

**Germanna Community College Board  
September 12, 2019  
Fredericksburg Area Campus Room 225  
10000 Germanna Point Drive  
Fredericksburg, VA 22408**

**3:00 p.m. – 4:00 p.m. Committee Meetings**

**Academic Affairs/Workforce/Student Success – Room #211**

Drs. Jeanne Wesley and Tiffany Ray

**Curriculum Approvals--Action**

Changes to curriculum – AAS Technical Studies -----	Page 3
Changes to curriculum – CSC Industrial Maintenance -----	Page 8
New curriculum – CSC General Technician -----	Page 12
New curriculum – CSC Electrical Technician -----	Page 16
New curriculum – CSC HVAC Technician -----	Page 20
New curriculum – CSC Asphalt Technician -----	Page 24
New curriculum – CSC Cyber Security & Networking Foundations -----	Page 28
Changes to curriculum – CSC in Administration of Justice -----	Page 33
Changes to curriculum – Certificate in Administration of Justice -----	Page 40
Credit for Prior Learning – IST Credentials -----	Page 47
Credit for Prior Learning – HVAC Track -----	Page 52
Credit for Prior Learning – Industrial Maintenance Track -----	Page 56
Credit for Prior Learning – Electrical Track -----	Page 60
Credit for Prior Learning – Asphalt Track -----	Page 64
Credit for Prior Learning – DCJS Credentials -----	Page 68

**Enrollment Update—Discussion**

<b>GCC Website—Discussion -----</b>	<b>Page 74</b>
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**Executive/Human Resources – Room #225**

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

**Faculty Compensation Study—Discussion**

<b>Search Advocate—Discussion -----</b>	<b>Page 75</b>
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<b>Fundraising Update for Calendar Year 2019—Discussion -----</b>	<b>Page 78</b>
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**GPTA Campaign—Discussion**

**50th Anniversary Campaign—Discussion**

**Finance/Facilities – Room #212**

Dr. John Davis, Ms. Joyce Warnacut and Mr. Garland Fenwick

**Financial Approvals--Actions**

<b>Financials Ending June 30, 2019-----</b>	<b>Page 82</b>
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Two-Month Financials Ending August 31, 2019-----Page 90  
 Budget Amendment #1 ----- Page 98  
 Budget Amendment #2 ----- Page 99  
 Local Funds Request from Marketing/Website ----- Page 100  
**Local Budget FY21 – Discussion**

**Facilities Report**----- Page 101  
**Update on Barbara J. Fried Center – Discussion**  
**Locust Grove Campus Building Replacement - Discussion**  
**Kitchen Upgrades - Discussion**  
**SACSCOC – Discussion** ----- Page 102

**4:00 p.m. - 5:00 p.m. -- Presentation of the FY 20 Budget** ----- Page 103  
 Dr. John Davis and Ms. Joyce Warnacut

**5:00 p.m. – Regular Meeting of the Germanna College Board**

1. Call to Order/Determination of Quorum
2. Public Comment
3. Approval of Minutes #320, May 9, 2019----- Page 123

**5:10 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

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

7. President’s Report, Dr. Janet Gullickson
8. Chair’s Report, Ms. Teri McNally
9. Calendar of Events----- Page 129
10. Other Business

**Adjournment**

**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
- Ms. Joyce Warnacut, 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:** Ben Sherman

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

**Proposal title:** Technical Studies AAS Degree Changes

**Date:** 8/13/2019

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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)

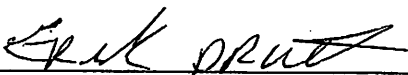
### **RATIONALE**

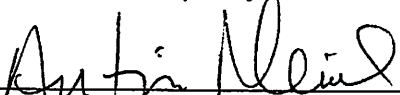
Adapting the Technical Studies curriculum to include specialization tracks for students interested in Industrial Maintenance, Electrician Technician, Heating Ventilation and Air Technician, and Asphalt Technician increases options for students to learn valuable skills in high-demand areas, and obtain specialized knowledge in their subject areas. These changes support stackable credentials in the trades, and provide expanded opportunities to award credit for prior learning for professionals with extensive field experience and students enrolled in Workforce and Community Education registered apprenticeship programs. These changes enhance the student experience, encourage cohort-style learning opportunities in the future, and align with industry needs to ensure that graduates have the skills needed to obtain sustaining careers in our region.

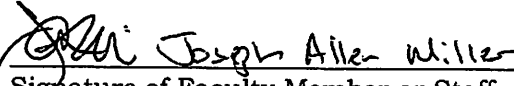
2. **IMPACT of PROPOSED CHANGE ON** (Please describe if there is an impact)

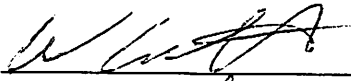
<b>CURRICULUM:</b> Specialization tracks increase opportunities for students to obtain knowledge and credentials in high demand fields.
<b>INSTRUCTIONAL LOAD:</b> None
<b>SCHEDULING:</b> Many of these technical foundation and specialization courses can be completed either through apprenticeship and work-learning or traditional academic classes. Scheduling may be impacted as cohorts are developed.
<b>TRANSFERABILITY:</b> This is an applied science degree, not designed for transfer.
<b>ACCREDITATION IMPACT:</b> None


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


 8/10/19  
Signature of Faculty Member or Staff Date

 8/10/19  
Signature of Faculty Member or Staff Date

 8/10/19  
Signature of Faculty Member or Staff Date

 8/10/19  
Signature of Faculty Member or Staff Date


 8/10/19  
Signature of Faculty Member or Staff Date

 8/10/19  
Signature of Department Head Date

5. ADDITIONAL SUPPORT FOR PROPOSAL (if any)

[Click here to enter text.](#)

6. COMMENTS BY DEANS OF INSTRUCTION

 8/13/19  
SIGNATURE OF DEAN OF INSTRUCTION DATE

\_\_\_\_\_  
SIGNATURE OF DEAN OF INSTRUCTION DATE

7. COMMITTEE ACTION

 9-5-2019  
SIGNATURE OF COMMITTEE CHAIR DATE

8. ACCREDITATION IMPACT

\_\_\_\_\_  
SIGNATURE DATE



APPROVED

DISAPPROVED

*Jeanne W. Bly*  
SIGNATURE OF VP FOR ACADEMIC AFFAIRS AND STUDENT SERVICES      9/5/19  
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		

# Associate of Applied Science (AAS)

## Technical Studies

**Purpose:** The associate degree in Technical Studies with specializations in Asphalt Technician, Industrial Electrician, H.V.A.C. Mechanic, and Industrial Maintenance is designed to assist companies through educating students on current technical practices. This degree allows students to have a work-based learning component in addition to the general education and technical foundation classes.

**Admission Requirements:** All students will be required to demonstrate college readiness through assessment and/or transcript review and may be required to take placement tests in math, writing, and reading to aid in placing students in the appropriate courses. Students who do not meet required placement levels must enroll in developmental studies courses.

TECHNICAL STUDIES CURRICULUM:		Credits
SDV 106 or Approved SDV Course	College Success Skills	1
ENG 111	College Composition I	3
ENG 115	Technical Writing	3
Humanities	Any course from ART, ENG (Literature), HUM, MUS, PHI, REL, or Foreign Language	3
Social Sciences	Any course from ECO, GEO, HIS, PLS, PSY, or SOC	3
Math	Any math course 130 or higher <sup>1</sup>	3
HLT or PED	HLT 106 <sup>2</sup>	2
<b>Total</b>		<b>18</b>
<b>Technical Foundations:</b>		
ITE 115	Introduction to Computer Applications and Concepts	3
IND 101 or BLD 101	Quality Assurance Technology I or Construction Management	3
IND 137	Team Concepts and Problem Solving	3
ELE 131	National Electrical Code	3
ELE 133	Practical Electricity I	3
SAF 130	OSHA 10	1
SAF 127 or BLD 215	Industrial Safety or OSHA 30 Construction Safety	2
BLD 110	Introduction to Construction	3
CAD 135 or DRF 175	Electrical and Electronic Blueprint Reading or Schematics and Mechanical Diagrams	2
Work-Learning <sup>3</sup>		6
<b>Total</b>		<b>29</b>
<b>Contents Skills and Knowledge: Select One Track (31-33 Credits)</b>		
<b>Asphalt Technician Track</b>		
CIV 193	Studies in the Asphalt Field	2
CIV 195	Topics in the Asphalt Plant Operations	2

IND 193	Studies in Slurry Surfacing & Surface Treatment	1
IND 195	Topics in Asphalt Mix Design	3
MEC 154 or ELE 156	Mechanical Maintenance or Electrical Control Systems	3
MEC 265, MEC 161 or ELE 233	Fluid Mechanics or Basic Fluid Mechanics – Hydraulics/Pneumatics or Programmable Logic Control Systems I	3
<b>Total</b>		<b>15</b>
<b>H.V.A.C. Mechanic Track</b>		
AIR 121	Air Conditioning and Refrigeration I	3
AIR 122	Air Conditioning and Refrigeration II	3
AIR 123	Air Conditioning and Refrigeration III	3
AIR 124	Air Conditioning and Refrigeration IV	3
AIR 158	Mechanical Codes	2
AIR 276	Refrigerant Usage EPA Certification	1
<b>Total</b>		<b>15</b>
<b>Industrial Electrician Track</b>		
ELE 134	Practical Electricity II	3
ELE 150	AC and DC Circuit Fundamentals	3
ELE 156	Electrical Control Systems	3
ELE 159	Electrical Motors	3
ELE 173, ELE 127 or ELE 245	Commercial Wiring Methods or Residential Wiring Methods or Industrial Wiring	3
<b>Total</b>		<b>15</b>
<b>Industrial Maintenance Track</b>		
MEC 161	Basic Fluid Mechanics – Hydraulics/Pneumatics	3
WEL 123	Shielded Metal Arc Welding	3
MEC 154 or ELE 156	Mechanical Maintenance or Electrical Control Systems	3
MEC 265 or ELE 233	Fluid Mechanics or Programmable Logic Control Systems I	3
MEC 162 or MEC 165	Applied Hydraulics and Pneumatics or Applied Hydraulics, Pneumatics and Hydraulics	3
<b>Total</b>		<b>15</b>
<b>Total Minimum Credits:</b>		<b>62</b>

1 Students considering transfers should check with anticipated four-year institution to determine appropriate MTH courses and/or sequences.

2 Veterans may be awarded credit for military experience to meet this requirement

3 Work-based learning is satisfied by completion of: Journeyman Card or Standard Industry Certification.

## Curriculum Change Request Agenda Item For Curriculum Committee

**Proposed by:** Ben Sherman

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

**Proposal title:** Changes to Industrial Maintenance Technician CSC

**Date:** 8/26/2019

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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**

Changes to the Industrial Maintenance Technician Career Studies Certificate aligns the CSC to stack seamlessly into the Technical Studies degree. The addition of ITE 115 and MTH 130 or higher strengthen core skills for entry-level and advancing tradespeople. Mechanical maintenance (MEC 154) and shielded metal arc welding (WEL 123) further strengthen the skillset of a tradesperson focusing on industrial maintenance and processing and align with the needs of industries in our region, increasing career opportunities for graduates. Machine lab courses (MAC 131/132), programmable logic controller systems (ELE 233) and applied hydraulics (MEC 165) are removed to streamline the curriculum. ELE 133 is removed because it has been added to the General Technician CSC (pending approval) which would be completed before the specialized Industrial Maintenance Technician CSC.

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

<b>CURRICULUM:</b> The changes to this Career Studies Certificate enable it to stack into the Associate of Applied Science Technical Studies degree with specialization in industrial maintenance. Courses that were removed from the CSC were either considered no longer relevant in the industry or were moved to the General Technician CSC, which will now stack into the Industrial Maintenance CSC.
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<b>INSTRUCTIONAL LOAD:</b> None
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<b>SCHEDULING:</b> Many of these technical foundation and specialization courses can be completed either through apprenticeship and work-learning or traditional academic classes. Scheduling may be impacted as cohorts are developed.
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<b>TRANSFERABILITY:</b> This is an applied science program, not designed for transfer.
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<b>ACCREDITATION IMPACT:</b> None
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Joseph Allen Miller 8/10/19  
Signature of Faculty Member or Staff Date

[Signature] 8/10/19  
Signature of Faculty Member or Staff Date

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Signature of Faculty Member or Staff Date

[Signature] 8/10/19  
Signature of Faculty Member or Staff Date

\_\_\_\_\_  
Signature of Faculty Member or Staff Date

[Signature] 8/10/19  
Signature of Department Head Date

5. ADDITIONAL SUPPORT FOR PROPOSAL (if any)

[Click here to enter text.](#)

6. COMMENTS BY DEANS OF INSTRUCTION

Maria Oleye 8/13/19  
SIGNATURE OF DEAN OF INSTRUCTION DATE

\_\_\_\_\_  
SIGNATURE OF DEAN OF INSTRUCTION DATE

7. COMMITTEE ACTION

[Signature] 9-5-2019  
SIGNATURE OF COMMITTEE CHAIR DATE

8. ACCREDITATION IMPACT

\_\_\_\_\_  
SIGNATURE DATE



## INDUSTRIAL MAINTENANCE TECHNICIAN

### Level 2

**Purpose:** The purpose is designed to provide job skills necessary for employment as an entry level industrial maintenance technician. Emphasis is on industrial skills and mechanical maintenance.

**Occupational Objective:**

**Admission Requirements:** All students will be required to demonstrate college readiness through assessment and/or transcript review and may be required take placement tests in math, writing, and reading to aid in placing students in the appropriate courses. Students who do not meet required placement levels must enroll in developmental studies courses.

Program Requirements:		Credits
ITE 115	Introduction to Computer Applications and Concepts	3
MTH 130 or higher	Fundamentals of Reasoning or higher	3
SAF 127	Industrial Safety	2
MEC 161	Basic Fluid Mechanics – Hydraulics/Pneumatics	3
MEC 154 or ELE 156	Mechanical Maintenance or Electrical Control Systems	3
WEL 123	Shielded Metal Arc Welding	3
<b>Total Minimum Credits</b>		<b>17</b>

## Curriculum Change Request Agenda Item For Curriculum Committee

**Proposed by:** Ben Sherman

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

**Proposal title:** New General Technician CSC

**Date:** 8/26/2019

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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**

A new Career Studies Certificate, General Technician, has been developed in line with changes to the Technical Studies AAS degree and the Electrician, HVAC, Industrial Maintenance, and Asphalt Technician CSCs to provide a stackable pathway for students interested in entering the trades. This CSC, which provides students with a broadly applicable set of worksite skills, prepares a student for entry-level construction labor and helper jobs. This CSC gives students the opportunity to explore numerous industries and learn skills to increase employability. This CSC also aligns with opportunities in area high schools so that students may complete part or all of the CSC as dual enrollment, better preparing them to begin a registered apprenticeship, general labor, or entry-level technician helper position immediately upon high school graduation. This CSC is also aligned with our Workforce and Community Education registered apprenticeship program, so that a student can concurrently complete an apprenticeship and CSC, which may increase salary and career options.

