR 255.

-Harry

Ken Delage:

I approve.

Ken Delage

From: "Harry E. Schoeller" <HSchoeller@germanna.edu>

Date: Wednesday, April 15, 2020 at 3:01 PM

To: Lisa Murphy <LMurphy@germanna.edu>, "Mirela S. Fetea" <MFetea@germanna.edu>, "Kenneth P. Delage" <KDelage@germanna.edu>, "Kenneth R. Jaskowiak" <KJaskowiak@germanna.edu>, "Rodney H. Estwick" <REstwick@germanna.edu>, Richard Hofer <hoferrt01@gmail.com>, "Shashuna J. Gray" <SGray@germanna.edu>, "Amy L. Henecke" <AHenecke@germanna.edu>

Cc: "Cheri L. Maea" <CMaea@germanna.edu>, "Tracy E. Affeldt" <taffeldt@germanna.edu>

Subject: Urgent - Curriculum Committee Form

Good Afternoon,

I need to submit a curriculum change this Friday. Can you please take a look at the attached forms and **send me an email of approval/disapproval** as soon as possible? I've copied and pasted the rationale for convenience. Thank you!

RATIONALE

One of the current electives for the CADD CSC, EGR 121, puts the program below the minimum credit threshold for Financial Aid. We would like to change the approved electives to ITE 115 and any EGR except EGR 121 and EGR 255.

-Harry

Rodney Estwick:

Dr. Schoeller,

I concur with the change to restrict the CADD CSC elective from including EGR 121 as recommended below.

Rodney Estwick

On Apr 15, 2020, at 15:01, Harry E. Schoeller <HSchoeller@germanna.edu> wrote:

Good Afternoon,

I need to submit a curriculum change this Friday. Can you please take a look at the attached forms and **send me an email of approval/disapproval** as soon as possible? I've copied and pasted the rational for convenience. Thank you!

<image001.png>

-Harry

Harry Schoeller, Ph.D.

Chair of Engineering/CADD

Assistant Professor of Engineering

Germanna Community College

Mirela Fetea:

Please use this message as my approval for this curriculum change.

Best wishes!

Mirela

From: Harry E. Schoeller <HSchoeller@germanna.edu>

Sent: Wednesday, April 15, 2020 3:01 PM

To: Lisa Murphy <LMurphy@germanna.edu>; Mirela S. Fetea <MFetea@germanna.edu>; Kenneth P. Delage <KDelage@germanna.edu>; Kenneth R. Jaskowiak <KJaskowiak@germanna.edu>; Rodney H. Estwick <REstwick@germanna.edu>; Richard Hofer <hoferrt01@gmail.com>; Shashuna J. Gray <SGray@germanna.edu>; Amy L. Henecke <AHenecke@germanna.edu>

Cc: Cheri L. Maea <CMaea@germanna.edu>; Tracy E. Affeldt <taffeldt@germanna.edu>

Subject: Urgent - Curriculum Committee Form

Good Afternoon,

I need to submit a curriculum change this Friday. Can you please take a look at the attached forms and **send me an email of approval/disapproval** as soon as possible? I've copied and pasted the rationale for convenience. Thank you!

RATIONALE

One of the current electives for the CADD CSC, EGR 121, puts the program below the minimum credit threshold for Financial Aid. We would like to change the approved electives to ITE 115 and any EGR except EGR 121 and EGR 255.

-Harry

Harry Schoeller, Ph.D.

Chair of Engineering/CADD

Assistant Professor of Engineering

Germanna Community College

Lisa Murphy:

I approve. Thank you for working on this.

Lisa Murphy

From: Harry E. Schoeller <HSchoeller@germanna.edu>
Sent: Wednesday, April 15, 2020 3:01 PM
To: Lisa Murphy <LMurphy@germanna.edu>; Mirela S. Fetea <MFetea@germanna.edu>; Kenneth P. Delage <KDelage@germanna.edu>; Kenneth R. Jaskowiak <KJaskowiak@germanna.edu>; Rodney H. Estwick <REstwick@germanna.edu>; Richard Hofer <hoferrt01@gmail.com>; Shashuna J. Gray <SGray@germanna.edu>; Amy L. Henecke <AHenecke@germanna.edu>
Cc: Cheri L. Maea <CMaea@germanna.edu>; Tracy E. Affeldt <taffeldt@germanna.edu>
Subject: Urgent - Curriculum Committee Form

Good Afternoon,

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RATIONALE

One of the current electives for the CADD CSC, EGR 121, puts the program below the minimum credit threshold for Financial Aid. We would like to change the approved electives to ITE 115 and any EGR except EGR 121 and EGR 255.

-Harry

From: [Shashuna J. Gray](#)
To: [Harry E. Schoeller](#); [Shawn Shields](#)
Cc: [Amy L. Henecke](#); [Tracy E. Affeldt](#)
Subject: RE: Last minute agenda item?
Date: Friday, April 17, 2020 9:01:01 AM

I approve.

From: Harry E. Schoeller <HSchoeller@germanna.edu>
Sent: Thursday, April 16, 2020 9:48 AM
To: Shawn Shields <SShields@germanna.edu>
Cc: Shashuna J. Gray <SGray@germanna.edu>; Amy L. Henecke <AHenecke@germanna.edu>; Tracy E. Affeldt <taffeldt@germanna.edu>
Subject: Last minute agenda item?

Deans:

I've attached paperwork to change the technical elective list for the CADD CSC. Please find the CC forms, and faculty approvals.

Shawn: sorry for the late entry, is there room to squeeze this into tomorrows agenda?

-Harry

Harry Schoeller, Ph.D.
Chair of Engineering/CADD
Assistant Professor of Engineering
Germanna Community College

From: [Amy L. Henecke](#)
To: [Shashuna J. Gray](#); [Harry E. Schoeller](#); [Shawn Shields](#)
Cc: [Tracy E. Affeldt](#)
Subject: RE: Last minute agenda item?
Date: Friday, April 17, 2020 9:03:30 AM

I approve.

Thanks,
Amy

From: Shashuna J. Gray <SGray@germanna.edu>
Sent: Friday, April 17, 2020 9:01 AM
To: Harry E. Schoeller <HSchoeller@germanna.edu>; Shawn Shields <SShields@germanna.edu>
Cc: Amy L. Henecke <AHenecke@germanna.edu>; Tracy E. Affeldt <taffeldt@germanna.edu>
Subject: RE: Last minute agenda item?

I approve.

From: Harry E. Schoeller <HSchoeller@germanna.edu>
Sent: Thursday, April 16, 2020 9:48 AM
To: Shawn Shields <SShields@germanna.edu>
Cc: Shashuna J. Gray <SGray@germanna.edu>; Amy L. Henecke <AHenecke@germanna.edu>; Tracy E. Affeldt <taffeldt@germanna.edu>
Subject: Last minute agenda item?

Deans:

I've attached paperwork to change the technical elective list for the CADD CSC. Please find the CC forms, and faculty approvals.

Shawn: sorry for the late entry, is there room to squeeze this into tomorrows agenda?

-Harry

Harry Schoeller, Ph.D.
Chair of Engineering/CADD
Assistant Professor of Engineering
Germanna Community College

Curriculum Change Request Agenda Item For Curriculum Committee

Proposed by: Shawn Shields Lyons

Effective year: Fall 2020

Proposal title: Change Pre-req/co-req requirements for CHM 241, CHM 242, CHM 245, and CHM 246

Date: October 7, 2019

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

Currently, students who take CHM 241 (Organic Chemistry I) are required to take CHM 245 (Organic Chemistry I Lab) as a co-req. Similarly, students who take CHM 242 (Organic Chemistry II) are required to take CHM 246 (Organic Chemistry II Lab) as a co-req. We propose that the co-req requirement for CHM 241 and CHM 242 be dropped, making it possible for students to take the lecture part of the course only (CHM 241 or CHM 242 only). Since it is necessary to understand the chemical reactions for the lab part of the course, CHM 241 would be a pre-req or co-req for CHM 245. Similarly, CHM 242 would be a pre-req or co-req for CHM 246. This change offers more flexibility for students in scheduling their classes without changing the academic quality of the curriculum.

The new catalog entry for pre-reqs would read as the following:

CHM 241, pre-req satisfactory completion of CHM 112.

CHM 242, pre-req satisfactory completion of CHM 241.

CHM 245, pre-req or co-req CHM 241

CHM 246, pre-req or co-req CHM 242 and satisfactory completion of CHM 245.

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

CURRICULUM: Adds flexibility for student class schedules and removes unnecessary barriers to enrollment.

INSTRUCTIONAL LOAD: none

SCHEDULING: none

TRANSFERABILITY: none

ACCREDITATION IMPACT: none

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

Christine Zaccagnino 10-7-19
Signature of Faculty Member or Staff Date

John M. Hand 10-7-19
Signature of Faculty Member or Staff Date

[Signature] 10/7/19
Signature of Faculty Member or Staff Date

[Signature] 10-7-19
Signature of Faculty Member or Staff Date

[Signature] 10/7/19
Signature of Faculty Member or Staff Date

[Signature] 10/7/2019
Signature of Department Head Date

5. ADDITIONAL SUPPORT FOR PROPOSAL (if any)

Click here to enter text.

6. COMMENTS BY DEANS OF INSTRUCTION

[Signature] Oct. 7, 2015
SIGNATURE OF DEAN OF INSTRUCTION DATE

SIGNATURE OF DEAN OF INSTRUCTION DATE

7. COMMITTEE ACTION

SIGNATURE OF COMMITTEE CHAIR DATE

John M. Dant 5/20/20

8. ACCREDITATION IMPACT

SIGNATURE DATE

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

APPROVED

DISAPPROVED

Jeanne Wesley

05/05/2020

SIGNATURE OF VP OF ACADEMIC AFFAIRS & WORKFORCE DEVELOPMENT

DATE

Follow-up as Needed for Program Changes

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

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

NVCC and Reynolds Organic CHM

CHM 241-242 and CHM 245-256 pre-reqs and co-reqs



▸ **General Information**

▸ Admission Information

▸ Placement

▸ Enrollment Information

▸ **CPL: Credit for Prior Learning
(CPL) Manual**

▸ **NOL - NOVA Online**

▸ Financial Information

▸ Student Services

▸ NOVA Mason Advance

▸ Emeritus

▸ Faculty Credentials

▸ Advisory Committees

▸ **What's new in this Catalog**

▸ Catalog Updates

▸ My Portfolio

• [CHM 122 - Health Science Chemistry II \(4 CR.\)](#)

[CHM 241 - Organic Chemistry I \(3 CR.\)](#)

CHM 241 - Organic Chemistry I (3 CR.)



Prerequisite(s): [CHM 112](#) or equivalent and a satisfactory placement score for [ENG 111](#). Introduces fundamental chemistry of carbon compounds, including structures, physical properties, syntheses, and typical reactions. Emphasizes reaction mechanisms. Lecture 3 hours per week.

[CHM 242 - Organic Chemistry II \(3 CR.\)](#)

CHM 242 - Organic Chemistry II (3 CR.)



Prerequisite(s): [CHM 241](#). Introduces fundamental chemistry of carbon compounds, including structures, physical properties, syntheses, and typical reactions. Emphasizes reaction mechanisms. Lecture 3 hours per week.

- [CHM 245 - Organic Chemistry Laboratory I \(2 CR.\)](#)
- [CHM 246 - Organic Chemistry Laboratory II \(2 CR.\)](#)
- [CHM 260 - Introductory Biochemistry \(3 CR.\)](#)

▸ **What's new in this Catalog**

▸ **Catalog Updates**

▸ **My Portfolio**

[CHM 245 - Organic Chemistry Laboratory I \(2 CR.\)](#)

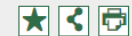
CHM 245 - Organic Chemistry Laboratory I (2 CR.)



Prerequisite or Corequisite: CHM 241. Is taken by chemistry and chemical engineering majors. Includes qualitative organic analysis. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

[CHM 246 - Organic Chemistry Laboratory II \(2 CR.\)](#)

CHM 246 - Organic Chemistry Laboratory II (2 CR.)



Prerequisite or Corequisite: CHM 242 and satisfactory completion of CHM 245. Is taken by chemistry and chemical engineering majors. Includes qualitative organic analysis. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

- [CHM 260 - Introductory Biochemistry \(3 CR.\)](#)

CHM 241

Organic Chemistry I

3 cr.

Introduces fundamental chemistry of carbon compounds, including structures, physical properties, syntheses, and typical reactions. Emphasizes reaction mechanisms. Part I of II.

Prerequisite: CHM 112 or equivalent.

Lecture 3 hours. Total contact 3 hours per week.

[\[view & print course content summary\]](#)

CHM 242

Organic Chemistry II

3 cr.

Introduces fundamental chemistry of carbon compounds, including structures, physical properties, syntheses, and typical reactions. Emphasizes reaction mechanisms. Part II of II.

Prerequisite: CHM 241 or equivalent with a grade of C or better.

Lecture 3 hours.

Total 3 contact hours per week.

[\[view & print course content summary\]](#)

Provides a laboratory experience for students in organic synthesis and qualitative organic analysis. Part II of II.

Prerequisite: CHM 112 or permission of instructor.

Co-requisite: CHM 242.

Laboratory 3 hours per week.

[\[view & print course content summary\]](#)

CHM 245

Organic Chemistry Laboratory I

2 cr.

Introduces fundamental chemistry of carbon compounds, including structures, physical properties, syntheses, and typical reactions. Emphasizes reaction mechanisms and synthesis. Includes qualitative organic analysis. Part I of II.

Prerequisite or Co-requisite: CHM 241.

Laboratory 6 hours.

[\[view & print course content summary\]](#)

CHM 246

Organic Chemistry Laboratory II

2 cr.

Introduces fundamental chemistry of carbon compounds, including structures, physical properties, syntheses, and typical reactions. Emphasizes reaction mechanisms and synthesis. Includes qualitative organic analysis. Part II of II.

Prerequisite: CHM 245.

Prerequisite or Co-requisite: CHM 242.

Laboratory 6 hours per week.

[\[view & print course content summary\]](#)

Curriculum Change Request Agenda Item For Curriculum Committee

Proposed by: Dr. Shashuna Gray

Effective year: Fall 2020 Spring Choose an item. Immediate

Proposal title: Changes to General Education Certificate

Date: 4/17/2020

1. **PROPOSED CHANGE** - select from these categories, click on the appropriate box 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

1. Adjustment of Social Science requirements – choice no longer specified.
2. Adjustment to Science requirements – science courses no longer required to be sequenced (8 credits – but can be from two different disciplines) and GIS and CSC included in options.

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

CURRICULUM: All courses included in this certificate program are selected from the GCC Transfer Electives list of approved transfer course. The curriculum changes in the Science courses requirements and Social Science courses requirements provides students more flexibility in scheduling and improves the chances a student can complete the certificate in a single academic year. The new language is in alignment with the General Studies, AA&S.
INSTRUCTIONAL LOAD: The current changes do not impact the instructional load.
SCHEDULING: Changes in Science sequencing and Social Sciences requirements provide greater flexibility and reduces possible time-to-completion increases for students caused by any prerequisite bottlenecking or course availability.
TRANSFERABILITY: All courses included in this certificate program are selected from the GCC Transfer Elective list of approved transfer courses.
ACCREDITATION IMPACT: None – meets SACSCOC and VCCS guidelines.

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

Signature of Faculty Member or Staff Date

Signature of Faculty Member or Staff Date

Signature of Faculty Member or Staff Date

Signature of Faculty Member or Staff Date

Signature of Faculty Member or Staff Date

Signature of Department Head Date

4. ADDITIONAL SUPPORT FOR PROPOSAL (if any)

N/A

5. COMMENTS BY DEANS OF INSTRUCTION

SIGNATURE OF DEAN OF INSTRUCTION DATE

SIGNATURE OF DEAN OF INSTRUCTION DATE

6. COMMITTEE ACTION

SIGNATURE OF COMMITTEE CHAIR DATE

John M. Davis

5/20/20

7. ACCREDITATION IMPACT

SIGNATURE DATE

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

APPROVED X

DISAPPROVED

Jeanne Wesley

SIGNATURE OF VP FOR ACADEMIC AFFAIRS AND STUDENT SERVICES 05/05/2020
DATE

Follow-up as Needed for Program Changes

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

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

General Education - CATALOG YEAR 2020-2021
Certificate Program (695-01) Curriculum Checklist

<u>Student Development</u>	<i>1 Credit Hour</i>	SDV	_____	_____
Complete any approved SDV course				
<u>English</u>	<i>3 Credit Hours</i>	ENG 111	_____	_____
Complete ENG 111 course				
<u>Mathematics¹</u>	<i>3 Credit Hours</i>	MTH	_____	_____
Complete MTH 154 or higher course				
<u>History</u>	<i>3 Credit Hours</i>	HIS	_____	_____
Complete any HIS course				
<u>Communications</u>	<i>3 Credit Hours</i>	CST	_____	_____
Choose ONE course from CST 100, CST 110, or CST 126				
<u>Humanities</u>	<i>6 Credit Hours</i>			
Two Courses – Choose one course from each category below:				
Category 1: ART 101, ART 102, ART 106, HUM 100 or any REL				
Category 2: Complete any ONE course from ART, HUM, MUS, PHI, REL, or Foreign Language (Not ASL) from approved Transfer Elective List				
			_____	_____
			_____	_____
<u>Social Sciences</u>	<i>6 Credit Hours</i>			
Complete any TWO Social Science courses from: ECO ² , PLS, PSY ³ , SOC ⁴ , GEO, HIS (courses must differ from History requirement selection above)				
			_____	_____
			_____	_____
<u>Lab Sciences</u>	<i>8 Credit Hours</i>			
Complete TWO Lab Sciences or ONE, TWO-SEMESTER sequences from ⁵ : ANY BIO, CHM, GOL, GIS, ENV or PHY. Example: BIO 101 and CHM 111, OR BIO 101 and BIO 102. Note: BIO 141 and BIO 142 do not meet this requirement				
			_____	_____
			_____	_____

33 MINIMUM CREDIT HOURS-----

¹ Students should check with institutions to which they are considering transferring to determine appropriate MTH courses and/or sequences.
² ECO 120 and ECO 201-202 contain similar course content. Students who take ECO 120 cannot receive credit for either ECO 201 or ECO 202. Students who take either ECO 201 or ECO 202 cannot receive credit for ECO 120.
³ PSY 200 and PSY 201-202 contain similar course content. Students who take PSY 200 cannot receive credit for either PSY 201 or PSY 202. Students who take either PSY 201 or PSY 202 cannot receive credit for PSY 200. PSY 235 and PSY 230 have similar content: Students may not receive credit for both PSY 235 and PSY 230. Students may only receive credit for PSY 235 OR PSY 230.
⁴ SOC 200 and SOC 201-202 contain similar course content. Students who take SOC 200 cannot receive credit for either SOC 201 or SOC 202. Students who take either SOC 201 or SOC 202 cannot receive credit for SOC 200.
⁵ Students should check with institutions to which they are considering transferring to determine appropriate Lab Science courses and/or sequences.