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

<b>CURRICULUM:</b> This Career Studies Certificate aligns with the Associate of Applied Science Technical Studies degree and trade-specific Career Studies Certificates. These courses stack into the AAS seamlessly, fulfilling many of the technical foundations course requirements.
<b>INSTRUCTIONAL LOAD:</b> None
<b>SCHEDULING:</b> Many of these technical foundation courses can be completed either through apprenticeship and work-learning or traditional academic classes. Scheduling may be impacted as cohorts are developed.
<b>TRANSFERABILITY:</b> This is an applied science program, not designed for transfer.
<b>ACCREDITATION IMPACT:</b> None



Joseph Allen Miller 8/10/19  
Signature of Faculty Member or Staff Date

[Signature] 8/10/19  
Signature of Faculty Member or Staff Date

[Signature] 8/10/19  
Signature of Faculty Member or Staff Date

[Signature] 8/10/19  
Signature of Faculty Member or Staff Date

[Signature] 8/10/19  
Signature of Faculty Member or Staff Date

[Signature] 8/10/19  
Signature of Department Head Date

5. ADDITIONAL SUPPORT FOR PROPOSAL (if any)

[Click here to enter text.](#)

6. COMMENTS BY DEANS OF INSTRUCTION

Marta Olney 8/13/19  
SIGNATURE OF DEAN OF INSTRUCTION DATE

\_\_\_\_\_  
SIGNATURE OF DEAN OF INSTRUCTION DATE

7. COMMITTEE ACTION

[Signature] 9-5-2019  
SIGNATURE OF COMMITTEE CHAIR DATE

8. ACCREDITATION IMPACT

\_\_\_\_\_  
SIGNATURE DATE

APPROVED

DISAPPROVED

*Jeanne W/G/K* \_\_\_\_\_ *9/5/19*  
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		

# Career Studies Certificate Programs

## General Technician

### Level I

**Purpose:** The General Technician Career Studies Certificate is designed to provide skills necessary for entry-level labor, construction, and technician helper jobs. This CSC also provides the foundation for students looking to be hired as registered apprentices. For students who are uncertain about their intended pathway within the trades, this CSC offers the opportunity to explore skills that are the foundation of all industry and trades careers.

**Occupational Objective:** Registered apprentice, Construction Laborer, General Laborer, Technician Helper, Entry-Level Technician

**Admission Requirements:** All students will be required to demonstrate college readiness through assessment and/or transcript review and may be required take placement tests in math, writing, and reading to aid in placing students in the appropriate courses. Students who do not meet required placement levels must enroll in developmental studies courses.

Program Requirements:		Credits
SDV 106 or Approved SDV Course	College Success Skills	1
BLD 110	Introduction to Construction	3
ENG 115	Technical Writing	3
IND 137	Team Concepts & Problem Solving	3
SAF 130	Industrial Safety- OSHA 10	1
IND 101 or BLD 101	Quality Assurance Technology I or Construction Management	3
CAD 135 or DRF 175	Electrical/Electronic Blueprint Reading or Schematics and Mechanical Diagrams	2
ELE 133	Practical Electricity I	3
<b>Total Minimum Credits</b>		<b>19</b>

## Curriculum Change Request Agenda Item For Curriculum Committee

**Proposed by:** Ben Sherman

**Effective year:**  Fall  Spring 2020  Immediate

**Proposal title:** New Electrician Technician CSC

**Date:** 8/13/2019

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
- Other/Informational Item
- Credit for Prior Learning (AP and CLEP)

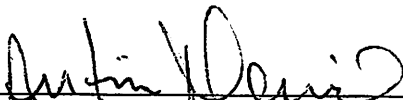
**RATIONALE**

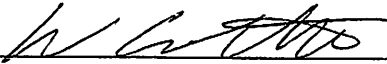
A new Career Studies Certificate, Electrical Technician, has been developed in line with changes to the Technical Studies AAS degree and General Technician CSC to provide a stackable pathway in the trades for students interested in becoming electrical technicians. This CSC, which provides students with electrical subject-matter content, worksite safety, and mathematics and computer competency coursework, prepares a student for entry- and mid-level electrical technician jobs. These courses align with the demands of the electrical industry in our region, and provide opportunity for students with experience in the field to earn credit for prior learning. This CSC is also aligned with our Workforce and Community Education registered apprenticeship program, so that a student can concurrently complete an apprenticeship and CSC, which may increase salary and career options. This curriculum is aligned with recommendations from state-wide faculty meetings hosted by the VCCS.

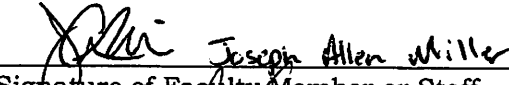
2. **IMPACT of PROPOSED CHANGE ON** (Please describe if there is an impact)


<b>CURRICULUM:</b> This Career Studies Certificate stacks seamlessly into the Associate of Applied Science in Technical Studies with specialization in electrical technician.
<b>INSTRUCTIONAL LOAD:</b> None
<b>SCHEDULING:</b> Many of these technical foundation and specialization courses can be completed either through apprenticeship and work-learning or traditional academic classes. Scheduling may be impacted as cohorts are developed.
<b>TRANSFERABILITY:</b> This is an applied science program, not designed for transfer.
<b>ACCREDITATION IMPACT:</b> None


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

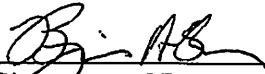
 8/10/19  
Signature of Faculty Member or Staff Date

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Signature of Faculty Member or Staff Date

 Joseph Allen Miller 8/10/19  
Signature of Faculty Member or Staff Date

 8/10/19  
Signature of Faculty Member or Staff Date

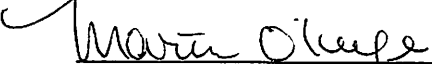
  
Signature of Faculty Member or Staff Date

 Benjamin Sherman 8/10/19  
Signature of Department Head Date

5. ADDITIONAL SUPPORT FOR PROPOSAL (if any)

Click here to enter text.

6. COMMENTS BY DEANS OF INSTRUCTION

 8/13/19  
SIGNATURE OF DEAN OF INSTRUCTION DATE

\_\_\_\_\_  
SIGNATURE OF DEAN OF INSTRUCTION DATE

7. COMMITTEE ACTION

 9-5-2019  
SIGNATURE OF COMMITTEE CHAIR DATE

8. ACCREDITATION IMPACT

\_\_\_\_\_  
SIGNATURE DATE

APPROVED

DISAPPROVED

SIGNATURE OF VP FOR ACADEMIC AFFAIRS AND STUDENT SERVICES

DATE

*James Walker* 9/5/19

**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		

## ELECTRICAL TECHNICIAN

### Level 2

**Purpose:** The purpose is designed to provide job skills necessary for employment as an entry level electrical technician. Special emphasis is placed upon installation and repairing of residential electrical distribution systems.

**Occupational Objective:** Electrical helpers; Entry Level electricians

**Admission Requirements:** All students will be required to demonstrate college readiness through assessment and/or transcript review and may be required take placement tests in math, writing, and reading to aid in placing students in the appropriate courses. Students who do not meet required placement levels must enroll in developmental studies courses.

Program Requirements:		Credits
ITE 115	Introduction to Computer Applications and Concepts	3
MTH 130 or higher	Fundamentals of Reasoning or higher	3
BLD 215	OSHA 30 Construction Safety	2
ELE 173, ELE 127, or ELE 245	Commercial Wiring Methods, Residential Wiring Methods, or Industrial Wiring	3
ELE 131	National Electrical Code I	3
ELE 150	A.C. and D. C. Circuit Fundamentals	3
<b>Total Minimum Credits</b>		<b>17</b>

## Curriculum Change Request Agenda Item For Curriculum Committee

**Proposed by:** Ben Sherman

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

**Proposal title:** New Heating Ventilation and Air Conditioning CSC

**Date:** 8/26/2019

---

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
- Other/Informational Item
- Credit for Prior Learning (AP and CLEP)

### **RATIONALE**


A new Career Studies Certificate, Heating Ventilation and Air Conditioning (HVAC) Technician, has been developed in line with changes to the Technical Studies AAS degree and General Technician CSC to provide a stackable pathway in the trades for students interested in becoming HVAC technicians. This CSC, which provides students with HVAC subject-matter content, mathematics, and computer competency coursework, prepares a student for entry- and mid-level HVAC technician jobs. These courses align with the demands of the HVAC industry in our region, and provide opportunity for students with experience in the field to earn credit for prior learning. This CSC is also aligned with our Workforce and Community Education registered apprenticeship program, so that a student can concurrently complete an apprenticeship and CSC, which may increase salary and career options.


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


<b>CURRICULUM:</b> This Career Studies Certificate stacks seamlessly into the Associate of Applied Science Technical Studies degree with specialization in HVAC.
<b>INSTRUCTIONAL LOAD:</b> None
<b>SCHEDULING:</b> Many of these technical foundation and specialization courses can be completed either through apprenticeship and work-learning or traditional academic classes. Scheduling may be impacted as cohorts are developed.
<b>TRANSFERABILITY:</b> This is an applied science program, not designed for transfer.
<b>ACCREDITATION IMPACT:</b> None

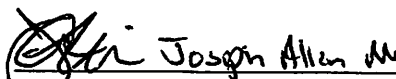
3. **COMMENTS BY FACULTY OR DEPARTMENT DIRECTLY AFFECTED BY PROPOSED CHANGE**




 8/10/19  
Signature of Faculty Member or Staff Date

 8/10/19  
Signature of Faculty Member or Staff Date

 8/10/19  
Signature of Faculty Member or Staff Date

 Joseph Allen Miller 8/10/19  
Signature of Faculty Member or Staff Date

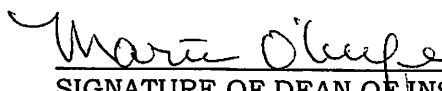
 8/10/19  
Signature of Faculty Member or Staff Date

 8/10/19  
Signature of Department Head Date

5. ADDITIONAL SUPPORT FOR PROPOSAL (if any)

Click here to enter text.

6. COMMENTS BY DEANS OF INSTRUCTION

 8/13/19  
SIGNATURE OF DEAN OF INSTRUCTION DATE

\_\_\_\_\_  
SIGNATURE OF DEAN OF INSTRUCTION DATE

7. COMMITTEE ACTION

 9-5-2019  
SIGNATURE OF COMMITTEE CHAIR DATE

8. ACCREDITATION IMPACT

\_\_\_\_\_  
SIGNATURE DATE

APPROVED

DISAPPROVED

SIGNATURE OF VP FOR ACADEMIC AFFAIRS AND STUDENT SERVICES

DATE

*James W. H. / K*

9/5/19

**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		

## HEATING VENTILATION AND AIR CONDITIONING TECHNICIAN

### Level 2

**Purpose:** The purpose is designed to provide the job skills necessary for employment as an entry level HVAC service technician. Special emphasis is placed upon the installation and repairing of residential and commercial air conditioning units.

**Occupational Objective:** Air Conditioning Service and Installation Technician.

**Admission Requirements:** All students will be required to demonstrate college readiness through assessment and/or transcript review and may be required take placement tests in math, writing, and reading to aid in placing students in the appropriate courses. Students who do not meet required placement levels must enroll in developmental studies courses.

Program Requirements: HVAC Technician CSC		Credits
ITE 115	Introduction to Computer Applications and Concepts	3
MTH 130 or higher	Fundamentals of Reasoning or higher	3
AIR 121	Air Conditioning and Refrigeration, I	3
AIR 122	Air Conditioning and Refrigeration, II	3
AIR 123	Air Conditioning and Refrigeration, III	3
AIR 124	Air Conditioning and Refrigeration, IV	3
AIR 158	Mechanical Codes	2
AIR 276	Refrigerant Usage EPA Certification	1
<b>Total Minimum Credits</b>		<b>21</b>

## Curriculum Change Request Agenda Item For Curriculum Committee

**Proposed by:** Ben Sherman

**Effective year:**  Fall 2019    Spring Choose an item.    Immediate

**Proposal title:** New Asphalt Technician CSC

**Date:** 8/13/2019

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
- Other/Informational Item
- Credit for Prior Learning (AP and CLEP)

### **RATIONALE**

A new Career Studies Certificate, Asphalt Technician, has been developed in line with changes to the Technical Studies AAS degree and General Technician CSC to provide a stackable pathway in the trades for students interested in becoming asphalt plant technicians. This CSC, which provides students with asphalt plant and field subject-matter content, worksite safety, mathematics, and computer competency coursework, prepares a student for entry- and mid-level asphalt technician jobs. These courses align with the demands of the asphalt industry in our region, and provide opportunity for students with experience in the field to earn credit for prior learning. This CSC is also aligned with our Workforce and Community Education registered apprenticeship program, so that a student can concurrently complete an apprenticeship and CSC, which may increase salary and career options.

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

<b>CURRICULUM:</b> This Career Studies Certificate stacks seamlessly into the Associate of Applied Science in Technical Studies with specialization in asphalt technician.
<b>INSTRUCTIONAL LOAD:</b> None
<b>SCHEDULING:</b> Many of these technical foundation and specialization courses can be completed either through apprenticeship and work-learning or traditional academic classes. Scheduling may be impacted as cohorts are developed.
<b>TRANSFERABILITY:</b> This is an applied science program, not designed for transfer.
<b>ACCREDITATION IMPACT:</b> None

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

Joseph Allen M/S | 10/19  
Signature of Faculty Member or Staff Date

[Signature] 8/12/19  
Signature of Faculty Member or Staff Date

[Signature] 8/10/19  
Signature of Faculty Member or Staff Date

[Signature] 8/10/19  
Signature of Faculty Member or Staff Date

[Signature] 8/10/19  
Signature of Faculty Member or Staff Date

[Signature] 8/10/19  
Signature of Department Head Date

5. ADDITIONAL SUPPORT FOR PROPOSAL (if any)

[Click here to enter text.](#)

6. COMMENTS BY DEANS OF INSTRUCTION

Martin Olney 8/14/19  
SIGNATURE OF DEAN OF INSTRUCTION DATE

\_\_\_\_\_  
SIGNATURE OF DEAN OF INSTRUCTION DATE

7. COMMITTEE ACTION

[Signature] 9-5-2019  
SIGNATURE OF COMMITTEE CHAIR DATE

8. ACCREDITATION IMPACT

\_\_\_\_\_  
SIGNATURE DATE

APPROVED

DISAPPROVED

  
SIGNATURE OF VP FOR ACADEMIC AFFAIRS AND STUDENT SERVICES

DATE 9/5/19

**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		

## ASPHALT TECHNICIAN

### Level 2

**Purpose:** The purpose is designed to meet the need for trained asphalt technicians. This program is intended for those who wish to work as Asphalt employees or those who have just been hired as Asphalt Apprentices. It may also assist current employees with upgrading the skills necessary to support and maintain high-technology equipment.