Faculty Digital Signatures – Curriculum Change Request (General Education Certificate)

Professor Daniel Harkins

I approve of the proposed changes to the curriculum for the General Education Certificate program.

Signed: Danielle M Harkins

Danielle M. Harkins, M.A.
she/her/hers
CST & Foreign Languages Department Chair
Instructor of Communication Studies
Advisor, S.A.G.A.
Germanna Community College
dharkins@germanna.edu
office: (540)834-1933

Professor Cheryl Huff

I approve of the proposed changes to the curriculum for the General Education Certificate program.

Signed:
Cheryl Huff, BA, MA-LA, MLitt
pronouns: she/her/hers
Associate Professor of English and Humanities
Germanna Community College
Chuff@germanna.edu

Professor Sarah Hall

I approve of the proposed changes to the curriculum for the General Education Certificate program.

Signed:

Sarah Hall

Instructor of History

Germanna Community College

Professor David Marsich

I support these proposed changes.

David Marsich
Assistant Professor of History
Co-Chair, History & Humanities Department
Germanna Community College
Fredericksburg Campus

Professor Kellie Bradshaw

I approve of the proposed changes to the curriculum for the General Education Certificate program.

Signed: Kellie Bradshaw

Kellie Kahrmann Bradshaw, Ph.D.
Associate Professor of History
Germanna Community College
Fredericksburg Area Campus Office 316D
540-834-1034
kbradshaw@germanna.edu

Program Head Signature

I approve of the proposed changes to the curriculum for the General Education Certificate program.

Signed: Eric Vanover

Eric Vanover
Associate Professor
Associate Dean of Arts & Sciences
Germanna Community College
Office 315K, SP1
(540) 834-1064
evanover@germanna.edu

Dean Signatures

Dr. Shashuna Gray

I approve of the changes to the curriculum for the General Education Certificate program.

Signed:

Shashuna J. Gray

Dean Amy Henecke

I approve of the changes to the curriculum for the General Education Certificate program.

Signed:

Amy Henecke

Amy L. Henecke

Dean

Professional & Technical Studies and Workforce Development

Germanna Community College

[10000 Germanna Point Dr. Fredericksburg, VA 22408](https://www.germanna.edu/10000-Germanna-Point-Dr-Fredericksburg-VA-22408)

Phone: (540) 891-3018

Curriculum Change Request Agenda Item For Curriculum Committee

Proposed by: John Stroffolino

Effective year: Fall 2020 Spring ____ Immediate

Proposal title: Modification to the General Studies Health and Physical Education Specialization degree

Date: 1/30/20

1. PROPOSED CHANGE – select from these categories and attach required documents according to the Curriculum Committee Procedures:

- New Course
- New Curriculum

X Changes to Existing Curriculum

- Add to the Transfer List
- Add/Change Prerequisites
- Other/Informational Item
- Credit for Prior Learning (AP and CLEP)

RATIONALE

Currently the Health and Physical Education Specialization degree is 61 credits. In order to reduce this Associate Degree Program to the mandated 60 credits, the following proposed changes are recommended:

- a. Reduce the History requirement from two courses (6 credits) to one course (3 credits)
- b. Add 2 credits of transfer electives

This change will support the College’s 60 to finish initiative. Included with this proposal is a recommended sequence by semester for completion of the program.

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

CURRICULUM: Not all of the transfer institutions require 6 credits of HIS.
INSTRUCTIONAL LOAD: This change should have minimal impact on HIS offerings as there are currently 45 students with this declared degree program.
SCHEDULING: This change should have minimal impact on HIS offerings as there are currently 45 students with this declared degree program.
TRANSFERABILITY: This program is designed for transfer. This change should have no impact on transferability.
ACCREDITATION IMPACT: This change should have no impact on accreditation.

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

May Margaret Byron 2/4/2020
Signature of Faculty Member or Staff Date

Misty L. Mesmer 2/4/2020
Signature of Faculty Member or Staff Date

[Signature] 2/4/20
Signature of Faculty Member or Staff Date

L. Williams 2/4/2020
Signature of Faculty Member or Staff Date

[Signature] 2/4/2020
Signature of Faculty Member or Staff Date

[Signature] 2/4/2020
Signature of Department Head Date

4. ADDITIONAL SUPPORT FOR PROPOSAL (if any)

Click here to enter text.

5. COMMENTS BY DEANS OF INSTRUCTION

[Signature] 2/7/2020
SIGNATURE OF DEAN OF INSTRUCTION DATE

Amy Hensel 2/14/2020
SIGNATURE OF DEAN OF INSTRUCTION DATE

6. COMMITTEE ACTION

SIGNATURE OF COMMITTEE CHAIR DATE

7. ACCREDITATION IMPACT

John M. Daw 5/20/20

SIGNATURE

DATE

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

APPROVED

DISAPPROVED

Jeanne Wesley

05/05/2020

SIGNATURE OF VP FOR ACADEMIC AFFAIRS AND WORKFORCE DEVELOPMENT

DATE

Follow-up as Needed for Program Changes

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

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

Suggested Scheduling for General Studies Health and Physical Education Specialization

First Year

First Semester	Second Semester
SDV 100: College Success Skills PED 116: Lifetime Fitness and Wellness ENG 111: College Composition I BIO 141: Human Anatomy and Physiology I Humanities Elective (I)	ENG 112: College Composition II MTH (I) HIS (I) BIO 142: Human Anatomy and Physiology II CST 110: Introduction to Speech Communication or CST 126: Interpersonal Communication
Total Credits: 13	Total Credits: 16

Second Year

Third Semester	Fourth Semester
CHM 111: General Chemistry I MTH (II) HLT 110: Concepts of Personal and Community Health PSY 230: Developmental Psychology ENG Literature	CHM 112: General Chemistry II HLT 230: Principles of Nutrition and Human Development Social Science Elective Humanities Elective Transfer Elective (2 credits)
Total Credits: 16	Total Credits: 15

Curriculum Change Request Agenda Item For Curriculum Committee

Proposed by: John Stroffolino

Effective year: Fall 2020 Spring ____ Immediate

Proposal title: Removal of prerequisites for selected HLT and PED classes

Date: 02/27/20

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

The following classes currently have academic prerequisite of "Direct placement into ENG 111 with corequisite support or higher":

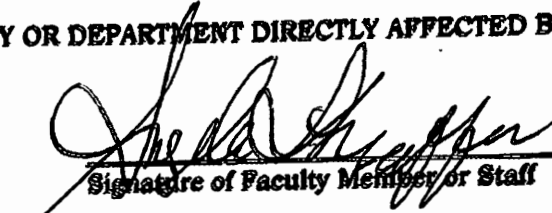
- HLT 100 – First Aid and Cardiopulmonary Resuscitation
- HLT 105 – Cardiopulmonary Resuscitation
- HLT 106 – First Aid and Safety
- HLT 110 – Concepts of Personal and Community Health
- HLT 116 – Personal Wellness
- HLT 124 – Understanding Diabetes
- HLT 135 – Child Health and Nutrition
- HLT 143 – Medical Terminology I
- HLT 200 – Human Sexuality
- HLT 203 – Men's Health
- HLT 204 – Women's Health
- HLT 226 – Aids Awareness
- HLT 230 – Principles of Nutrition & Human Development
- HLT 240 – Consumer Health Education
- HLT 241 – Global Health Perspectives
- HLT 250 – General Pharmacology
- PED 168 – Basic Personal Trainer Preparation


Eliminating the requisites for the above classes will support the direct enrollment initiative which is being piloted in the fall of 2020.


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

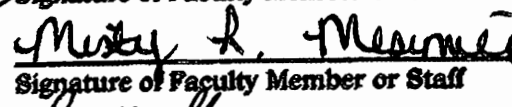
CURRICULUM: These changes will increase student progression and retention.
INSTRUCTIONAL LOAD: None
SCHEDULING: This change complies with Germanna's pilot program which will reduce the number of developmental English courses needed and offered
TRANSFERABILITY: None
ACCREDITATION IMPACT: None

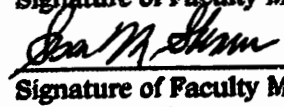
3. COMMENTS BY FACULTY OR DEPARTMENT DIRECTLY AFFECTED BY PROPOSED CHANGE

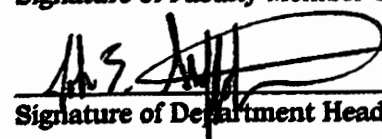
 3/3/2020
Signature of Faculty Member or Staff Date

 3-3-2020
Signature of Faculty Member or Staff Date

 3/3/2020
Signature of Faculty Member or Staff Date

 3-3-2020
Signature of Faculty Member or Staff Date

 3/3/2020
Signature of Faculty Member or Staff Date

 3/3/20
Signature of Department Head Date

4. ADDITIONAL SUPPORT FOR PROPOSAL (if any)

Click here to enter text.

5. COMMENTS BY DEANS OF INSTRUCTION

 4/13/2020
SIGNATURE OF DEAN OF INSTRUCTION DATE

SIGNATURE OF DEAN OF INSTRUCTION DAT

6. COMMITTEE ACTION

SIGNATURE OF COMMITTEE CHAIR _____ DATE _____

7. ACCREDITATION IMPACT

John M. Dant _____ DATE 5/20/20 _____

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

APPROVED

DISAPPROVED

SIGNATURE OF VP FOR ACADEMIC AFFAIRS AND WORKFORCE DEVELOPMENT _____ DATE _____

Follow-up as Needed for Program Changes

	Approval Process Dates
College Council	
President's Council	
College Board	
VCCS	
SACS	
Financial Aid Director	

	Code	Date
CIP Code Received from VCCS		
Communicated to Registrar and Deans		
Registrar Action		

From: [John Stroffolino](#)
To: [Tracy E. Affeldt](#)
Cc: [Patti Lisk](#)
Subject: FW: Direct enrollment for hlt and PE classes
Date: Monday, April 13, 2020 3:00:48 PM

[John E. Stroffolino](#)

Germanna Community College
Health, Physical Education, and Health Technology
Associate Professor and Department Chair
Room 407 B
Post Office Box 1430
2130 Germanna Highway
Locust Grove, VA 22508

540-423-9853

540-423-9827 (fax)

<https://sites.google.com/a/email.vccs.edu/stroffolino/home>



Germanna is a comprehensive community college providing quality, accessible, and affordable educational opportunities for all!