**Occupational Objective:** Asphalt Plant Technician, Asphalt Field Technician.

**Admission Requirements:** All students will be required to demonstrate college readiness through assessment and/or transcript review and may be required take placement tests in math, writing, and reading to aid in placing students in the appropriate courses. Students who do not meet required placement levels must enroll in developmental studies courses.

Program Requirements:		Credits
ITE 115	Introduction to Computer Applications and Concepts	3
MTH 130 or higher	Fundamentals of Reasoning or higher	3
CIV 193	Studies in Asphalt Field	2
CIV 195	Topics in Asphalt Plant Operations	2
IND 193	Studies in Slurry Surfacing and Surface Treatment	1
IND 195	Topics in Asphalt Mix Design	3
MEC 161 or MEC 265 or ELE 233	Basic Fluid Mechanics- Hydraulics/ Pneumatics or Fluid Mechanics or Programmable Logic Control	3
SAF 127	Industrial Safety	2
<b>Total Minimum Credits</b>		<b>19</b>

## Curriculum Change Request Agenda Item For Curriculum Committee

**Proposed by:** Diana Merkel

**Effective year:**  Fall 2019  Spring Choose an item.  Immediate

**Proposal title:** Cybersecurity & Networking Foundations Career Studies Certificate

**Date:** 8/19/2019

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

Every school within the VCCS has been asked to offer a Cybersecurity & Networking Foundations Career Studies Certificate as part of the G3 effort. This certificate matches the requirements established during multiple meetings at the VCCS with college Information Systems Technology and Computer Science faculty.

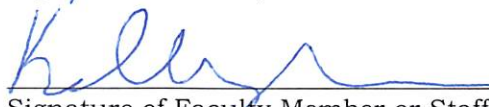
Because these CSC's will be consistent between institutions, students can easily transfer their credential as they move from between their careers and VCCS programs in this discipline.

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

<b>CURRICULUM:</b> Increased opportunity for credentials.
<b>INSTRUCTIONAL LOAD:</b> Courses in this CSC are currently offered at Germanna.
<b>SCHEDULING:</b> No change.
<b>TRANSFERABILITY:</b> Not a transfer program, but many courses are included in the Transfer Elective list.
<b>ACCREDITATION IMPACT:</b> No change.

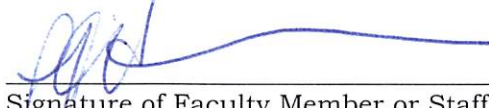


 8/19/19  
Signature of Faculty Member or Staff Date

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Signature of Faculty Member or Staff Date

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Signature of Faculty Member or Staff Date

 8/20/19  
Signature of Faculty Member or Staff Date

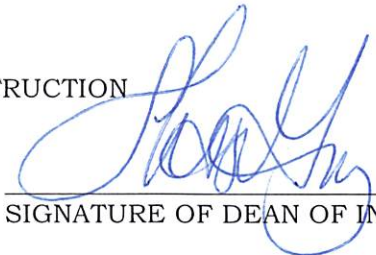
 8/19/19  
Signature of Faculty Member or Staff Date


 8/19/19  
Signature of Department Head Date

5. ADDITIONAL SUPPORT FOR PROPOSAL (if any)

[Click here to enter text.](#)

6. COMMENTS BY DEANS OF INSTRUCTION

 August 19, 2019  
SIGNATURE OF DEAN OF INSTRUCTION DATE

 August 19, 2019  
SIGNATURE OF DEAN OF INSTRUCTION DATE

7. COMMITTEE ACTION

 9-5-2019  
SIGNATURE OF COMMITTEE CHAIR DATE

8. ACCREDITATION IMPACT

\_\_\_\_\_  
SIGNATURE DATE

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

APPROVED

DISAPPROVED

*Jeanne Weyke*  
SIGNATURE OF VP FOR ACADEMIC AFFAIRS AND STUDENT SERVICES      9/3/19  
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		

# Cybersecurity & Networking Foundations Career Studies Certificate

## Purpose

Cybersecurity and Networking Foundation career studies certificate program prepares students for introductory IT knowledge and skills and to recognize, prevent and defend against threats to information and information systems.

In order for students to be well prepared and successful in all areas of IT including key areas of Cyber Security and Networking, students need to be introduced into the basic topics of operating systems, computer hardware, networking concepts, programming, and cybersecurity core topics.

## Occupational Objectives

Prepare students for entry level help desk positions. Prepare students for computer network support specialists

## Cybersecurity and Networking Foundation Curriculum:

Program Requirements	Description	Credits
ITP 100	Software Design	3
ITN 106	Microcomputer Operating Systems	3
ITN 107	PC Hardware and Troubleshooting	3
ITN 101 or ITN 154	Introduction to Network Concepts or Network Fundamentals - Cisco	3/4
ITE 115	Introduction to Computer Applications and Concepts	3
ITN 260	Network Security Basics	3
SDV 100 or SDV 101	SDV 100 College Success Skills SDV 101 Orientation to Information Systems Technology	1
<b>Total Minimum Credits</b>		<b>19/20</b>

## Suggested Course Sequencing:

Fall	Credits	Spring	Credits
SDV 100/SDV 101	1	ITP100	3
ITN107	3	ITN106	3
ITN101 or ITN154	3/4	ITN260	3
ITE115	3		
<b>Total</b>	<b>10/11</b>	<b>Total</b>	<b>9</b>

**Virginia Community College System Course Descriptions:**

**ITN 101: Introduction to Network Concepts (3 cr.)** — Provides instruction in networking media, physical and logical topologies, common networking standards and popular networking protocols. Emphasizes the TCP/IP protocol suite and related IP addressing schemes, including CIDR. Includes selected topics in network implementation, support and LAN/WAN connectivity. Lecture 3 hours per week.

**ITN 106: Microcomputer Operating Systems (3 cr.)** — Teaches use of operating system utilities and multiple-level directory structures, creation of batch files, and configuration of microcomputer environments. May include a study of graphical user interfaces. Lecture 3 hours per week.

**ITN 107: Personal Computer Hardware and Troubleshooting (3 cr.)** — Includes specially designed instruction to give a student a basic knowledge of hardware and software configurations. Includes the installation of various peripheral devices as well as a basic system hardware components. Lecture 3 hours per week.

**ITE 115: Introduction to Computer Applications and Concepts (3 cr.)** — Covers computer concepts and internet skills and uses a software suite which includes word processing, spreadsheet, database, and presentation software to demonstrate skills required for computer literacy. Prerequisite: Keyboarding skills recommended. Lecture 3 hours per week.

**ITN 154: Networking Fundamentals – Router Basics - Cisco (4 cr.)** — Provides instruction in the fundamentals of networking environments, the basics of router operations, and basic router configurations. Lecture 2-3 hours per week. Laboratory 2 hours. Total 4-5 hours per week.

**ITN 260: Network Security Basics (3 cr.)** — Provides instruction in the basics of network security in depth. Includes security objectives, security architecture, security models and security layers; risk management, network security policy, and security training. Includes the five security keys: confidentiality, integrity, availability, accountability, and auditability. Lecture 3-4 hours. Laboratory 0-2 hours. Total 3-5 hours per week.

**ITP 100: Software Design (3 cr.)** — Introduces principles and practices of software development. Includes instruction in critical thinking, problem solving skills, and essential programming logic in structured and object-oriented design using contemporary tools. Lecture 3 hours per week.

**SDV 100: College Success Skills (1 cr.)** — Assists students in transition to college. Provides overviews of College policies, procedures, and curricular offerings. Encourages contacts with other students and staff. Assists students toward college success through information regarding effective study habits, career and academic planning, and other College resources available to students. May include English and math placement testing. Required for graduation and must be taken within first 16 credits at GCC. Lecture 1 hours per week.

## Curriculum Change Request Agenda Item For Curriculum Committee

**Proposed by:** Jillian Noel

**Effective year:**  Fall 2019    Spring Choose an item.    Immediate

**Proposal title:** New Career Studies Certificate replaces ADJ CSC with Foundation of Criminal Justice Career Study Certificate (CSC)

**Date:** 7/9/2019

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
- Other/Informational Item New Career Studies Certificate (CSC): Foundation of Criminal Justice CSC
- Credit for Prior Learning (AP and CLEP)

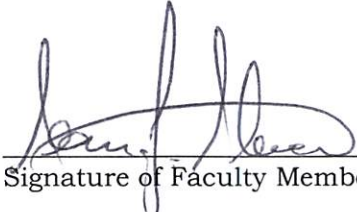
**RATIONALE**

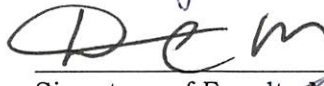
New Career Studies Certificate replaces ADJ CSC with Foundation of Criminal Justice Career Study Certificate (CSC).

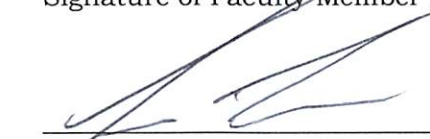
This change is based on the recommendation of the ADJ Department Chairs throughout the Virginia Community College System. The goal is for the Community Colleges to have a common CSC certificate. Students would be able to attend any community college in Virginia and the requirements would be the same for the CSC.


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

<b>CURRICULUM:</b> n/a
<b>INSTRUCTIONAL LOAD:</b> n/a
<b>SCHEDULING</b> n/a
<b>TRANSFERABILITY:</b> The certificate is not designed to be transferable.
<b>ACCREDITATION IMPACT:</b> n/a

  
Signature of Faculty Member or Staff      6/25/19  
Date

  
Signature of Faculty Member or Staff      7/31/19  
Date

  
Signature of Faculty Member or Staff      7/13/19  
Date

  
Signature of Faculty Member or Staff      8/12/19  
Date

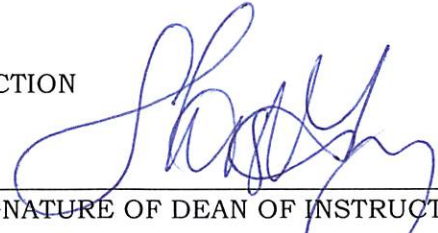
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Signature of Faculty Member or Staff      Staff      Date

  
Signature of Department Head      8/6/2019  
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      8-8-19  
DATE

6. COMMITTEE ACTION

  
SIGNATURE OF COMMITTEE CHAIR      9-5-2019  
DATE

7. ACCREDITATION IMPACT

\_\_\_\_\_  
SIGNATURE      DATE

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

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

APPROVED

DISAPPROVED

*Jeanne W. Kelly* 9/3/19  
 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		

<b>College Council</b>	
<b>President's Council</b>	
<b>College Board</b>	
<b>VCCS</b>	
<b>SACS</b>	
<b>Financial Aid Director</b>	

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





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Check with the college's catalog [www.germannna.edu](http://www.germannna.edu) for most current and official information  
CATALOG YEAR 2019-2020

## Administration of Justice Career Studies Certificate

(221-400-01)

### Curriculum Checklist

**Purpose:** This career study certificate program is designed for students who are seeking entry-level jobs in law enforcement occupations.

**Occupational Objectives:** Police Officer, Deputy Sheriff, Private Security Officer, Park Police Officer, Transit Police Officer, and other law enforcement related occupations

**Admissions Requirement:** In addition to the admission requirements established for the College, all entering students will be required to take placement tests in math and English to aid in placing students in the appropriate courses. The exception to this is for those who have college level math and English (see advisors for clarification). Students are also urged to consult with counselors or faculty advisors in planning their programs. Students who do not meet required placement levels must enroll in developmental studies courses.

<u>Administration of Justice</u>	<b>9 Credit Hours</b>	ADJ 100	___
(Complete ALL of the following courses)		ADJ 110	___
		ADJ 133	___

<u>Electives</u>	<b>6 Credits Hours</b>		
Choose two classes from the following:		_____	___
ADJ 140, ADJ 117, ADJ 215, BUS 236		_____	___
or any two ADJ courses with departmental permission			

### 15 Total Minimum Credit Hours

All courses in this program are also program requirements in the Police Science Certificate and AAS degree.

NEW

Foundations of Criminal Justice CSC

ADJ 100 Survey of Criminal Justice	3 cr
ADJ 133 Ethics and the Criminal Justice Professional	3 cr
ADJ 201 Criminology	3 cr
ADJ 211 Criminal Law, Evidence and Procedures	3 cr
ITE 115 Introduction to Computer Applications and Concepts	3 cr
ENG 111 College Composition I or ADJ 215 Report Writing or ADJ 117 Police Communication or Any Communication Course	3 cr
Total Credits	<hr/> 18 credits

## Curriculum Change Request Agenda Item For Curriculum Committee

**Proposed by:** Jillian Noel

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

**Proposal title:** Change to Administration of Justice Certificate

**Date:** 8/26/2016

1. **PROPOSED CHANGE** - select from these categories, click on the appropriate box and attach required documents according to the Curriculum Committee Procedures:

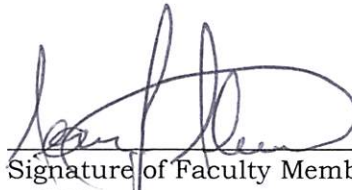
- New Courses
- New Curriculum
- Changes to Existing Curriculum
- Add to the Transfer List
- Add/Change Prerequisites
- Other/Informational Item
- Credit for Prior Learning (AP and CLEP)


### **RATIONALE**

Replace ADJ 105 Juvenile Justice System with ADJ 201 Criminology. This change is based on the changes to the Career Studies Certificate, Foundations of Criminal Justice. This change would allow for the required courses in the CSC to stack into the ADJ certificate following the recommendations from the ADJ Department Chairs from the VCCS. Students who wish to take ADJ 105 may apply it to the Associate degree.