From: Amy L. Henecke <AHenecke@germanna.edu>
Sent: Monday, April 13, 2020 1:01 PM
To: Patti Lisk <PLisk@germanna.edu>; Shashuna J. Gray <SGray@germanna.edu>
Cc: John Stroffolino <JStroffolino@germanna.edu>
Subject: RE: Direct enrollment for hlt and PE classes

Patti,

I have reviewed and I endorse the curriculum.

Thank you,
Amy

Amy L. Henecke
Dean
Professional & Technical Studies and Workforce Development
Germanna Community College
10000 Germanna Point Dr. Fredericksburg, VA 22408
Phone: (540) 891-3018

From: Patti Lisk <PLisk@germanna.edu>
Sent: Monday, April 13, 2020 9:26 AM
To: Amy L. Henecke <AHenecke@germanna.edu>; Shashuna J. Gray <SGray@germanna.edu>

Cc: John Stroffolino <JStroffolino@germanna.edu>

Subject: Direct enrollment for hlt and PE classes

Would you please review and endorse if you agree for curriculum? Thank so much – when you return I will forward the package to Tracy

Curriculum Change Request Agenda Item For Curriculum Committee

Proposed by: Shawn Shields Lyons

Effective year: Fall 2020 Spring ____ Immediate

Proposal title: Remove ENG 111 eligible pre-requisite for ENV 136

Date: April 6, 2020

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

ENG 111 eligibility is being removed explicitly as a pre-requisite for ENV 136 (Survey of Environmental Concerns). The formal content in ENG 111 is not critical to success in ENV 136.

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

CURRICULUM: Increase student progression and retention
INSTRUCTIONAL LOAD: Reduced, as demand for developmental English courses will decrease due to removal of ENG 111 eligible requirement.
SCHEDULING: Reduced number of developmental English courses needed and offered
TRANSFERABILITY: None
ACCREDITATION IMPACT: None

Jeanne Wesley

05/05/2020

SIGNATURE OF VP FOR ACADEMIC AFFAIRS AND WORKFORCE DEVELOPMENT

DATE

Follow-up as Needed for Program Changes

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

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

From: [Maury Wrightson](#)
To: [Shawn Shields](#)
Cc: [Tracy E. Affeldt](#)
Subject: RE: Important: Two Curriculum Changes for Approval :)
Date: Tuesday, April 7, 2020 10:15:14 AM

I approve both of these changes.

Maury Wrightson

Pronouns: she/her/hers

Associate Professor of Biology and Geology

Germanna Community College

(540) 834-1007

mwrightson@germanna.edu

From: Shawn Shields <S Shields@germanna.edu>

Sent: Monday, April 6, 2020 6:54 PM

To: William T. Callan <WCallan@germanna.edu>; Christl E. Zaccagnino <CZaccagnino@germanna.edu>; Mirela S. Fetea <MFetea@germanna.edu>; Kellie Aldi <kaldi@germanna.edu>; Maury Wrightson <mwrightson@germanna.edu>; Julie Fasano <JFasano@germanna.edu>; Season Thomson <SThomson@germanna.edu>

Cc: Shawn Shields <S Shields@germanna.edu>; Tracy E. Affeldt <taffeldt@germanna.edu>

Subject: Important: Two Curriculum Changes for Approval :)

Importance: High

Hello All-

Could you please take a look at two curriculum changes that I have attached to this email and send approval by email (assuming you approve!)

Both remove the ENG 111 eligible pre-req (PHY 241 and ENV 136). This is our last chance to get this change into the catalog for Fall 2020.

For your approval, please be sure to copy both me and Tracy Affeldt in your response. Have a wonderful evening, and stay healthy and sane (that is the hard part). :)

Best,

Shawn

Shawn Shields Lyons, Ph.D.

Professor of Chemistry and Co-Chair, Science Department

Chair of the Curriculum Committee

Germanna Community College

Fredericksburg, VA 22408

sshields@germanna.edu

Visit our [COVID-19 Resource page](#) for the most up-to-date information, teaching and learning resources and frequently asked questions. Contact us at [\(540\) 834-1070](tel:5408341070) or COVID19@germanna.edu.

"Curiosity is the very basis of education, and if you tell me that curiosity killed the cat, I say the cat died nobly." ~Arnold Edinborough

From: [Season Thomson](#)
To: [Shawn Shields](#)
Cc: [Tracy E. Affeldt](#)
Subject: RE: Important: Two Curriculum Changes for Approval :)
Date: Tuesday, April 7, 2020 8:18:57 AM

Hi Shawn,

I approve of the curriculum changes to PHY 241 and ENV 136

Dr. Season R. Thomson
Professor of Biology
Germanna Community College
sthomson@germanna.edu

From: Shawn Shields <SShields@germanna.edu>
Sent: Monday, April 6, 2020 6:54 PM
To: William T. Callan <WCallan@germanna.edu>; Christl E. Zaccagnino <CZaccagnino@germanna.edu>; Mirela S. Fetea <MFetea@germanna.edu>; Kellie Aldi <kaldi@germanna.edu>; Maury Wrightson <mwrightson@germanna.edu>; Julie Fasano <JFasano@germanna.edu>; Season Thomson <SThomson@germanna.edu>
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COVID19@germanna.edu.

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From: [Mirela S. Fetea](#)
To: [Shawn Shields](#); [Tracy E. Affeldt](#)
Subject: RE: Important: Two Curriculum Changes for Approval :)
Date: Tuesday, April 7, 2020 12:31:11 AM

Please use this message as my approval for the two curriculum changes (ie remove the ENG 111 eligible pre-req for PHY 241 and ENV 136).

Best wishes!

Mirela

Mirela S. Fetea, Ph.D.
Professor of Physics
Germanna Community College
10000 Germanna Point Drive
Fredericksburg, VA 22408-9543
Phone: 540-834-1916

[GCC: Promoting a Community of Diversity, Equity, Inclusion for ALL.](#)

From: Shawn Shields <SShields@germanna.edu>
Sent: Monday, April 6, 2020 6:54 PM
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Cc: Shawn Shields <SShields@germanna.edu>; Tracy E. Affeldt <taffeldt@germanna.edu>
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Best,
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Germanna Community College
Fredericksburg, VA 22408
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From: [Shawn Shields](#)
To: [Tracy E. Affeldt](#)
Cc: [Shawn Shields](#)
Subject: FW: Important: Two Curriculum Changes for Approval :)
Date: Tuesday, April 7, 2020 9:01:26 PM

Hi Tracy-

See below for Julie's approval of the two curriculum changes. :) I hope you are doing well, and you and your family are staying healthy.

Best,
Shawn

Shawn Shields Lyons, Ph.D.
Professor of Chemistry and Co-Chair, Science Department
Chair of the Curriculum Committee
Germanna Community College
Fredericksburg, VA 22408
sshields@germanna.edu

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From: Julie Fasano <JFasano@germanna.edu>
Sent: Tuesday, April 7, 2020 7:19 PM
To: Shawn Shields <SShields@germanna.edu>
Subject: RE: Important: Two Curriculum Changes for Approval :)

I approve.

From: Shawn Shields <SShields@germanna.edu>
Sent: Monday, April 6, 2020 6:54 PM
To: William T. Callan <WCallan@germanna.edu>; Christl E. Zaccagnino <CZaccagnino@germanna.edu>; Mirela S. Fetea <MFetea@germanna.edu>; Kellie Aldi <kaldi@germanna.edu>; Maury Wrightson <mwrightson@germanna.edu>; Julie Fasano <JFasano@germanna.edu>; Season Thomson <SThomson@germanna.edu>
Cc: Shawn Shields <SShields@germanna.edu>; Tracy E. Affeldt <taffeldt@germanna.edu>
Subject: Important: Two Curriculum Changes for Approval :)
Importance: High

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For your approval, please be sure to copy both me and Tracy Affeldt in your response. Have a wonderful evening, and stay healthy and sane (that is the hard part). :)

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Curriculum Change Request Agenda Item For Curriculum Committee

Proposed by: Shawn Shields Lyons

Effective year: Fall 2020 Spring ____ Immediate

Proposal title: Remove ENG 111 eligible pre-requisite for PHY 241

Date: April 6, 2020

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

ENG 111 eligibility is being removed explicitly as a pre-requisite for PHY 241 (University Physics I). The formal content in ENG 111 is not critical to success in PHY 241. The math pre-reqs are not being changed for this course.

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

CURRICULUM: Increase student progression and retention
INSTRUCTIONAL LOAD: Reduced, as demand for developmental English courses will decrease due to removal of ENG 111 eligible requirement.
SCHEDULING: Reduced number of developmental English needed and offered
TRANSFERABILITY: None
ACCREDITATION IMPACT: None

Jeanne Wesley

05/05/2020

SIGNATURE OF VP FOR ACADEMIC AFFAIRS AND WORKFORCE DEVELOPMENT

DATE

Follow-up as Needed for Program Changes

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

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

From: [Shawn Shields](#)
To: [Tracy E. Affeldt](#)
Cc: [Shawn Shields](#)
Subject: FW: Important: Two Curriculum Changes for Approval :)
Date: Tuesday, April 7, 2020 9:01:26 PM

Hi Tracy-

See below for Julie's approval of the two curriculum changes. :) I hope you are doing well, and you and your family are staying healthy.