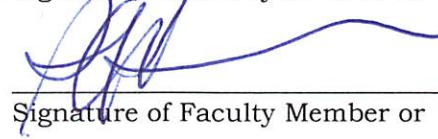
2. **IMPACT of PROPOSED CHANGE ON** (Please describe if there is an impact)

<b>CURRICULUM:</b> Change does not impact the number of credits required to complete certificate. And change has no impact on the Associate of Applied Science Administration of Justice degree.
<b>INSTRUCTIONAL LOAD:</b> None
<b>SCHEDULING:</b> None
<b>TRANSFERABILITY:</b> None. The certificate and Associate of Applied Science degree are not designed to transfer.
<b>ACCREDITATION IMPACT:</b> None

  
Signature of Faculty Member or Staff      Date 6/25/19

  
Signature of Faculty Member or Staff      Date 7/31/19

  
Signature of Faculty Member or Staff      Date 7/13/19

  
Signature of Faculty Member or Staff      Date 8/12/19

\_\_\_\_\_  
Signature of Faculty Member or Staff      Date

  
Signature of Department Head      Date 8/6/2019

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 8-8-19

6. COMMITTEE ACTION

  
SIGNATURE OF COMMITTEE CHAIR      DATE 9-5-2019

7. ACCREDITATION IMPACT

\_\_\_\_\_  
SIGNATURE      DATE

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

\_\_\_\_\_  
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)

Students will have another Ethics course that they can take.

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

\_\_\_\_\_  
SIGNATURE DATE

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

APPROVED

DISAPPROVED

\_\_\_\_\_  
SIGNATURE OF VP FOR ACADEMIC AFFAIRS AND STUDENT SERVICES DATE 9/5/19

**Follow-up as Needed for Program Changes**

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

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

<b>College Council</b>	
<b>President's Council</b>	
<b>College Board</b>	
<b>VCCS</b>	
<b>SACS</b>	
<b>Financial Aid Director</b>	

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





## Administration of Justice Certificate (468) Curriculum Checklist

<u>Student Development</u>	1 Credit Hour	SDV 100	___	
(Complete SDV 100 or any approved SDV course)				
<u>English</u>	3 Credit Hours	ENG 111	___	
(Complete the following ONE course)				
<u>Health/Physical Education</u>	2 Credit Hours	_____	___	
(Complete 2 credits of ADJ 138 or HLT 100 or HLT 106 or HLT 230)				
<u>Humanities</u>	3 Credit Hours	_____	___	
(Any one course from ART, ENG (Literature), HUM, MUS, PHI, REL, or Foreign Language (not ASL))				
<u>Computer Competency</u>	3 Credit Hours	ITE 115	___	
(Complete the following ONE course)				
<i>Note: Students passing an approved computer competency exam will need to take an additional 100 level course in place of ITE 115.</i>				
<u>Administration of Justices</u>	18 Credit Hours	ADJ 100	___	
(Complete ALL of the following courses)				
		<del>ADJ 105</del>	___	Replace with ADJ 201
		ADJ 110	___	
		ADJ 133	___	
		ADJ 211	___	
		ADJ 236	___	

### 30 Total Minimum Credit Hours

All courses in this program are also program requirements in the Police Science AAS degree.

## Curriculum Change Request Agenda Item For Curriculum Committee

**Proposed by:** Credit for Prior Learning Committee and Diana Merkel

**Effective year:**    Fall         Spring 2020    Immediate

**Proposal title:** Credit for Prior Learning – Awarding Academic Credit for IT Credentials

**Date:** 8/23/2019

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1. **PROPOSED CHANGE** - select from these categories, click on the appropriate box and attach required documents according to the Curriculum Committee Procedures:

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

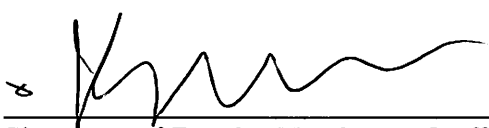
### **RATIONALE**


As part of the G3 Grant, industry credentials in several fields have been reviewed and matched to academic courses to be awarded transfer credits. This will allow students who come in to Germanna with credentials to move through their program faster. The attached list of Information Technology industry credentials has been approved by the Germanna Credit for Prior Learning Committee as meeting the criteria for academic credit.

Accepting industry credentials for the Information Systems Technology/ Cybersecurity/Computer Science pathway broadens the ability to serve adult students who have prior experience.

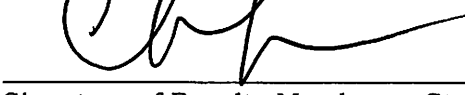
2. **IMPACT of PROPOSED CHANGE ON** (Please describe if there is an impact)

<b>CURRICULUM:</b> Awarding Credit for Prior Learning increases the options for satisfying degree requirements.
<b>INSTRUCTIONAL LOAD:</b> None
<b>SCHEDULING:</b> None
<b>TRANSFERABILITY:</b> Students should check with their transfer university.
<b>ACCREDITATION IMPACT:</b> None

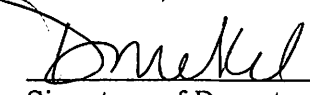
 8/19/19  
Signature of Faculty Member or Staff Date

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Signature of Faculty Member or Staff Date

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Signature of Faculty Member or Staff Date

 8/19/19  
Signature of Faculty Member or Staff Date

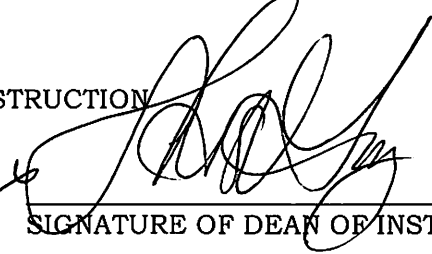
Melody Orenshaw CPL 8/19/2019  
Signature of Faculty Member or Staff Date

 8/19/19  
Signature of Department Head Date

5. ADDITIONAL SUPPORT FOR PROPOSAL (if any)

[Click here to enter text.](#)

6. COMMENTS BY DEANS OF INSTRUCTION

 8/19/2019  
SIGNATURE OF DEAN OF INSTRUCTION DATE

\_\_\_\_\_  
SIGNATURE OF DEAN OF INSTRUCTION DATE

7. COMMITTEE ACTION

 9-5-2019  
SIGNATURE OF COMMITTEE CHAIR DATE

8. ACCREDITATION IMPACT

\_\_\_\_\_  
SIGNATURE DATE

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

APPROVED

DISAPPROVED

*J. Anne Wesley*  
SIGNATURE OF VP FOR ACADEMIC AFFAIRS AND STUDENT SERVICES

*9/13/19*  
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		

## IST Department Proposal

### Credit for Prior Learning and IT Industry Certifications

Summer 2019

Diana Merkel, IST Department Chair

This proposal is in anticipation of more students seeking transfer credit for non-traditional coursework in the IT field, and in support of VCCS Fast Forward and G3 initiatives. A comparison of the Cisco, CompTIA, EC-Council, ISC2 and Amazon Web Services (AWS) IT industry certification learning objectives to the GCC IT courses that teach the industry certification learning objectives is detailed here.

GCC faculty use books, labs and other training materials that align with industry certifications. These materials include the following:

- 1) Cisco Networking Academy materials to teach the Cisco classes. The Cisco Networking Academy is an education program that provides outcomes based learning. Cisco certification courses that map to CCNA include
  - a. ITN 154 – Network Fundamentals, Router Basics, and Configuration (ICND1) - Cisco
  - b. ITN 155 – Switching, Wireless, and WAN Technologies (ICND2) - Cisco
  - c. ITN 156 – Basic Switching and Routing - Cisco
- 2) CompTIA training materials and textbooks. Computing Technology Industry Association (CompTIA) is the leading provider of vendor-neutral IT certifications in the world. CompTIA offers proctored industry certification exams with learning objectives that are similar to the learning objectives for the following GCC courses
  - a. ITN 101 – Introduction to Network Concepts – CompTIA Network+
  - b. ITN 106 – Microcomputer Operating Systems – Comp TIA A+ Operating Systems
  - c. ITN 107 – Personal Computer Hardware and Troubleshooting – CompTIA A+ Hardware
  - d. ITN 260 – Network Security Basics – CompTIA Security+
- 3) ISC2 CISSP is a widely desired industry certification. A holder of that certification demonstrates a greater breadth and depth of knowledge than the objectives aligned to ITN 260 – Network Security Basics.
- 4) EC-Council (The International Council of Electronic Commerce Consultants) Certified Ethical Hacker certificate maps to GCC course ITN 261 – Network Attacks, Computer Crime and Hacking.
- 5) Certification preparation textbooks and materials are used to teach the Amazon Web Services class. ITN 257 – Cloud Computing: Infrastructure and Services prepares students for the AWS Certified Cloud Practitioner exam.

Based on the GCC course learning objectives and the topics included in the IT industry certification exams, IST Faculty recommend awarding students advanced placement for the certifications listed in table 1.

Certification	GCC Course	Advanced Standing Credit
CompTIA Network+	ITN101 - Introduction to Network Concepts	3
CompTIA A+ Operating Systems	ITN106 - Microcomputer Operating Systems	3
CompTIA A+ Hardware	ITN107 - Personal Computer Hardware and Troubleshooting	3
CompTIA Security+ ISC2 CISSP	ITN260 - Network Security Basics	3
EC-Council C EH	ITN261 - Network Attacks, Computer Crime and Hacking	4
Cisco CCNA	ITN154 - Network Fundamentals, Router Basics, and Configuration (ICND1) - Cisco	4
Cisco CCNA	ITN155 - Switching, Wireless, and WAN Technologies (ICND2) - Cisco	4
Cisco CCNA	ITN156 - Basic Switching and Routing - Cisco	4
AWS Certified Cloud Practitioner	ITN 257 – Cloud Computing: Infrastructure and Services	3

Course credit will be awarded for certifications issued within 5 years of the formal written request by a student. The formal request must include a statement that the student understands that advanced placement credit may not transfer to a 2 year college, 4-year college or university.

The target audience of potential and current students who will receive the advanced standing credit for IT industry certifications includes:

- People who work in the IT industry who want to earn an AAS degree or Career Studies Certificate (CSC) to progress in their careers.
- Military veterans who earned an industry certification and want to earn an AAS or CSC.
- People who complete workforce classes, earn industry certifications and want to earn an AAS degree or CSC.
- Career switchers who have earned industry certifications and want to earn an AAS degree or CSC.

## Curriculum Change Request Agenda Item For Curriculum Committee

**Proposed by:** Credit for Prior Learning Committee and Ben Sherman

**Effective year:**  Fall  Spring 2020  Immediate

**Proposal title:** CPL – Awarding Academic Credit for Manufacturing and Trade Credentials – AAS Technical Studies – Heating Ventilation and Air Conditioning (HVAC) Track

**Date:** 8/23/2019

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1. **PROPOSED CHANGE** - select from these categories, click on the appropriate box and attach required documents according to the Curriculum Committee Procedures:

- New Courses
- 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**

As part of the G3 Grant, industry credentials in several fields have been reviewed and matched to academic courses to be awarded transfer credits. This will allow students who come in to Germanna with credentials to move through their program faster. The attached list of Manufacturing and Trade industry credentials has been approved by the Germanna Credit for Prior Learning Committee as meeting the criteria for academic credit.

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

<b>CURRICULUM:</b> Awarding Credit for Prior Learning increases the options for satisfying degree requirements. These changes allow for seamless transition between non-credit and academic programs within Germanna Community College.
<b>INSTRUCTIONAL LOAD:</b> None
<b>SCHEDULING:</b> Many of these technical foundation and specialization courses can be completed either through apprenticeship and work-learning or traditional academic classes. Scheduling may be impacted as cohorts are developed.
<b>TRANSFERABILITY:</b> None, this program is not designed for transfer.
<b>ACCREDITATION IMPACT:</b> None



Melody Crenshaw CPL 8/19/2019

[Signature] 8/10/19  
Signature of Faculty Member or Staff Date

[Signature] 8/10/19  
Signature of Faculty Member or Staff Date

[Signature] 8/10/19  
Signature of Faculty Member or Staff Date

[Signature] 8/10/19  
Signature of Faculty Member or Staff Date

[Signature] 8/10/19  
Signature of Faculty Member or Staff Date

[Signature] 8/10/19  
Signature of Department Head Date

5. ADDITIONAL SUPPORT FOR PROPOSAL (if any)

Click here to enter text.

6. COMMENTS BY DEANS OF INSTRUCTION

[Signature] 8/13/19  
SIGNATURE OF DEAN OF INSTRUCTION DATE

[Signature]  
SIGNATURE OF DEAN OF INSTRUCTION DATE

7. COMMITTEE ACTION

[Signature] 9-5-2019  
SIGNATURE OF COMMITTEE CHAIR DATE

8. ACCREDITATION IMPACT

\_\_\_\_\_  
SIGNATURE DATE

APPROVED

DISAPPROVED

SIGNATURE OF VP FOR ACADEMIC AFFAIRS AND STUDENT SERVICES

DATE

*James Wesley*

9/2/19

**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		

**Academic Program Area: H.V.A.C. Mechanic**

Course Title	Credit Course	Credit Hours	Cert Name	Program Approval	Pre-req.
Introduction to Construction	BLD 110	3	NCCER Core		
Industrial Safety OSHA 10	SAF 130	1	OSHA Training Institute		
Practical Electricity I	ELE 133	3	NCCER Levels 1, 2, 3, 4 Electrical		
Electrical and Electronic Blueprint Reading	CAD 135	2	NCCER Levels 1, 2 Electrical		
<b>Total Number of credits for General Technician CSC</b>		<b>7</b>			
Air Conditioning and Refrigeration I	AIR 121	3	NCCER Levels 1, 2 HVAC		
Air Conditioning and Refrigeration II	AIR 122	3	NCCER Levels 1, 2 HVAC		
Air Conditioning and Refrigeration III	AIR 123	3	NCCER Levels 1, 2, 3, 4 HVAC		
Air Conditioning and Refrigeration IV	AIR 124	3	NCCER Levels 1, 2, 3, 4 HVAC		
Refrigerant Usage EPA Certification	AIR 276	1	608 EPA Certification Card (Universal and all 3 types)		
<b>Total Number of credits for H.V.A.C. Technician CSC</b>		<b>13</b>			
Industrial Safety OSHA 30	SAF 127	2	OSHA Training Institute		
National Electrical Code	ELE 131	3	NCCER Levels 1,2 Electrical		
<b>Work Based Learning</b>		<b>6</b>	Certified by Employer and Dept. of Labor Journeyman Card		
<b>Total Number of credits for AAS Only</b>		<b>11</b>			
<b>Total Number of Transfer Credits That Apply to HVAC Mechanic AAS</b>		<b>31</b>			

Notes:

1. 3 Credits will be given for MEC 154 or ELE 156. No more than 3 credits will be awarded in this category.
2. 3 Credits will be given for MEC 265 or MEC 161 or ELE 233. No more than 3 credits will be awarded in this category.

This Crosswalk is an unofficial document representing possible credits towards this degree based on academic course mappings. To receive credit students must work with Credit for Prior Learning Specialist to fill out all official requests and forms.

## Curriculum Change Request Agenda Item For Curriculum Committee

**Proposed by:** Credit for Prior Learning Committee and Ben Sherman

**Effective year:**    Fall         Spring 2020    Immediate

**Proposal title:** CPL – Awarding Academic Credit for Manufacturing and Trade Credentials – AAS Technical Studies – Industrial Maintenance Track

**Date:** 8/23/2019

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1. **PROPOSED CHANGE** - select from these categories, click on the appropriate box and attach required documents according to the Curriculum Committee Procedures:

- New Courses
- 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**

As part of the G3 Grant, industry credentials in several fields have been reviewed and matched to academic courses to be awarded transfer credits. This will allow students who come in to Germanna with credentials to move through their program faster. The attached list of Manufacturing and Trade industry credentials has been approved by the Germanna Credit for Prior Learning Committee as meeting the criteria for academic credit.

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

<b>CURRICULUM:</b> Awarding Credit for Prior Learning increases the options for satisfying degree requirements. These changes allow for seamless transition between non-credit and academic programs within Germanna Community College.
<b>INSTRUCTIONAL LOAD:</b> None
<b>SCHEDULING:</b> Many of these technical foundation and specialization courses can be completed either through apprenticeship and work-learning or traditional academic classes. Scheduling may be impacted as cohorts are developed.
<b>TRANSFERABILITY:</b> None, this program is not designed for transfer.
<b>ACCREDITATION IMPACT:</b> None

~~Arabella Cr~~

Joseph Allen Miller 8/10/19  
Signature of Faculty Member or Staff Date

[Signature] 8/10/19  
Signature of Faculty Member or Staff Date

[Signature] 8/10/19  
Signature of Faculty Member or Staff Date

[Signature] 8/10/19  
Signature of Faculty Member or Staff Date

Melody Crenshaw 8/10/2019  
Signature of Faculty Member or Staff Date

[Signature] 8/10/19  
Signature of Department Head Date

5. ADDITIONAL SUPPORT FOR PROPOSAL (if any)

Click here to enter text.

6. COMMENTS BY DEANS OF INSTRUCTION

[Signature] 8/13/19  
SIGNATURE OF DEAN OF INSTRUCTION DATE

[Signature] August 16, 2019  
SIGNATURE OF DEAN OF INSTRUCTION DATE

7. COMMITTEE ACTION

[Signature] 9-5-2019  
SIGNATURE OF COMMITTEE CHAIR DATE

8. ACCREDITATION IMPACT

\_\_\_\_\_  
SIGNATURE DATE

APPROVED

DISAPPROVED

*Jeanne Wesley*  
SIGNATURE OF VP FOR ACADEMIC AFFAIRS AND STUDENT SERVICES DATE *9/3/19*

**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		

**Academic Program Area: Industrial Maintenance**

Course Title	Credit Course	Credit Hours	Cert Name	Program Approval	Pre-req.
Introduction to Construction	BLD 110	3	NCCER Core		
OSHA 10	SAF 130	1	OSHA Training Institute		
Practical Electricity I	ELE 133	3	NCCER Levels 1, 2, 3, 4 Electrical		
Electrical and Electronic Blueprint Reading	CAD 135	2	NCCER Levels 1, 2 Electrical		
<b>Total Number of Credits for General Technician CSC</b>		<b>9</b>			
OSHA Industrial Safety	SAF 127	2	OSHA Training Institute		
Mechanical Maintenance <sup>1</sup> (MEC 154) or Electrical Control Systems <sup>1</sup> (ELE 156)	MEC 154 or ELE 156	3	NIMS Electrical Systems or NIMS Basic Mechanical Systems/ NCCER Levels 1, 2, 3, 4 Electrical		
Fluid Mechanics <sup>2</sup> (MEC 265) or Programmable Logic Controller Systems I <sup>2</sup> (ELE 233)	MEC 265 or ELE 233	3	NIMS Basic Hydraulic Systems or NIMS Electronic Control Systems		
Applied Hydraulics and Pneumatics <sup>3</sup> (MEC 162) or Applied Hydraulics, Pneumatics, and Hydraulics <sup>4</sup> (MEC 165)	MEC 162 or MEC 165	3	NIMS Area 4: Basic Pneumatic Systems or Area 3: Basic Hydraulic Systems		
Basic Fluid Mechanics- Hydraulics / Pneumatics	MEC 161	3	NIMS Area 4: Basic Pneumatic Systems		
Shielded Metal Arc Welding	WEL 123	3	NIMS Duty Area 8: Basic Welding		
<b>Total Number of Credits for Industrial Maintenance Technician CSC</b>		<b>17</b>			
National Electrical Code	ELE 131	3	NCCER Levels 1,2 Electrical		
<b>Work Based Learning</b>		<b>6</b>	Certified by Employer and Dept. of Labor Journeyman Card		
<b>Total Number of Credits for AAS Only</b>		<b>9</b>			
<b>Total Number of Transfer Credits That Apply to Industrial Maintenance AAS</b>		<b>35</b>			

Notes:

- 3 Credits will be given for MEC 154 or ELE 156. No more than 3 credits will be awarded in this category.
- 3 Credits will be given for MEC 265 or ELE 233. No more than 3 credits will be awarded in this category.

- 3 Credits will be given for MEC 162 or MEC 165. No more than 3 credits will be awarded in this category.

This Crosswalk is an unofficial document representing possible credits towards this degree based on academic course mappings. To receive credit students must work with Credit for Prior Learning Specialist to fill out all official requests and forms.

## Curriculum Change Request Agenda Item For Curriculum Committee

**Proposed by:** Credit for Prior Learning Committee and Ben Sherman

**Effective year:**    Fall         Spring 2020    Immediate

**Proposal title:** CPL – Awarding Academic Credit for Manufacturing and Trade Credentials – AAS Technical Studies – Electrical Track

**Date:** 8/23/2019

1. **PROPOSED CHANGE** - select from these categories, click on the appropriate box and attach required documents according to the Curriculum Committee Procedures:

- New Courses
- 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**

As part of the G3 Grant, industry credentials in several fields have been reviewed and matched to academic courses to be awarded transfer credits. This will allow students who come in to Germanna with credentials to move through their program faster. The attached list of Manufacturing and Trade industry credentials has been approved by the Germanna Credit for Prior Learning Committee as meeting the criteria for academic credit.

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

<b>CURRICULUM:</b> Awarding Credit for Prior Learning increases the options for satisfying degree requirements. These changes allow for seamless transition between non-credit and academic programs within Germanna Community College.
<b>INSTRUCTIONAL LOAD:</b> None
<b>SCHEDULING:</b> Many of these technical foundation and specialization courses can be completed either through apprenticeship and work-learning or traditional academic classes. Scheduling may be impacted as cohorts are developed.
<b>TRANSFERABILITY:</b> None, this program is not designed for transfer.
<b>ACCREDITATION IMPACT:</b> None



Melody Crenshaw CPL 8/19/2019

Austin Davis 8/10/19  
Signature of Faculty Member or Staff Date

[Signature] 8/10/19  
Signature of Faculty Member or Staff Date

[Signature] Joseph Allen Miller 8/10/19  
Signature of Faculty Member or Staff Date

[Signature] 8/10/19  
Signature of Faculty Member or Staff Date

[Signature]  
Signature of Faculty Member or Staff Date

[Signature] Benjamin Sherman 8/10/19  
Signature of Department Head Date

5. ADDITIONAL SUPPORT FOR PROPOSAL (if any)

Click here to enter text.

6. COMMENTS BY DEANS OF INSTRUCTION

Martin Olney 8/13/19  
SIGNATURE OF DEAN OF INSTRUCTION DATE

[Signature] August 16, 2019  
SIGNATURE OF DEAN OF INSTRUCTION DATE

7. COMMITTEE ACTION

[Signature] 9-5-2019  
SIGNATURE OF COMMITTEE CHAIR DATE

8. ACCREDITATION IMPACT

\_\_\_\_\_  
SIGNATURE DATE

APPROVED

DISAPPROVED

*Jeanne Wayte*  
SIGNATURE OF VP FOR ACADEMIC AFFAIRS AND STUDENT SERVICES DATE *9/2/19*

**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		

**Academic Program Area: Industrial Electrician**

Course Title	Credit Course	Credit Hours	Cert Name	Program Approval	Pre-req.
Introduction to Construction	BLD 110	3	NCCER Core		
OSHA 10	SAF 130	1	OSHA Training Institute		
Practical Electricity I	ELE 133	3	NCCER Levels 1, 2, 3, 4 Electrical		
Electrical/Electronic Blueprint Reading	CAD 135	2	NCCER Levels 1, 2 Electrical		
<b>Total Number of Credits for General Technician Cert</b>		<b>9</b>			
OSHA 30 Construction Safety	BLD 215	2	OSHA Training Institute		
National Electrical Code	ELE 131	3	NCCER Levels 1, 2 Electrical		
AC and DC Circuit Fundamentals	ELE 150	3	NCCER Levels 1, 2 Electrical		
Commerical Wiring Methods <sup>1</sup> (ELE 173) or Residential Wiring Methods <sup>1</sup> (ELE 127) or Industrial Wiring Methods <sup>1</sup> (ELE 245)	ELE 173 or ELE 127 or ELE 245	3	NCCER Levels 1, 2 Electrical		
<b>Total Number of Credits for Electrical Technician Cert</b>		<b>11</b>			
Practical Electricity II	ELE 134	3	NCCER Levels 1, 2, 3, 4 Electrical		
Electrical Control Systems	ELE 156	3	NCCER Levels 1, 2, 3, 4		
Electrical Motors	ELE 159	3	NCCER Levels 1, 2, 3, 4 Electrical		
Work Base Learning		6	Verified with Employer		
<b>Total Number of Credits for AAS Only</b>		<b>15</b>			
<b>Total Number of Transfer Credits That Apply to Industrial Electrician AAS</b>		<b>35</b>			

Notes:

- 3 Credits will be given for ELE 173 or ELE 172 or ELE 245 depending on the student's career path. No more than 3 credits will be awarded in this category.

This Crosswalk is an unofficial document representing possible credits towards this degree based on academic course mappings. To receive credit students must work with Credit for Prior Learning Specialist to fill out all official requests and forms.

## Curriculum Change Request Agenda Item For Curriculum Committee

**Proposed by:** Credit for Prior Learning Committee and Ben Sherman

**Effective year:**  Fall  Spring 2020  Immediate

**Proposal title:** CPL – Awarding Academic Credit for Manufacturing and Trade Credentials – AAS Technical Studies – Asphalt Track

**Date:** 8/23/2019

1. **PROPOSED CHANGE** - select from these categories, click on the appropriate box and attach required documents according to the Curriculum Committee Procedures:

- New Courses
- 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

As part of the G3 Grant, industry credentials in several fields have been reviewed and matched to academic courses to be awarded transfer credits. This will allow students who come in to Germanna with credentials to move through their program faster. The attached list of Manufacturing and Trade industry credentials has been approved by the Germanna Credit for Prior Learning Committee as meeting the criteria for academic credit.

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

<b>CURRICULUM:</b> Awarding Credit for Prior Learning increases the options for satisfying degree requirements. These changes allow for seamless transition between non-credit and academic programs within Germanna Community College.
<b>INSTRUCTIONAL LOAD:</b> None
<b>SCHEDULING:</b> Many of these technical foundation and specialization courses can be completed either through apprenticeship and work-learning or traditional academic classes. Scheduling may be impacted as cohorts are developed.
<b>TRANSFERABILITY:</b> None, this program is not designed for transfer.
<b>ACCREDITATION IMPACT:</b> None

Melody Crenshaw CPL 8/19/2019

Eric Pratt 8/10/19  
Signature of Faculty Member or Staff Date

Anti New 8/10/19  
Signature of Faculty Member or Staff Date

Joseph Allen Miller 8/10/19  
Signature of Faculty Member or Staff Date

[Signature] 8/10/19  
Signature of Faculty Member or Staff Date

[Signature] 8/10/19  
Signature of Faculty Member or Staff Date

[Signature] 8/10/19  
Signature of Department Head Date

5. ADDITIONAL SUPPORT FOR PROPOSAL (if any)

Click here to enter text.

6. COMMENTS BY DEANS OF INSTRUCTION

Martin Obrye 8/13/19  
SIGNATURE OF DEAN OF INSTRUCTION DATE

[Signature] August 16, 2019  
SIGNATURE OF DEAN OF INSTRUCTION DATE

7. COMMITTEE ACTION

\_\_\_\_\_  
SIGNATURE OF COMMITTEE CHAIR DATE

8. ACCREDITATION IMPACT

\_\_\_\_\_  
SIGNATURE DATE

APPROVED

DISAPPROVED

*James Wesley*  
SIGNATURE OF VP FOR ACADEMIC AFFAIRS AND STUDENT SERVICES

9/2/19  
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		

**Academic Program Area: Asphalt Technician**

Course Title	Credit Course	Credit Hours	Cert Name	Program Approval	Pre-req.
Introduction to Construction	BLD 110	3	NCCER Core		
OSHA 10	SAF 130	1	OSHA Training Institute		
Practical Electricity 1	ELE 133	3	NCCER Levels 1, 2, 3, 4 Electrical		
Electrical and Electronic Blueprint Reading	CAD 135	2	NCCER Levels 1, 2 Electrical		
<b>Total Number of Credits for General Technician CSC</b>		<b>7</b>			
Studies in the Asphalt Field	CIV 193	2	V.D.O.T. Asphalt Field Level 1 and 2		
Studies in Asphalt Plant Operations	CIV 195	2	V.D.O.T. Asphalt Plant Level 1 and 2		
Studies in Slurry Surfacing and Surface Treatment	IND 193	1	V.D.O.T. Slurry Surfacing and Surface Treatment		
Topics in Asphalt Mix Design	IND 195	3	V.D.O.T. Asphalt Mix Design		
Industrial Safety	SAF 127	2	OSHA Training Institute		
Mechanical Maintenance <sup>1</sup> (MEC 154) or Electrical Control Systems <sup>1</sup> (ELE 156)	MEC 154 or ELE 156	3	NIMS Electrical Systems or NIMS Basic Mechanical Systems/ NCCER Levels 1, 2, 3, 4 Electrical		
Fluid Mechanics <sup>2</sup> (MED 265) or Programmable Logic Controller Systems I <sup>2</sup> (MEC 161) or Basic Fluid Mechanics / Hydraulics Pneumatics <sup>2</sup> (ELE 233)	MEC 265 or MEC 161 or ELE 233	3	NIMS Basic Hydraulic Systems or NIMS Area 3 Basic Hydraulics or NIMS Electronic Control Systems		
<b>Total No. credits for Asphalt Technician CSC</b>		<b>16</b>			
National Electrical Code	ELE 131	3	NCCER Levels 1,2 Electrical		
Work Based Learning		6	Verified by Employer and Dept of Labor Journeyman Card		
<b>Total Number of credits for AAS Only</b>		<b>9</b>			
<b>Total No. of Transfer Credits That Apply to Asphalt Technician AAS</b>		<b>34</b>			

Notes: 1. 3 Credits will be given for MEC 154 or ELE 156. No more than 3 credits will be awarded in this category. 2. 3 Credits will be given for MEC 265 or MEC 161 or ELE 233. No more than 3 credits will be awarded in this category.