Best,
Shawn

Shawn Shields Lyons, Ph.D.
Professor of Chemistry and Co-Chair, Science Department
Chair of the Curriculum Committee
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Fredericksburg, VA 22408
sshields@germanna.edu

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From: Julie Fasano <JFasano@germanna.edu>
Sent: Tuesday, April 7, 2020 7:19 PM
To: Shawn Shields <SShields@germanna.edu>
Subject: RE: Important: Two Curriculum Changes for Approval :)

I approve.

From: Shawn Shields <SShields@germanna.edu>
Sent: Monday, April 6, 2020 6:54 PM
To: William T. Callan <WCallan@germanna.edu>; Christl E. Zaccagnino <CZaccagnino@germanna.edu>; Mirela S. Fetea <MFetea@germanna.edu>; Kellie Aldi <kaldi@germanna.edu>; Maury Wrightson <mwrightson@germanna.edu>; Julie Fasano <JFasano@germanna.edu>; Season Thomson <SThomson@germanna.edu>
Cc: Shawn Shields <SShields@germanna.edu>; Tracy E. Affeldt <taffeldt@germanna.edu>
Subject: Important: Two Curriculum Changes for Approval :)
Importance: High

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Both remove the ENG 111 eligible pre-req (PHY 241 and ENV 136). This is our last chance to get this change into the catalog for Fall 2020.

For your approval, please be sure to copy both me and Tracy Affeldt in your response. Have a wonderful evening, and stay healthy and sane (that is the hard part). :)

Best,

Shawn

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Professor of Chemistry and Co-Chair, Science Department
Chair of the Curriculum Committee
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To: [Shawn Shields](#)
Cc: [Tracy E. Affeldt](#)
Subject: RE: Important: Two Curriculum Changes for Approval :)
Date: Tuesday, April 7, 2020 10:15:14 AM

I approve both of these changes.

Maury Wrightson

Pronouns: she/her/hers

Associate Professor of Biology and Geology

Germanna Community College

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mwrightson@germanna.edu

From: Shawn Shields <S Shields@germanna.edu>

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Importance: High

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Fredericksburg, VA 22408

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From: [Season Thomson](#)
To: [Shawn Shields](#)
Cc: [Tracy E. Affeldt](#)
Subject: RE: Important: Two Curriculum Changes for Approval :)
Date: Tuesday, April 7, 2020 8:18:57 AM

Hi Shawn,

I approve of the curriculum changes to PHY 241 and ENV 136

Dr. Season R. Thomson
Professor of Biology
Germanna Community College
sthomson@germanna.edu

From: Shawn Shields <S Shields@germanna.edu>
Sent: Monday, April 6, 2020 6:54 PM
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To: [Shawn Shields](#); [Tracy E. Affeldt](#)
Subject: RE: Important: Two Curriculum Changes for Approval :)
Date: Tuesday, April 7, 2020 12:31:11 AM

Please use this message as my approval for the two curriculum changes (ie remove the ENG 111 eligible pre-req for PHY 241 and ENV 136.

Best wishes!

Mirela

Mirela S. Fetea, Ph.D.
Professor of Physics
Germanna Community College
10000 Germanna Point Drive
Fredericksburg, VA 22408-9543
Phone: 540-834-1916

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Proposal to Pay Student Club/Organization Advisors

Background

- Student Activities at Germanna Community College provide opportunities to promote retention, student engagement, co-curricular engagement, leadership, and wellness
- Participation in student clubs and organizations enable students to develop intellectual, interpersonal, and leadership skills, as well as promote a sense of belonging among students
- Per VCCS Policy, all college-recognized and active student clubs or organizations must have a faculty or staff sponsor (advisor)
- Student Activities must be supported with local funds

Proposal

- ***Germanna Community College would like to provide a stipend to faculty and staff advisors of student clubs and organizations (\$1000/academic year, \$500 each semester)***
- Justification for stipends:
 - Student engagement will be more important than ever in this virtual environment, for retention and completion purposes
 - Clubs and organizations are the best way to facilitate engagement among students
 - Germanna would like to encourage the development of additional clubs and organizations. For this to be possible, advisors will be required and an incentive would be appropriate
 - Student club advisors provide mentorship, guidance, leadership development, and subject matter expertise for student leaders
 - The student club advisor role requires a commitment to the club/organization beyond normal work hours for meetings, travel to conferences, and club/organization events that may occur during evenings or weekends
 - Advisors provide continuity for club/organization leadership, maintain club records, and assist with the recruitment of new officers and members
- Requirements for stipends:
 - Advisors will be required to:
 - Submit a signed Advisor Agreement
 - Ensure the club/organization membership and activities are inclusive to all students
 - Meet with the club/organization president and/or executive board for the purpose of planning meetings and events each semester.
 - Attend all organization meetings and ensure that agendas and minutes are kept for each meeting
 - Keep the organization executive board informed on institutional matters, policies, and procedures
 - Consult with the Student Activities Coordinator and Student Government Association (SGA) regarding organization financial needs and ensure budget requests are submitted in a timely manner to SGA for approval
 - Attend any organization related trips to conferences, business meetings, etc.
 - Provide team building activities for the organization leadership that will help develop positive working relationships
 - Encourage student leaders to participate in the Student Activities Leadership Program.
 - Assist the club/organization with officer elections
 - Assist students with fulfilling community service and ensure students log community service time into Campus Labs Engage
 - Ensure an organization representative attends all college-wide SGA meetings

- Respect and encourage all organization functions
- Participate in Campus Labs Engage Training, in-person or on-line
- Ensure all club/organization minutes, agendas, and treasurer reports are uploaded into Campus Labs Engage
- Ensure that information on the organization's Campus Labs Engage site is up to date
- Submit an end of semester report outlining the club/organizations activities or event for the fall and spring semester.

Student Clubs and Organizations (2020-2021)

- There are currently 21 active or pending student clubs and organizations for the 2020-2021 academic year
 - Student Government Association
 - STEER (Step & Cheer) Club
 - Dungeons and Dragons Club
 - Business Club (Phi Beta Lambda)
 - Phi Theta Kappa Honor Society (PTK)
 - Anime Club
 - Basketball Club
 - International Culture Club
 - Black Student Alliance
 - Square Dancing Club
 - Germanna Student Veteran's Association
 - Mixed Media Art Club
 - National Student Nurses' Association
 - Creative Arts Journal (The Roar)
 - Applied Engineering Club
 - Red Door Fellowship
 - Chordially Dissonant
 - GCC Music Club
 - Ping Pong Club
 - Alpha Delta Nu (Nursing Honor Society)

Germanna Community College
Local Funds Financial Analysis
For Financial Statements as of and for the Ten Months Ended April 30, 2020

FINANCIAL ANALYSIS

Restricted Funds

Year-to-date, \$6,921,354 has been received/disbursed for Federal Aid (Pell) awards. \$61,667 has been received/disbursed in Federal Work Study. Restricted cash is \$69,600 which represents scholarship funds to be disbursed, the majority of which are held in the Carter-Bennett scholarship. These funds are used as a repository for student scholarships, with any balance representing aid to be disbursed.

Loan Funds

No activity.

Endowment Funds

No activity.

Plant Funds

\$381,832 in locality contributions have been received year-to-date. \$17,807 has been received in interest income. Contributions to plant funds are designated for plant/capital spending, either maintenance costs or capital projects.

Unrestricted Funds

- **Net Assets** – Unrestricted Fund Balance/Net Assets increased by \$690,671 during the first ten months of the fiscal year. A summary of each fund follows.
- **Local Operating/College Board Fund** – Local appropriations of \$34,721 were received, composed of \$12,215 from Stafford, and \$22,293 from Spotsylvania County. \$18,617 in expenses were recorded, of which, \$8,667 were for student development and recruitment Programs. \$9,950 in expenditures were for storm water retention pond maintenance at the Culpeper location. The balance in this fund is \$591,457.
- **Vending Fund** – We have received \$228,340 in bookstore commissions, \$9,234 in vending commissions, and \$14,754 in investment income for the year. Expenses of \$4750 were incurred with \$1,947 spent on Aux Plant Maintenance for fire and kitchen hood inspections and cleanings, and \$2,760 on Diversity and Inclusion. The balance in this fund is \$2,499,737, which serves as our “rainy day” fund. \$362,522 has been encumbered by Visionpoint Media Inc. for the newly established College Branding project. The College Branding budget is \$500,000.
- **Student Activity Fund** – \$165,687 has been collected, which is 92% of budgeted fees. Expenses of \$34,537 included \$16,380 for Student Activities and Organizations, \$5,878 for Lecture and Culture, and \$10,198 for Wellness & Recreation. The balance in this fund is \$44,566.
- **Parking Auxiliary Fund** – \$194,008 has been collected, which is 92% of budgeted fees. Expenses of \$10,270 were recorded, primarily utilities. A significant portion of this balance will be required for parking and lighting for the new Locust Grove Facility. The balance in this fund is \$918,333.
- **Facilities Auxiliary Fund** – 173,891 has been collected, which is 92% of budget fees. Expenses of \$5,944 were recorded. Balances have accumulated in this fund to provide for significant repair or maintenance expenses of the parking structure at the Fredericksburg campus. The balance in this fund is \$2,467,116.