This Crosswalk is an unofficial document representing possible credits towards this degree based on academic course mappings. To receive credit students must work with Credit for Prior Learning Specialist to fill out all official requests and forms.

## Curriculum Change Request Agenda Item For Curriculum Committee

**Proposed by:** Credit for Prior Learning Committee and Jill Noel

**Effective year:**  Fall  Spring 2020  Immediate

**Proposal title:** Credit for Prior Learning – Awarding Academic Credit for DCJS Credentials

**Date:** 8/23/2019

1. **PROPOSED CHANGE** - select from these categories, click on the appropriate box and attach required documents according to the Curriculum Committee Procedures:

- New Courses
- 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**

As part of the G3 Grant, industry credentials in several fields have been reviewed and matched to academic courses to be awarded transfer credits. This will allow students who come in to Germanna with credentials to move through their program faster. The attached list of Administration of Justice industry credentials has been approved by the Germanna Credit for Prior Learning Committee as meeting the criteria for academic credit.

Accepting industry credentials for the Administration of Justice pathway broadens the ability to serve adult students who have prior experience.

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

<b>CURRICULUM:</b> Awarding Credit for Prior Learning increases the options for satisfying degree requirements.
<b>INSTRUCTIONAL LOAD:</b> None
<b>SCHEDULING:</b> None
<b>TRANSFERABILITY:</b> None, this program is not designed for transfer.
<b>ACCREDITATION IMPACT:</b> None



Y/N 08/13/19  
Signature/Printed Name of Faculty Evaluator or Staff Date

[Signature] 08/14/19  
Signature/Printed Name of Faculty Evaluator or Staff Date


[Signature] 8/14/15  
Signature/Printed Name of Department Head Date

[Signature] 8/14/19  
Signature/Printed Name of Dean of Instruction Date

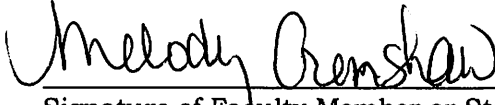
Melody Crenshaw 8/19/2019  
Signature/Printed Name of CPL Committee Chair Date

  
Signature of Faculty Member or Staff      8/19/19  
Date

Signature of Faculty Member or Staff      Date

  
Signature of Faculty Member or Staff      8/19/19  
Date

Signature of Faculty Member or Staff      Date

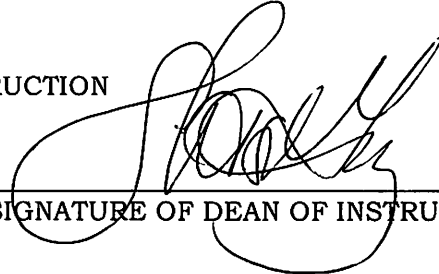
  
Signature of Faculty Member or Staff      8/19/2019  
Date

x  
Signature of Department Head      Date

5. ADDITIONAL SUPPORT FOR PROPOSAL (if any)

Click here to enter text.

6. COMMENTS BY DEANS OF INSTRUCTION

  
SIGNATURE OF DEAN OF INSTRUCTION      8/19/2019  
DATE

SIGNATURE OF DEAN OF INSTRUCTION      DATE

7. COMMITTEE ACTION

  
SIGNATURE OF COMMITTEE CHAIR      9-5-2019  
DATE

8. ACCREDITATION IMPACT

SIGNATURE      DATE

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

APPROVED

DISAPPROVED

SIGNATURE OF VP FOR ACADEMIC AFFAIRS AND STUDENT SERVICES DATE

*Janet Weston*

9/2/19

**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		

## Prior Learning Training or Certification Map

<b>Course: ADJ 150 Introduction to Security Administration ( 3 credits)</b>	<b>(38% + work experience) Mapped</b>
Certification Name. Unarmed Security	
Certification Website. <a href="https://www.dcjs.virginia.gov/licensure-and-regulatory-affairs/training/courses/01e-security-officer-course-subjects">https://www.dcjs.virginia.gov/licensure-and-regulatory-affairs/training/courses/01e-security-officer-course-subjects</a>	
<a href="https://www.dcjs.virginia.gov/licensure-and-regulatory-affairs/private-security-services-individual">https://www.dcjs.virginia.gov/licensure-and-regulatory-affairs/private-security-services-individual</a>	
Mapped By: Jillian C Noel	
Date: 7/31/2019	
Verification Website: 1100 Bank Street, Richmond, VA 23219 Cordelia D. Starks 804 -786 -1524	
<a href="https://www.dcjs.virginia.gov/licensure-and-regulatory-affairs/private-security-services">https://www.dcjs.virginia.gov/licensure-and-regulatory-affairs/private-security-services</a>	

### Course Outcomes (ADJ 150 Introduction to Security Administration)

Course Outcomes	Certification/Training Match
<b>Describe the basic functions of security administration</b>	Applicable sections of the Code of Virginia and Regulations Relating to Private Security Services General Duties and Responsibilities Security Patrol, Access Control, and Communications Documentation, Emergency Procedures Written comprehensive examination
<b>Assess historical, philosophical, and legal developments associated with security administration in the United States.</b>	Code of Ethics Written comprehensive examination
<b>Examine challenges facing security personnel in today's dynamic and changing society.</b>	Signs of Terrorism  Confrontation Management Use of force  Written comprehensive examination
<b>Work Experience</b>	Verified 90 consecutive days employment in a security position with one employer.

NOTE: Must be validated through the Registry System of DCJS.

## Prior Learning Training or Certification Map

<b>Course: ADJ 139 - PRIVATE INVESTIGATORS (4 CR.)</b>	<b>(100%) Mapped</b>
Certification Name: Private Investigator	
Certification Website: <a href="https://www.dcjs.virginia.gov/licensure-and-regulatory-affairs/private-security-services-individual">https://www.dcjs.virginia.gov/licensure-and-regulatory-affairs/private-security-services-individual</a>	
Mapped By: Jillian C. Noel	
Date: 7/31/2019	
Verification Website: 1100 Bank Street, Richmond, VA 23219 Cordelia D. Starkes 804 -786 -1524 <a href="https://www.dcjs.virginia.gov/licensure-and-regulatory-affairs/private-security-services">https://www.dcjs.virginia.gov/licensure-and-regulatory-affairs/private-security-services</a>	

## Course Outcomes ( ADJ 139 Private Investigator )

Course Outcomes	Certification/Training Match
<b>Meet state requirements for a private investigators' license</b>	Applicable sections of the Code of Virginia 6VAC20-174, Regulations Relating to Private Security Services Standards of professional conduct, ethics Written comprehensive examination
<b>Describe interviewing techniques used.</b>	Tools and techniques Surveillance Research Interviewing Written comprehensive examination,
<b>Differentiate between civil law and criminal law</b>	Criminal, Accident, Insurance, Background, Domestic, Undercover, Fraud and financial, Missing persons and property Written comprehensive examination
<b>Describe the methods used to collect and report information.</b>	Report preparations, Photography, Audio recording, General communication, Courtroom testimony Written comprehensive examination

## **Germanna Community College Branding Project**

2020 marks the 50<sup>th</sup> anniversary of Germanna Community College. This presents a unique opportunity to transition to a refreshed brand, identity and visual platform to launch in 2021.

As the higher education landscape has evolved over the past 10 years, Germanna's current identity has quickly become dated and ineffective in conveying the high quality and often exceptional things happening at the College. A new forward-thinking brand platform should be developed looking towards the next 50 years and reflect and embody the aspirations of the institution. Prospective students are savvy marketers and a visually exciting refreshed identity is essential to reach our target audiences. A new visual identity should also deliver well through emerging communications technologies.

This is an opportunity to tell a more complete Germanna story. The new brand should also support the organization's maturing fundraising goals and establish a copy platform for prospect cultivation on both the recruitment and development side.

Key deliverables:

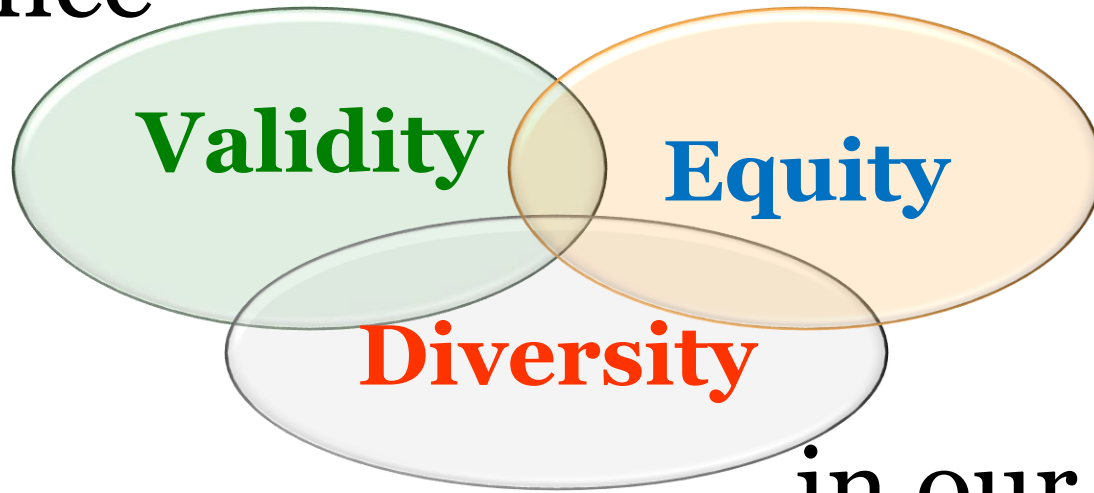
- Data-driven recommendations on the unique brand position of the College/foundation
- Articulation of brand promise
- Copy platform for College/foundation
- Messaging variants for target populations
- Expression of brand through new identity and tag line
- Visual identity system needed to communicate brand position
- New prospective student and donor website aligned with recruitment and fundraising goals
  - New information architecture
  - New technology platform
  - Integration with College CMS and systems
  - New copy and messaging

The College seeks one-time local funds, of up to \$500,000, in order to accomplish these important deliverables. The Marketing and Recruitment department is staffed with one director, one designer, one developer and two recruiters. We are staffed to maintain operation of the current website, communication pieces and recruitment operations at our current capacity but does not have the skill set to deliver a new high quality identity or successful marketing website.

# Search Advocate Mission



Enhance



in our searches

***“We cannot rid work organizations of discrimination until we recognize both that much employment discrimination originates in automatic cognitive processes, and that it occurs because of work organizations’ personnel practices.” (Reskin 2000)***

# Search Advocate Values



**Collaboration** – working together towards a common goal

**Empathy** – imagining what another might be thinking or feeling without imposing one's own perspective.

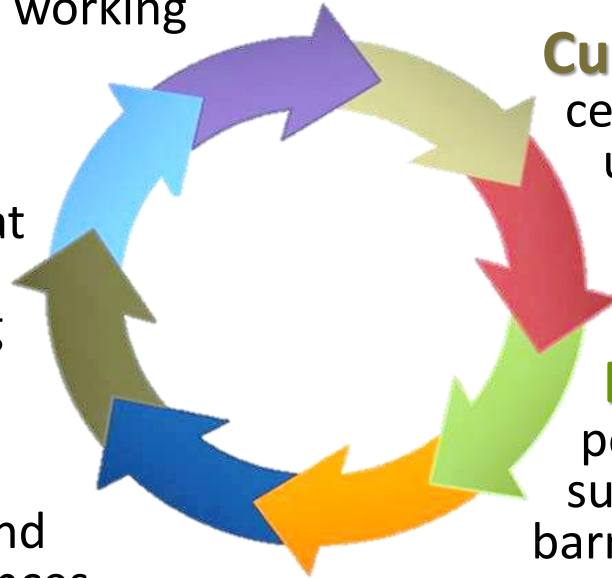
**Inclusion** – showing value for each person and respect for their differences, supporting full participation and ensuring that all are able to reach their potential

**Respect** – honoring, admiring, esteeming, treating others with courtesy and dignity

**Curiosity** – letting go of certainty; seeking to understand the unfamiliar and resist the rush to judgment

**Equity** – ensuring that each person has what they need to succeed; addressing continued barriers to a level playing field

**Hospitality** – welcoming others with respect, regard, and sensitivity to their needs and desires





# Search Advocate Role



Attend to search and selection *process*

Recommend practices/process enhancements to enhance equity, validity, and diversity

- **Advocate** effectively for diversity
- Help **minimize/mitigate implicit bias**
- Help committee members **test their thinking**

Support communication and alignment between committee and hiring official

Connect with Search Advocate liaison

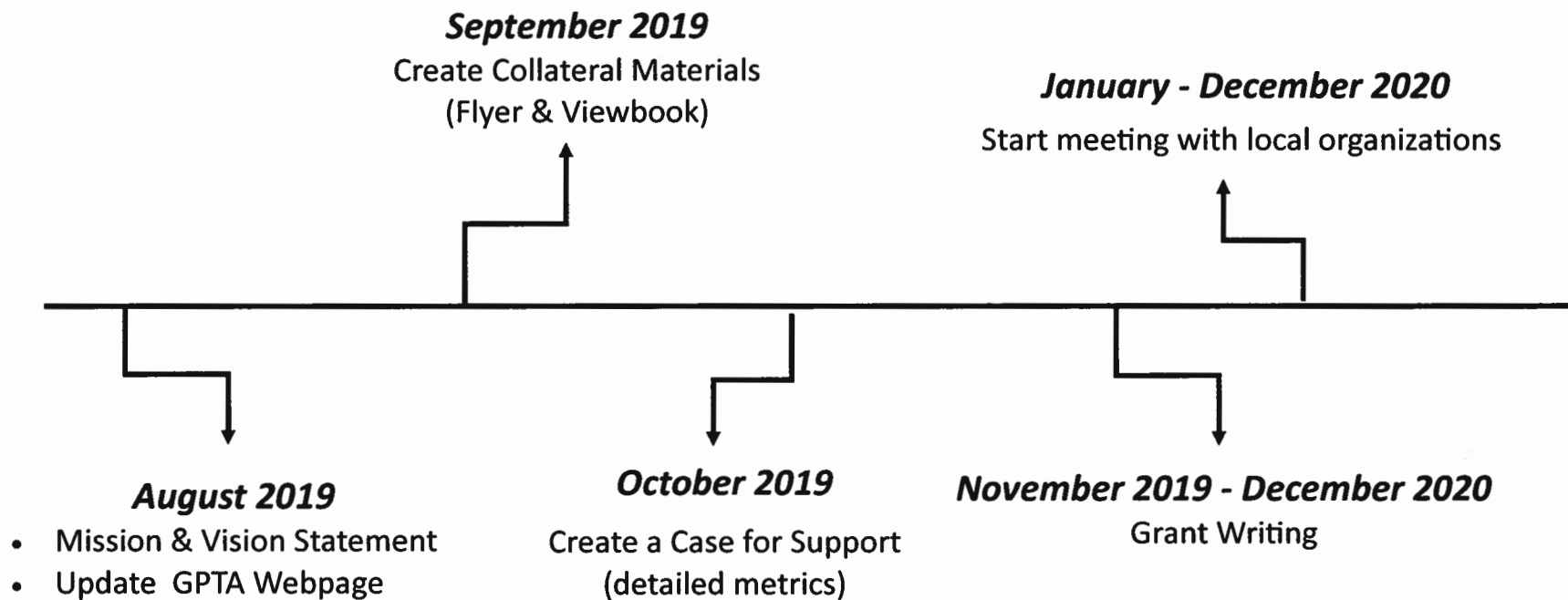
Foundation Financial Snapshot

<b>Assets</b>	<b>7/31/2019</b>	<b>7/31/2018</b>	<b>Diff.</b>
Cash	\$ 379,000	\$ 358,000	\$ 21,000
Art	\$ 313,000	\$ 313,000	\$ -
Land	\$ 1,350,000	\$ 1,350,000	\$ -
Stocks and Bonds	\$ 7,300,000	\$ 6,645,000	\$ 655,000
Other	\$ 158,000	\$ 334,000	\$ (176,000)
<b>Total Assets</b>	<b>\$ 9,500,000</b>	<b>\$ 9,000,000</b>	<b>\$ 500,000</b>
Revenue	\$ 1,700,000	\$ 1,000,000	
Expenses	\$ 500,000	\$ 451,000	
Net	\$ 1,200,000	\$ 549,000	
<b>Stocks and Bonds</b>			
1-Jan	\$ 7,100,000	\$ 6,340,000	\$ 760,000
31-Jul	\$ 7,300,000	\$ 6,645,000	\$ 655,000
Net Change	\$ 200,000	\$ 305,000	
<b>Events</b>			
Monte Carlo Revenue	\$ 546,000	\$ 263,000	\$ 283,000
Monte Carlo Expense	\$ 61,900	\$ 41,000	\$ 20,900
Monte Carlo Net	\$ 484,100	\$ 222,000	\$ 262,100
Golf Revenue*	\$ 1,000	\$ 550	\$ 450
Golf Expense	\$ 1,600	\$ 5,000	\$ (3,400)
Golf Net	\$ (600)	\$ (4,450)	\$ 3,850
DPOY Revenue	\$ 3,500	\$ -	\$ 3,500
DPOY Expense	\$ -	\$ -	\$ -
DPOY Net	\$ 3,500	\$ -	\$ 3,500
Total Events Revenue	\$ 550,500	\$ 263,550	\$ 286,950
Total Events Expense	\$ 63,500	\$ 46,000	\$ 17,500
Total Events Net	\$ 487,000	\$ 217,550	\$ 269,450
<b>* Golf revenue as of 8/31</b>	<b>21500</b>	<b>10875</b>	<b>10625</b>

Term	# Students	GGP\$ Spent	Average
Fall 2018	137	\$ 82,265	\$ 600
Spring 2019	142	\$ 60,939	\$ 429
Summer 2019	121	\$ 50,837	\$ 420
Fall 2019	279	\$ 232,663	\$ 834
Total	679	\$ 426,704	\$ 628
<b>Germanna Scholars</b>			
Number of Students:		51	
Est. Annual Expenditure:		\$170,000	
<b>Endowed and Non-Endowed Scholarships</b>			
Number of Students:		135	
Est. Annual Expenditures:		\$ 365,000	

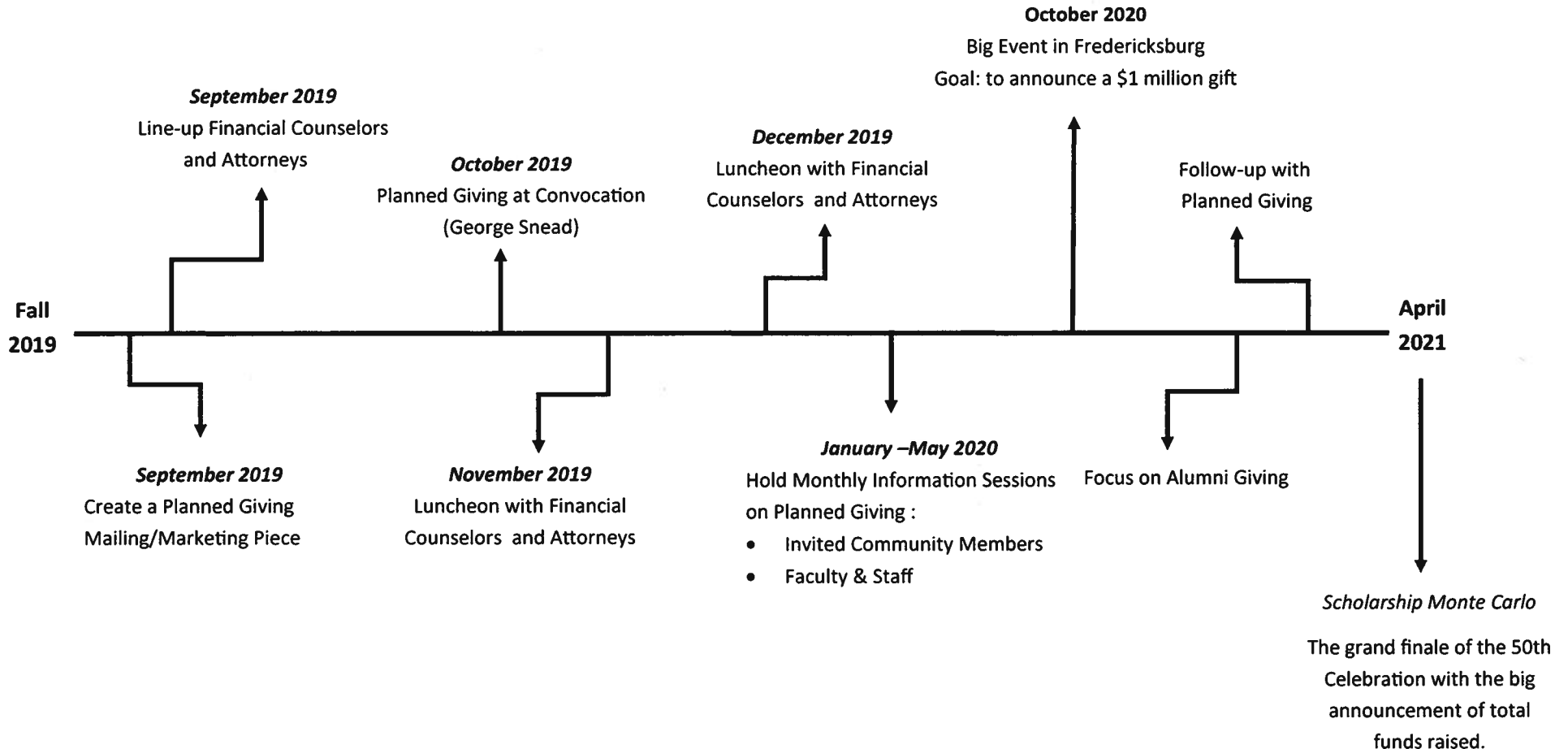
# Germanna Community College Gladys P. Todd Academy Task Force

## Timeline for Fundraising



# Germanna Community College 50th Anniversary

## Focus on Planned Giving



**Germanna Community College**  
**Local Funds Financial Analysis**  
**For Financial Statements for the Twelve Months Ended June 30, 2019**

## **FINANCIAL ANALYSIS**

### **Restricted Funds**

Year-to-date (YTD) revenues reflect \$10,664,336 in Federal Grants (Pell and Direct Loans) and \$17,508 in receipts for private scholarships. Disbursements to students totaled \$10,689,271. The restricted fund balance of \$49,476 represents aid to be disbursed in private scholarships for summer and fall terms.

**Loan Funds** – No activity.

**Endowment Funds** – No activity.

### **Plant Funds**

\$308,134 has been received. All budgeted maintenance and capital contributions were received, with an additional \$25,000 from the Fredericksburg EDA for FredCAT. \$31,532 has been received in interest income. Expenses of \$384,384 include return of \$77,875 to the Foundation which was part of an initial deposit for the SEBIC building that was subsequently funded by localities. \$67,739 has been paid for FredCAT rent from designated FredCAT contributions as grant funding has expired. The majority of the remaining expenses of \$238,770 were incurred at the new Stafford site to complete the initial square footage as well as prepare the additional leased space for classes in January. We received notice in June that Caroline County will no longer provide the \$42,000 annual rent subsidy. This subsidy covered the majority of the \$49,848 annual rental of the Caroline Center. The viability of this center with the additional expense is under review.

### **Unrestricted Funds**

- **Net Assets** – Unrestricted Fund Balance/Net Assets increased by \$857,434 during the fiscal year. A summary of each fund follows.
- **Local Operating/College Board Fund** – Local appropriations and interest income of \$183,171 have been recorded. Outstanding commitments at year end include \$22,293 from Spotsylvania (subsequently received in July) and \$6,866 from Caroline County (remains outstanding). \$53,961 in expenses have been recorded year to date. Expenses include \$17,988 associated with Convocation/Inauguration, \$7,797 for student recruitment materials, and \$4,215 for electrical work at FAC. Funds were budgeted for the Quality Enhancement Plan (QEP) which were not expended. (Refer to Expenditure Line “Dean of Institutional Effectiveness” on FS Page 3.) Since the QEP is a five-year plan, these funds may be required in a future year. Revenues exceeded expenses by \$129,210 for the year, resulting in an ending fund balance of \$455,492.
- **Vending Fund** – We have received \$280,778 in bookstore commissions (102% of revised annual budget) and \$20,561 in investment income for the year. Expenses of \$11,792 year to date include the annual payment to the Chancellor’s discretionary fund in the amount of \$3,718, and expenses for maintenance of the food service areas including hood cleaning and inspections. Revenues exceeded expenses by \$289,547 for the year, resulting in an ending fund balance of \$2,301,634.
- **Student Activity Fund** – \$192,040 has been collected, which is 110% of budgeted activity fees. The additional fees were generated by correcting the fee structure to charge these mandatory fees to all students. Expenses of \$183,467 include a \$25,000 contribution to the Fredericksburg Transit Authority (bus service), \$7,167 for ID card software and hardware, expenses for hosting events. Revenues exceeded expenses for the year by \$8,573 resulting in an ending fund balance of \$39,187.
- **Parking Auxiliary Fund** – \$222,692 or 111% of budgeted fees have been collected. Expenses of \$79,779 were recorded, with the largest expenditures for snow removal and utilities. \$27,931 in snow removal expenses and utilities of \$24,186 have been recorded. Revenues exceeded expenses by \$148,495 for the year, resulting in an ending fund balance of \$765,763.
- **Facilities Auxiliary Fund** – Fees of \$702,390 were collected, 112% of the annual budget. Expenses total \$450,384 including \$413,916 debt service payments as the majority of the expense. Revenues exceeded expenses by \$281,608 for the year, resulting in an ending fund balance of \$2,268,461.