Business Unit: GC297 - Germanna
Report ID: AGL00008 - College Balance Sheet - Local
Fiscal Year: 2020
As of Date: 2020-05-01
Scope: Local Funds

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Plant</u>	<u>Loan</u>	<u>Endowment</u>	<u>Agency</u>
Assets:						
Cash	3,352,428.68	69,599.92	1,249,722.16	0.00	(395.10)	41,713.28
Petty Cash	1,000.00	0.00	0.00	0.00	0.00	0.00
Cash Equivalents	620,077.31	0.00	1,350,547.32	0.00	22,955.39	0.00
Investments	2,315,839.45	0.00	0.00	0.00	0.00	0.00
Current Receivables	17,645.68	0.00	0.00	0.00	0.00	0.00
Current A/R Allowance	(10,782.00)	0.00	0.00	0.00	0.00	0.00
Non-current Receivables	0.00	0.00	0.00	0.00	0.00	0.00
Non-current A/R Allowance	0.00	0.00	0.00	0.00	0.00	0.00
Interest Receivable	0.00	0.00	0.00	0.00	0.00	0.00
Loans Receivable	0.00	0.00	0.00	0.00	0.00	0.00
Notes Receivable	0.00	0.00	0.00	0.00	0.00	0.00
Inventory	0.00	0.00	0.00	0.00	0.00	0.00
Prepaid Expense	0.00	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	1,277,531.00	0.00	0.00	0.00
Total Assets:	<u>6,521,209.12</u>	<u>69,599.92</u>	<u>3,877,800.48</u>	<u>0.00</u>	<u>22,560.29</u>	<u>41,713.28</u>
Liabilities:						
Accounts Payable - Current	0.00	0.00	0.00	0.00	0.00	0.00
Accounts Payable - Non-current	0.00	0.00	0.00	0.00	0.00	0.00
Accrued Leave Current	0.00	0.00	0.00	0.00	0.00	0.00
Accrued Leave Non-current	0.00	0.00	0.00	0.00	0.00	0.00
Deferred Revenue - Current	0.00	0.00	0.00	0.00	0.00	0.00
Deferred Revenue - Non-current	0.00	0.00	0.00	0.00	0.00	0.00
Loans Payable - Current	0.00	0.00	0.00	0.00	0.00	0.00
Loans Payable - Non-current	0.00	0.00	0.00	0.00	0.00	0.00
Notes Payable - Current	0.00	0.00	0.00	0.00	0.00	0.00
Notes Payable - Non-current	0.00	0.00	0.00	0.00	0.00	0.00
Deposits Pending	0.00	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
Fund Balances	<u>6,521,209.12</u>	<u>44,599.92</u>	<u>3,877,800.48</u>	<u>0.00</u>	<u>22,560.29</u>	<u>41,713.28</u>
Total Liabilities and Fund Balances:	<u>6,521,209.12</u>	<u>69,599.92</u>	<u>3,877,800.48</u>	<u>0.00</u>	<u>22,560.29</u>	<u>41,713.28</u>
Local Operating / College Board	591,457.06					
Vending	2,499,736.75					
Student Activities	44,565.79					
Parking Auxiliary	918,333.17					
Facilities Auxiliary	2,467,116.35					
Total Unrestricted Funds	<u>6,521,209.12</u>					

Business Unit: GC297 - Germanna
Report ID: AGL00009 - Stmt of Changes - Local Funds
Fiscal Year: 2020
As of Date: 2020-05-01
Scope: Local Funds

	Unrestricted	Restricted	Loan	Endowment	Plant
Revenues:					
Unrestricted Current Fund Revenue	1,528,313.96				
Local Appropriations - Restricted		0.00	0.00	0.00	381,832.00
Federal Grants and Contracts - Restricted		10,352,253.67		0.00	0.00
State Grants and Contracts - Restricted		0.00	0.00	0.00	0.00
Local Grants and Contracts - Restricted		0.00	0.00	0.00	0.00
Private Grants and Contracts - Restricted		12,951.00	0.00	0.00	0.00
Private Gifts		0.00	0.00	0.00	0.00
Investment Income		65.91	0.00	0.00	17,807.49
Endowment Income		236.79	0.00	0.00	0.00
U.S. Government Advances			0.00		
Interest on Loans Receivable			0.00		
Expended for Plant Facilities					0.00
Retirement of Indebtedness					0.00
Recovery of Writeoffs			0.00		
Other Sources	0.00	101,996.60	0.00	0.00	0.00
Total Revenues and Other Additions:	1,528,313.96	10,467,503.97	0.00	0.00	399,639.49
Expenditures:					
Educational and General	363,052.19	10,472,380.51			
Auxiliary Enterprise Expenditures	474,590.77				
Indirect Costs Recovered		0.00			
Refunded to Grantors		0.00	0.00		
Administrative and Collection Costs			0.00		
Loan Cancellations and Write-Offs			0.00		
Expended for Plant Facilities					7,637.00
Disposal of Plant					0.00
Retirement of Indebtedness					0.00
Interest on Indebtedness					0.00
Liquidation of Endowment				0.00	
Other Expenditures/Deductions	0.00	0.00	0.00	0.00	0.00
Total Expenditures	837,642.96	10,472,380.51	0.00	0.00	7,637.00
Transfers among funds					
Net Increase/(Decrease) for the Year	690,671.00	(4,876.54)	0.00	0.00	392,002.49
Fund Balances	5,830,538.12	49,476.46	0.00	22,560.29	3,485,797.99
Fund Balances at the End of Year	6,521,209.12	44,599.92	0.00	22,560.29	3,877,800.48

Germanna Community College
LOCAL OPERATING/COLLEGE BOARD FUND ANNUAL BUDGET
Through April 30, 2020

Description		Current Period	Annual	Year to Date	Year to Date
		Actual	Budget	Actual	Variance
Revenues					
LC1	Spotsylvania County	\$ 22,293	\$ 89,171	\$ 66,878	\$ (22,293)
LC2	Stafford County	12,215	48,858	48,858	-
LC3	Caroline County	-	6,539	6,539	-
LC4	King George County	-	-	-	-
LC5	Culpeper County	-	28,158	28,158	-
LC6	Orange County	-	16,931	16,931	-
LC7	Madison County	-	4,535	4,535	-
LC8	City of Fredericksburg	-	9,291	9,291	-
LC10	Other Sources	-	-	-	-
LC11	Investment Income	213	1,000	1,296	296
LC12	Total Revenues	<u>\$ 34,721</u>	<u>\$ 204,483</u>	<u>\$ 182,487</u>	<u>\$ (21,996)</u>
Expenditures					
LC13	Employee Relations	\$ -	15,000	\$ 8,040	\$ 6,960
LC14	Student Development Programs	6,383	15,000	7,169	7,831
LC15	Student Recruitment	2,284	8,000	7,878	122
LC16	Operating Contingency Reserve	-	40,000	-	40,000
LC17	Dean of Institutional Effectiveness	-	95,000	-	95,000
LC18	Commencement - Coffeewood	-	-	-	-
LC19	Physical Plant	9,950	30,000	23,435	6,565
LC20	Total Expenditures	<u>\$ 18,617</u>	<u>\$ 203,000</u>	<u>\$ 46,522</u>	<u>\$ 156,478</u>
LC21	Net Increase / (Decrease)	\$ 16,104	\$ 1,483	\$ 135,965	\$ 134,482
LC22	Transfers from other funds	-	-	-	-
LC23	Transfers to other funds	-	-	-	-
LC24	Beginning Fund Balance		455,492	455,492	-
LC24	Current Fund Balance		<u>\$ 456,975</u>	<u>\$ 591,457</u>	<u>\$ 134,482</u>

Germanna Community College
VENDING FUND ANNUAL BUDGET
Through April 30, 2020

Description	Current Period Actual	Year to Date Budget	Year to Date Actual	Year to Date Variance
<u>Revenues</u>				
CA1 Bookstore Commissions	\$ 83,261	\$ 235,000	\$ 228,340	\$ (6,660)
CA2 Food Service Commissions	4,388	-	9,234	9,234
CA3 Investment Income	2,505	15,000	14,754	(246)
CA4 Other Income	-	-	-	-
CA5 Total Revenues	<u>\$ 90,154</u>	<u>\$ 250,000</u>	<u>\$ 252,328</u>	<u>\$ 2,328</u>
<u>Expenditures</u>				
CA6 Regional Activities	\$ -	\$ 5,000	\$ 4,347	\$ 653
CA7 Commissions Contingency Reserve	-	178,050	-	178,050
CA8 Bad Debt	-	-	-	-
CA9 President's Discretionary	63	6,000	513	5,487
CA10 Cash Over/Under	-	250	-	250
CA11 Fiscal Operating	(20)	2,500	(2,320)	4,820
CA12 Travel and Meals - excess	-	200	-	200
CA13 Auxiliary Plant Maintenance	1,947	50,000	46,048	3,952
CA14 Plant Operation and Maintenance	-	-	-	-
CA15 Debt Service	-	-	-	-
CA16 Scholarships	-	-	-	-
CA17 Commencement	-	-	-	-
CA18 Diversity and Inclusion	2,760	8,000	5,637	2,363
CA19 College Branding Project	-	500,000	-	500,000
Total Expenditures	<u>\$ 4,750</u>	<u>\$ 750,000</u>	<u>\$ 54,226</u>	<u>\$ 695,774</u>
CA20 Net Increase / (Decrease)	\$ 85,404	\$ (500,000)	\$ 198,103	\$ 698,103
CA21 Transfers from other funds	-	-	-	-
CA22 Transfers to other funds	25,000	-	-	-
CA23 Beginning Fund Balance	-	2,301,634	2,301,634	-
CA24 Current Fund Balance	-	<u>\$ 1,801,634</u>	<u>\$ 2,499,737</u>	<u>\$ 698,103</u>

Germanna Community College
STUDENT ACTIVITY FUND ANNUAL BUDGET
Through April 30, 2020

	Description	Current Period	Year to Date	Year to Date	Year to Date
		Actual	Budget	Actual	Variance
<u>Revenues</u>					
SA1	Student Activity Fees	\$ 47,437	\$ 180,000	\$ 165,687	\$ (14,313)
SA2	Investment Income	-	-	-	\$ -
SA3	Total Revenues	\$ 47,437	\$ 180,000	\$ 165,687	\$ (14,313)
<u>Expenditures</u>					
SA4	Student Activity Contingency	\$ -	\$ -	\$ -	\$ -
SA5	Student Activities	9,634	40,395	37,743	2,652
SA6	Student Organizations	6,746	35,000	25,089	9,911
SA7	Student Projects	533	30,000	28,974	1,026
SA8	Dean of Student Services	-	28,000	25,000	3,000
SA9	Lecture and Culture	5,878	28,000	24,236	3,764
SA10	Student Recognition Program	848	4,000	1,338	2,662
SA11	Wellness & Recreation	10,198	30,000	14,384	15,616
SA12	Co-Curricular Programs	700	5,000	3,544	1,456
SA13	Total Expenditures	\$ 34,537	\$ 200,395	\$ 160,308	\$ 40,087
SA14	Net Increase / (Decrease)	\$ 12,900	\$ (20,395)	5,379	\$ 25,774
SA15	Transfers from other funds	(25,000)	-	-	-
SA16	Transfers to other funds	-	-	-	-
SA17	Beginning Fund Balance		39,187	39,187	-
SA18	Current Fund Balance		\$ 18,792	\$ 44,566	\$ 25,774

Germanna Community College
PARKING AUXILIARY FUND BUDGET
Through April 30, 2020

Description		Current Period	Year to Date	Year to Date	Year to Date
		Actual	Budget	Actual	Variance
<u>Revenues</u>					
PA1	Parking Auxiliary Fees	\$ 55,332	\$ 210,000	\$ 194,008	(15,992)
PA2	Parking Auxiliary Invest Income	628	-	3,235	3,235
PA3	Total Revenues	\$ 55,959	\$ 210,000	\$ 197,243	\$ (12,757)
<u>Expenditures</u>					
PA4	Parking Auxiliary Enterprise	\$ 10,270	205,723	44,673	161,050
PA5	Total Expenditures	\$ 10,270	\$ 205,723	\$ 44,673	\$ 161,050
PA6	Net Increase / (Decrease)	\$ 45,690	\$ 4,277	\$ 152,570	\$ 148,293
PA7	Transfers from Facilities Aux	-	-	-	-
PA8	Transfers to Local Plant Fund	-	-	-	-
PA9	Beginning Fund Balance		765,763	765,763	-
PA10	Current Fund Balance		<u>\$ 770,040</u>	<u>\$ 918,333</u>	<u>\$ 148,293</u>

Germanna Community College
FACILITIES AUXILIARY FUND BUDGET
Through April 30, 2020

Description		Current Period	Year to Date	Year to Date	Year to Date
		Actual	Budget	Actual	Variance
<u>Revenues</u>					
FA1	Facilities Auxiliary Fees	\$ 173,891	\$ 660,000	\$ 611,030	\$ (48,970)
FA2	Facilities Auxiliary Invest Income	3,113	-	17,544	17,544
FA3	Total Revenues	<u>\$ 177,003</u>	<u>\$ 660,000</u>	<u>\$ 628,573</u>	<u>\$ (31,427)</u>
<u>Expenditures</u>					
FA4	Facilities Auxiliary Enterprise	\$ 5,944	\$ 487,899	429,918	\$ 57,981
FA5	Total Expenditures	<u>5,944</u>	<u>487,899</u>	<u>429,918</u>	<u>57,981</u>
FA6	Net Increase / (Decrease)	\$ 171,059	\$ 172,101	\$ 198,656	\$ 26,555
FA7	Transfers to Local Parking Maint	-	-	-	-
FA8	Transfers to State Plant Fund	-	-	-	-
FA9	Beginning Fund Balance		<u>2,268,461</u>	<u>2,268,461</u>	<u>-</u>
FA10	Current Fund Balance		<u>2,440,562</u>	<u>2,467,116</u>	<u>26,555</u>

Germanna Community College

Budget Status Report *Executive Summary*



FY19-20 State Unrestricted Budget

As of May 11, 2020

Report Scope

This is a financial summary of Germanna Community College's State Unrestricted Funds for the first nine months of Fiscal Year 20. State funds make up about 95% of Germanna's total unrestricted operating budget. Local Funds, composed of multiple small funds, are not included in this report.

1. Environment

The COVID-19 pandemic has changed the world. While Germanna is faced with multiple uncertainties, Germanna's fiscal situation prior to the pandemic was solid and is well positioned to maintain its mission online.

The President has stated that we are planning for substantial cuts in state funding beginning July 1 and continuing into FY22. Governor Ralph Northam is recommending, among other "un-allotments," no G3 funding; no bonuses or raises for the next two years; delaying capital projects (this includes the new Dr. Frank and Nancy Turnage Health Sciences Building); and a reduction in student financial aid amount passed in January. Additionally, Virginia has implemented a hiring freeze for classified staff in the face of statewide budget uncertainties.

Germanna anticipates receiving \$1.4M of CARES Act funding, but that may not be enough to offset the impacts of potential budget cuts and enrollment declines. Accordingly, our direction is to slow down non-personnel spending for the remainder of this fiscal year and probably for next as well. Fortunately, there is no indication that would require drastic steps by Germanna in the short term. Prudent planning and operations will ensure Germanna's long term sustainability.

2. Sustainability Summary

2.1 Key Metrics

- Enrollment for FY20 increased by 3,506 credit hours, 2.69% over the prior year
- Personnel costs are expected to end the year \$579K under budget
- Non-Personnel costs are tracking close to budget and, should could come in under budget, providing resources for next year's potential budget reductions

2.2 Cash Balances and Year End Projections

As of May 11, both Personnel and Non-Personnel spending was running under budget. With the state hiring freeze and the President's direction to curtail spending for the rest of the year, it is currently estimated that Germanna will end the year with approximately \$995K after setting aside \$400K in the E&G Reserve Fund and before considering the \$1.4M in CARES Act funding. These projections include the planned prepayment of about \$846K in FY21 expenses.

VCCS has indicated that the usual 2% limit of carryforward cash balances may be adjusted for this year to accommodate the pandemic response. VCCS has also indicated that the reserve limit will be doubled. See Appendix A for more on reserve funds.

3. Enrollment

Enrollment for FY20 is tracking ahead of original projections. While the projections for FY20 were for 130,301 credit hours, Germanna is expected to finish the academic year close to 133,807, an annual growth of 3,506 credit hours or 2.69%. (Note that the VCCS SEB 01D report has not been finalized for Spring 2020.)

Germanna Community College Enrollments

Credit Hours (SEB 01D)

<u>Term</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
Summer	15,767	16,141	15,867	15,753	16,103	15,454	15,190	15,287	16,693	16,762
Fall	63,362	65,793	62,430	61,228	61,553	59,548	56,321	56,716	59,439	60,281
Spring	<u>58,341</u>	<u>59,439</u>	<u>55,361</u>	<u>56,433</u>	<u>57,447</u>	<u>53,995</u>	<u>52,055</u>	<u>51,222</u>	<u>54,169</u>	<u>56,764</u>
Total	137,470	141,373	133,658	133,414	135,103	128,997	123,566	123,225	130,301	133,807
AFTEs	4,582	4,712	4,455	4,447	4,503	4,300	4,119	4,108	4,343	4,460
Annual Growth	7.94%	2.84%	-5.46%	-0.18%	1.27%	-4.52%	-4.21%	-0.28%	5.74%	2.69%

Note: Spring 20 data is preliminary.

Enrollment growth:

- 0.41% increase in Summer 2019 credit hours over prior year
- 1.42% increase in Fall 2019 credit hours over prior year
- 4.79% increase in Spring 2020 credit hours over prior year

The total 3,506 increased credits over the prior year equates to about \$701K in additional revenues:

- Using a baseline of 130,000 credits, each percentage point equates to 1,300 credits.
- At \$155 per credit, each percentage point increase in enrollment has the potential to produce approximately \$200,000 additional tuition revenue.
- Revenue increases are offset by incremental costs required to service the additional credit hours, such as adjunct costs for additional classes.

There was no change in tuition and fees for FY20. In lieu of tuition increases, the state provided additional appropriation in the form of a “tuition moderation fund.” This funding primarily covered the agency share of salary and wage increases which were effective July 2019 as follows:

- 3% for full-time and part-time faculty
- 2.75% for full-time classified employees with less than 3 years of service
- 5% for full-time classified employees with more than 3 years of service
- 2.75% for part-time wage employees

The enrollment outlook for Summer 2020 is looking great and remains hopeful for Fall 2020. Various enrollment scenarios will be planned to ensure sustainability throughout FY21.

4. Personnel Budget

4.1 Current Staffing

Through May 11, 2020, 83% of the personnel budget has been spent with 87% of payrolls complete for the year. Projections for the remainder of the year indicate that Germanna will finish under budget.

Salaries and Benefits	FY20 Budget	FY20 Projection	Over / (Under)
Salaries - Admin & Professional	3,631,332	3,366,606	(264,726)
Salaries - Classified	5,835,828	5,299,878	(535,950)
Salaries - Teaching	5,649,881	5,419,801	(230,080)
Wages - Adjuncts	4,065,978	4,477,426	411,448
Wages - Hourly	2,056,694	2,037,224	(19,470)
Special Pay	45,000	112,825	67,825
Lapses and Contingency	(295,259)		295,259
Benefits	6,951,713	6,648,169	(303,544)
Total Compensation	27,941,167	27,361,929	(579,238)

Adjunct payrolls are trending over budget and over prior year actual spending. Adjunct payrolls are projected to end the year \$411K over budget after having been reduced by \$500K during budget development.

Projections for Admin & Professional Faculty, Classified, and Teaching salaries are projected to be under budget and should be sufficient to cover the Adjunct budget overspend.

There are several open positions which have contributed to the personnel spending variances. Classified positions have been affected by the state hiring freeze, however recruiting for Faculty positions continues to move forward judiciously. The current state hiring freeze will increase uncertainty in most salary projections for the remainder of the year and will introduce further uncertainty in the development of the FY21 budget.

4.2 Proposed Staffing Changes

Prior to the pandemic, Germanna had approved several staffing changes for the coming year. These new positions are being prioritized for recruitment to maintain financial sustainability.

In general, staffing changes are dependent on sustained tuition or enrollment increases. A 1% enrollment increase provides approximately \$200K in revenues to cover increased staffing. Also, the cost of hiring a single full-time Faculty member is typically offset by a reduction in Adjunct spending of approximately \$22K

5. Non-Personnel Budget

Through the end of March 2020, non-personnel budgets are 86% spent or committed with 86% of the year elapsed:

Status Report - Non-Personnel Budget						Year Remaining:		
Expenses Through 5-11-2020						Planned	Available	% Available
Dept	Department	Budget	Expense	Encumbrance	Pre-Enc			
11XXX	Instruction	1,734,286	1,381,195	295,425	25,128	-	32,539	2%
14XXX	Academic Support	1,169,566	788,765	350,148	20	-	30,632	3%
15XXX	Student Services	711,725	438,697	188,254	-	-	84,774	12%
16XXX	Administrative Support	2,493,054	1,845,827	408,218	63,212	-	175,798	7%
Contingency	Contingency	231,097	7,680	-	-	-	223,417	97%
17XXX	Facilities / Plant	2,554,724	1,500,929	348,349	813	-	704,633	28%
Total Non-Personnel Spending		8,894,452	5,963,094	1,590,393	89,172	-	1,251,793	14%

Earlier projections assumed non-personnel spending will come in at \$8M, or \$900K under budget. This spending track is comparable with spending over the past three fiscal years.

Planned spending is not indicated in the table above. But at May 11, \$1.25M remained unspent and unencumbered, providing sufficient resources to address non-discretionary spending, pandemic responses (including growth initiatives), and prioritize discretionary spending in this time of uncertainty.

Budgeted amounts that are discretionary should be considered a resource for the uncertain times ahead. These discretionary amounts could be needed in FY21 if budget reductions or enrollment declines are realized.

6. Summary and Outlook

Navigating the uncertainties of the future will require agility and constant vigilance.

6.1 Cost Structure

Germannanna's cost structure is fairly predictable, however there will be expenditures required to sustain an online presence, and there may be decreased expenditures in some areas such as utilities.

- The FY21 personnel budget will be planned at full staffing levels, with the intent to fill all identified open positions under various scenarios. The personnel budget will also incorporate several faculty promotions which take effect in August 2020.
- The FY21 non-personnel budget will be geared to remaining operational in an online format with considerations for a phased return of students to campus. Spending patterns will be different than in the past, and in some cases, spending will be higher.

CARES Act funding may be needed to close the gap for increased non-discretionary spending.

6.2 Revenues

Projecting and budgeting revenues will be the difficult task. Germanna has been warned by VCCS of budget cuts that could materialize in Fall 2020, ranging from 5% to 10%. Forecasting tuition revenues will require multiple scenarios during the FY21 budget development.

The chart in Appendix B displays actual revenues for FY19, projections for FY20, and a projected amount for FY21 budget development. The projected amount for the FY21 budget begins with pre-pandemic estimates for State unrestricted funds, increased by the recently announced Non-Credit Workforce Allocation and adjusted for our projected carryforward. Note the placeholder for the potential budget cut that is expected in the fall.

The Non-General Funds Baseline portion uses tuition projections based on 129,111 credit hours which is the three-year average of credit hours delivered. The FY21 projected revenue budget is about \$600K greater than FY20, before including any CARES Act funding. This will allow Germanna to use CARES Act funding to respond to uncertainties that may arise.

6.3 Scenario Analysis

A decision matrix has been developed for Germanna leadership to analyze various scenarios for the FY21 budget development. This decision matrix starts with the projected revenue and shows the impacts of various changes in State funding levels and tuition scenarios. The decision matrix does not factor the CARES funding so that strategies on the best use of these funds can be considered under various scenarios.

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Appendix A: Reserve Funds

For FY20, VCCS did not physically transfer cash for the new E&G reserve fund. Rather, reserve fund amounts are simply “earmarked” in general funds. Therefore, the amount committed to-date \$400K reduces available cash. Reserve funds may be spent for designated purposes with Chancellor approval. These are specified in section 4.6 of the VCCS Policy Manual.

As we approach the end of the fiscal year, we are expecting VCCS to adjust the amount allowed to be earmarked for the institutional reserve. Last year, GCC reserved \$400K, based on a limitation of 3% of General Fund Appropriations. VCCS is expected to raise that to 6% for the current fiscal year end.

Appendix B: Revenue Estimates

FY21 Revenue Estimate

State Unrestricted Funds Fund 10300

General Funds

	FY19 Actual	FY20 Budget	FY21 Budget
VCCS Initial Resource Distribution	13,738,771	14,813,099	15,868,196
Central appropriations	-	339,478	-
VCCS General Fund Budget Cut - TBD			-
E&G Carryforward	1,182,407	1,248,398	500,000
Non-Credit Workforce Allocation	426,690	400,000	300,000
IT Enterprise transfer of cash	176,281	176,281	175,000
WES Transfer of cash	79,903	84,407	80,000
Shared Services from NVCC	21,500	21,500	21,500
It Initiatives from Tech Fee	(129,596)	(130,290)	(129,111)
One time (prof devl, cap bldg, etc)	-	81,702	-
Misc	263	(50,033)	-

Total General Fund

15,496,219 16,984,542 16,815,585

Non General Funds

Tuition	19,254,889	20,489,993	21,285,000
Less Dual Enrollment Offset		(1,800,000)	(1,800,000)
Capital Fees	35,819	35,000	35,000
Surplus	28,482	5,000	5,000
Other Sources/Miscellaneous	5,025	5,000	5,000
Indirect Cost Recoveries	32,470	30,000	30,000
Refund of Prior Year Expenses	574,949	926,354	900,000
Student Fees - Testing	23,926	10,000	10,000
Workforce - Non-Credit Tuition	192,568	200,000	200,000
College-funded financial aid	(91,424)	(91,424)	(91,424)
Portion of Tuition for Fin Aid (\$0.38/cr hr)	(47,025)	(49,510)	(49,062)
Technology Fees	14,894	-	-

Total Non-General Funds

20,024,573 19,760,413 20,529,514

Grand Total

35,520,792 36,744,955 37,345,099

Germanna Community College Board
Facilities Report
June 11, 2020

1. Locust Grove Campus Replacement:

Design/Project Progress:

- Initial Art and Architectural Review Board (AARB) review, 03/06/2020. Design very well-received. Commented that the use of Brick was preferred over metal panel for its historical tradition as well as longevity. The front portico was appreciated for its presence in a higher ed facility. Commented that we need to pay attention to shade trees and they will be in direct consultation with Department of Historic Resources(DHR).
- Phase 1 Archeology Survey was completed at end of 2019. Performed metal detection, shovel test pits, and archival research. No significant resources were found in the project area of the new building. No further archeology work recommended. Report was transmitted to Department of Historic Resources(DHR) for review.
- Floor Plan Design: Worked heavily with GCC staff to fine tune plan and incorporate equipment needs. Kahler Slater design consultant for Allied Health has worked with Dean Lisk & her team to clearly define their needs through a series of meetings.
- Working with Cost Estimator to develop updated cost review, to be delivered approximately in two weeks. Continuing to progress project in meantime.
- Froehling & Robertson have been on site doing Geotechnical Survey(Soil Borings)
- This project will go through a state mandated Value Engineering(VE) study by an independent team. We will be required to Accept or Reject their recommendations, but will not be required to change drawings prior to Preliminary Design(PD) submission.
- Interiors Concept meeting scheduled for June 4th.
- Preliminary Design(PD) Submission to VCCS is 6/12, submission to Division of Engineering & Buildings(DEB) following that.
- Go back to AARB for final review in July.
- Attached are 11x17 Floor Plan color drawings.
- The project seems to be on schedule for submission and design completion.

2. Fredericksburg Area Campus Re-Surfacing Project

Finley Asphalt & Concrete is scheduled to start re-surfacing of the east parking lot June 16 with completion June 24.

3. COVID-19 Response

Facilities staff is essential to college operations and have been reporting to work and teleworking. While on campus the staff has been making sure that infra-structure components of the facilities stay operational. i.e. elevators, HVAC, restrooms, lighting. Mail service continues between the east and west region with intra-office and US mail. In preparation of the return of Faculty, Staff and Students we have been building our inventory of Personal Protective Equipment and Disinfectant supplies i.e. face shields, mask, KN95 mask, gloves, safety goggles/glasses, disinfectant wipes and spray, hand sanitizer, hand soap. Reviewing classroom and office layouts on how to use the spaces efficiently and promote social distancing.



FIRST FLOOR PLAN - OVERALL

FRENCH SLAUGHTER REPLACEMENT BUILDING RMM Project No: 18179-00

Locust Grove, VA 22508

Date: 05/15/2020