**Business Unit: GC297 - Germanna**  
**Report ID: AGL00008 - College Balance Sheet - Local**  
**Fiscal Year: 2019**  
**As of Date: 2019-06-30**  
**Scope: Local Funds**

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Plant</u>	<u>Loan</u>	<u>Endowment</u>	<u>Agency</u>
<b>Assets:</b>						
Cash	2,666,520.09	74,476.46	875,527.16	0.00	(92.40)	87,023.52
Petty Cash	1,000.00	0.00	0.00	0.00	0.00	0.00
Cash Equivalents	625,991.60	0.00	1,332,739.83	0.00	22,652.69	0.00
Investments	2,273,563.20	0.00	0.00	0.00	0.00	0.00
Current Receivables	43,369.78	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	229,760.43	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
<b>Total Assets:</b>	<b><u>5,829,423.10</u></b>	<b><u>74,476.46</u></b>	<b><u>3,485,797.99</u></b>	<b><u>0.00</u></b>	<b><u>22,560.29</u></b>	<b><u>87,023.52</u></b>
<b>Liabilities:</b>						
Accounts Payable - Current	(37.05)	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	1,152.07	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
<b>Fund Balances</b>	<b><u>5,830,538.12</u></b>	<b><u>49,476.46</u></b>	<b><u>3,485,797.99</u></b>	<b><u>0.00</u></b>	<b><u>22,560.29</u></b>	<b><u>87,023.52</u></b>
<b>Total Liabilities and Fund Balances:</b>	<b><u>5,829,423.10</u></b>	<b><u>74,476.46</u></b>	<b><u>3,485,797.99</u></b>	<b><u>0.00</u></b>	<b><u>22,560.29</u></b>	<b><u>87,023.52</u></b>
Local Operating / College Board	455,492.49					
Vending	2,301,634.16					
Student Activities	39,187.29					
Parking Auxiliary	765,763.35					
Facilities Auxiliary	2,268,460.83					
Total Unrestricted Funds	<u>5,830,538.12</u>					

Business Unit: GC297 - Germanna  
 Report ID: AGL00009 - Stmt of Changes - Local Funds  
 Fiscal Year: 2019  
 As of Date: 2019-06-30  
 Scope: Local Funds

	Unrestricted	Restricted	Loan	Endowment	Plant
<b>Revenues:</b>					
Unrestricted Current Fund Revenue	1,636,815.78				
Local Appropriations - Restricted		0.00	0.00	0.00	308,134.00
Federal Grants and Contracts - Restricted		10,664,335.91		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		17,507.50	0.00	0.00	0.00
Private Gifts		0.00	0.00	0.00	0.00
Investment Income		116.70	0.00	(5.87)	31,531.64
Endowment Income		425.17	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	0.00	0.00	0.00	0.00
<b>Total Revenues and Other Additions:</b>	<b>1,636,815.78</b>	<b>10,682,385.28</b>	<b>0.00</b>	<b>(5.87)</b>	<b>339,665.64</b>
<b>Expenditures:</b>					
Educational and General	249,219.28	10,689,271.30			
Auxiliary Enterprise Expenditures	530,162.61				
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					384,383.56
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
<b>Total Expenditures</b>	<b>779,381.89</b>	<b>10,689,271.30</b>	<b>0.00</b>	<b>0.00</b>	<b>384,383.56</b>
<b>Transfers among funds</b>					
Net Increase/(Decrease) for the Year	857,433.89	(6,886.02)	0.00	(5.87)	(44,717.92)
<b>Fund Balances</b>	<b>4,973,104.23</b>	<b>56,362.48</b>	<b>0.00</b>	<b>22,566.16</b>	<b>3,530,515.91</b>
<b>Fund Balances at the End of Year</b>	<b>5,830,538.12</b>	<b>49,476.46</b>	<b>0.00</b>	<b>22,560.29</b>	<b>3,485,797.99</b>



**Germanna Community College**  
**LOCAL OPERATING/COLLEGE BOARD FUND ANNUAL BUDGET**  
**Through June 30, 2019**

<b>Description</b>		<b>Current Period Actual</b>	<b>Annual Budget</b>	<b>Year to Date Actual</b>	<b>Year to Date Variance</b>
<b><u>Revenues</u></b>					
LC1	Spotsylvania County	\$ 22,293	\$ 89,171	\$ 89,171	\$ (1)
LC2	Stafford County	-	26,070	26,070	-
LC3	Caroline County	6,866	6,539	6,866	327
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	645	1,000	2,149	1,149
LC12	<b>Total Revenues</b>	<b>\$ 29,803</b>	<b>\$ 181,695</b>	<b>\$ 183,171</b>	<b>\$ 1,476</b>
<b><u>Expenditures</u></b>					
LC13	Employee Relations	\$ 100	15,000	\$ 13,485	\$ 1,515
LC14	Student Development Programs	5,577	15,000	10,596	4,404
LC15	Student Recruitment	148	8,000	7,797	203
LC16	Operating Contingency Reserve	-	39,000	1,852	37,148
LC17	Dean of Institutional Effectiveness	-	73,695	5,677	68,018
LC18	Commencement - Coffeewood	-	-	-	-
LC19	Physical Plant	670	30,000	14,554	15,446
LC20	<b>Total Expenditures</b>	<b>\$ 6,494</b>	<b>\$ 180,695</b>	<b>\$ 53,961</b>	<b>\$ 126,734</b>
LC21	Net Increase / (Decrease)	\$ 23,309	\$ 1,000	\$ 129,210	\$ 128,210
LC22	Transfers from other funds	-	-	-	-
LC23	Transfers to other funds	-	-	-	-
LC24	Beginning Fund Balance		326,283	326,283	-
LC24	Current Fund Balance		<b>\$ 327,283</b>	<b>\$ 455,492</b>	<b>\$ 128,210</b>

**Germanna Community College**  
**VENDING FUND ANNUAL BUDGET**  
Through June 30, 2019

Description	Current Period Actual	Year to Date Budget	Year to Date Actual	Year to Date Variance
<b>Revenues</b>				
CA1 Bookstore Commissions	\$ 28,071	\$ 275,000	\$ 280,778	\$ 5,778
CA2 Food Service Commissions	-	\$ 1,500	-	(1,500)
CA3 Investment Income	5,979	\$ 19,000	20,561	1,561
CA4 Other Income	-	-	-	-
CA5 <b>Total Revenues</b>	<u>\$ 34,050</u>	<u>\$ 295,500</u>	<u>\$ 301,339</u>	<u>\$ 5,839</u>
<b>Expenditures</b>				
CA6 Regional Activities	\$ -	\$ 4,000	\$ 3,718	\$ 282
CA7 Commissions Contingency Reserve	-	-	-	-
CA8 Bad Debt	-	-	-	-
CA9 President's Discretionary	-	4,500	1,557	2,943
CA10 Cash Over/Under	-	250	-	250
CA11 Fiscal Operating	(1,764)	3,000	(3,261)	6,261
CA12 Travel and Meals - excess	118	200	118	82
CA13 Auxiliary Plant Maintenance	3,657	20,000	6,788	13,212
CA14 Plant Operation and Maintenance	-	-	-	-
CA15 Debt Service	-	-	-	-
CA16 Scholarships	-	-	-	-
CA17 Commencement	-	-	-	-
CA18 Diversity and Inclusion	857	4,000	2,871	1,129
CA19 <b>Total Expenditures</b>	<u>\$ 2,867</u>	<u>\$ 35,950</u>	<u>\$ 11,792</u>	<u>\$ 24,158</u>
CA20 Net Increase / (Decrease)	\$ 31,182	\$ 259,550	\$ 289,547	\$ 29,997
CA21 Transfers from other funds	-	-	-	-
CA22 Transfers to other funds	-	-	-	-
CA23 Beginning Fund Balance		2,012,087	2,012,087	-
CA24 Current Fund Balance		<u>\$ 2,271,637</u>	<u>\$ 2,301,634</u>	<u>\$ 29,997</u>

**Germanna Community College**  
**STUDENT ACTIVITY FUND ANNUAL BUDGET**  
Through June 30, 2019

<b>Description</b>		<b>Current Period</b>	<b>Year to Date</b>	<b>Year to Date</b>	<b>Year to Date</b>
		<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
<b><u>Revenues</u></b>					
SA1	Student Activity Fees	\$ 19,799	\$ 175,000	\$ 192,040	\$ 17,040
SA2	Investment Income	-	-	-	-
SA3	<b>Total Revenues</b>	<b>\$ 19,799</b>	<b>\$ 175,000</b>	<b>\$ 192,040</b>	<b>\$ 17,040</b>
<b><u>Expenditures</u></b>					
SA4	Student Activity Contingency	\$ -	\$ -	\$ -	\$ -
SA5	Student Activities	1,860	40,000	35,695	4,305
SA6	Student Organizations	11,050	35,000	35,185	(185)
SA7	Student Projects	7,499	33,000	30,494	2,506
SA8	Dean of Student Services	2,001	28,000	27,187	813
SA9	Lecture and Culture	2,068	25,000	25,329	(329)
SA10	Student Recognition Program	2,517	4,000	2,718	1,283
SA11	Wellness & Recreation	2,443	30,000	24,151	5,849
SA12	Co-Curricular Programs	350	5,000	2,709	2,291
SA13	<b>Total Expenditures</b>	<b>\$ 29,788</b>	<b>\$ 200,000</b>	<b>\$ 183,467</b>	<b>\$ 16,534</b>
SA14	Net Increase / (Decrease)	\$ (9,989)	\$ (25,000)	8,573	\$ 33,573
SA15	Transfers from other funds	-	-	-	-
SA16	Transfers to other funds	-	-	-	-
SA17	Beginning Fund Balance		30,614	30,614	-
SA18	Current Fund Balance		<b>\$ 5,614</b>	<b>\$ 39,187</b>	<b>\$ 33,573</b>

**Germanna Community College**  
**PARKING AUXILIARY FUND BUDGET**  
**Through June 30, 2019**

Description	Current Period Actual	Year to Date Budget	Year to Date Actual	Year to Date Variance
<b><u>Revenues</u></b>				
PA1 Parking Auxiliary Fees	\$ 20,287	200,000	\$ 222,692	22,692
PA2 Parking Auxiliary Invest Income	1,553	-	5,582	5,582
PA3 <b>Total Revenues</b>	<b>\$ 21,840</b>	<b>\$ 200,000</b>	<b>\$ 228,274</b>	<b>\$ 28,274</b>
<b><u>Expenditures</u></b>				
PA4 Parking Auxiliary Enterprise	\$ 7,871	\$ 229,203	79,779	149,424
PA5 <b>Total Expenditures</b>	<b>\$ 7,871</b>	<b>\$ 229,203</b>	<b>\$ 79,779</b>	<b>\$ 149,424</b>
PA6 Net Increase / (Decrease)	\$ 13,970	\$ (29,203)	\$ 148,495	\$ 177,698
PA7 Transfers from Facilities Aux	-	-	-	-
PA8 Transfers to Local Plant Fund	-	-	-	-
PA9 Beginning Fund Balance		617,268	617,268	-
PA10 Current Fund Balance		<u>\$ 588,065</u>	<u>\$ 765,763</u>	<u>\$ 177,698</u>

**Germanna Community College**  
**FACILITIES AUXILIARY FUND BUDGET**  
**Through June 30, 2019**

<b>Description</b>		<b>Current Period</b>	<b>Year to Date</b>	<b>Year to Date</b>	<b>Year to Date</b>
		<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
<b>Revenues</b>					
FA1	Facilities Auxiliary Fees	\$ 64,850	625,000	\$ 702,390	\$ 77,390
FA2	Facilities Auxiliary Invest Income	8,593	-	29,602	29,602
FA3	<b>Total Revenues</b>	<b>\$ 73,442</b>	<b>\$ 625,000</b>	<b>\$ 731,992</b>	<b>\$ 106,992</b>
<b>Expenditures</b>					
FA4	Facilities Auxiliary Enterprise	\$ 3,171	\$ 484,590	450,384	\$ 34,206
FA5	<b>Total Expenditures</b>	<b>3,171</b>	<b>484,590</b>	<b>450,384</b>	<b>34,206</b>
FA6	Net Increase / (Decrease)	\$ 70,271	\$ 140,410	\$ 281,608	\$ 141,198
FA7	Transfers to Local Parking Maint	-	-	-	-
FA8	Transfers to State Plant Fund	-	-	-	-
FA9	Beginning Fund Balance		1,986,852	1,986,852	-
FA10	Current Fund Balance		2,127,262	2,268,461	141,198

**Germanna Community College**  
**Local Funds Financial Analysis**  
For Financial Statements as of and for the Two Months Ended August 31, 2019

## **FINANCIAL ANALYSIS**

### **Restricted Funds**

Year-to-date (YTD) revenues reflect \$104,781 in receipts for private scholarships to date with scholarship disbursements of \$98,136. Restricted cash is \$56,121, up \$6,645 from June 30 due to private grant receipt (Carter Bennett Scholarship) pending future disbursement.

### **Loan Funds**

No activity.

### **Endowment Funds**

No activity.

### **Plant Funds**

\$79,024 was received, composed of \$50,000 from Stafford, \$1,669 from Orange County, and \$25,000 from Fredericksburg for the FredCat project. \$2,716 was received in interest income. \$21,000 from the final Caroline County rent subsidy (FY19 commitment) was moved to offset rental expenses. Caroline County has informed us that they will no longer provide a rent subsidy for the Caroline Center.

### **Unrestricted Funds**

- **Net Assets** – Unrestricted Fund Balance/Net Assets decreased by \$87,528 during the first two months of the fiscal year. A summary of each fund follows.
- **Local Operating/College Board Fund** – Local appropriations of \$66,674 were received, composed of \$12,215 from Stafford, \$28,158 from Culpeper, \$16,931 from Orange County, and \$9,291 from the City of Fredericksburg. No expenses were recorded during the first two months of the fiscal year.
- **Vending Fund** – We have received \$15,219 in bookstore commissions and \$1,096 in investment income for the year. Expenses of \$1,385 were incurred with the majority for facility maintenance.
- **Student Activity Fund** – \$33,908 has been collected, which is 19% of budgeted fees. Expenses of \$33,863 include a \$25,000 contribution to the Fredericksburg Transit Authority (bus service).
- **Parking Auxiliary Fund** – \$40,674 or 20% of budgeted revenues have been collected. Expenses of \$5,573 were recorded, primarily utilities.
- **Facilities Auxiliary Fund** – Revenues of \$129,925 were collected, 20% of the annual budget. Expenses total \$334,203, including a \$331,594 annual debt service payment as the majority of the expense.

**Business Unit: GC297 - Germanna**  
**Report ID: AGL00008 - College Balance Sheet - Local**  
**Fiscal Year: 2020**  
**As of Date: 2019-08-31**  
**Scope: Local Funds**

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Plant</u>	<u>Loan</u>	<u>Endowment</u>	<u>Agency</u>
<b>Assets:</b>						
Cash	2,611,075.42	81,121.13	951,835.41	0.00	(138.56)	238,656.36
Petty Cash	1,000.00	0.00	0.00	0.00	0.00	0.00
Cash Equivalents	629,737.48	0.00	1,335,455.43	0.00	22,698.85	0.00
Investments	2,272,768.37	0.00	0.00	0.00	0.00	0.00
Current Receivables	14,211.03	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
<b>Total Assets:</b>	<b><u>5,743,010.30</u></b>	<b><u>81,121.13</u></b>	<b><u>3,564,821.84</u></b>	<b><u>0.00</u></b>	<b><u>22,560.29</u></b>	<b><u>238,656.36</u></b>
<b>Liabilities:</b>						
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
<b>Fund Balances</b>	<b><u>5,743,010.30</u></b>	<b><u>56,121.13</u></b>	<b><u>3,564,821.84</u></b>	<b><u>0.00</u></b>	<b><u>22,560.29</u></b>	<b><u>238,656.36</u></b>
<b>Total Liabilities and Fund Balances:</b>	<b><u>5,743,010.30</u></b>	<b><u>81,121.13</u></b>	<b><u>3,564,821.84</u></b>	<b><u>0.00</u></b>	<b><u>22,560.29</u></b>	<b><u>238,656.36</u></b>
Local Operating / College Board	522,166.40					
Vending	2,316,564.52					
Student Activities	39,232.26					
Parking Auxiliary	800,864.26					
Facilities Auxiliary	2,064,182.86					
Total Unrestricted Funds	<u>5,743,010.30</u>					

**Business Unit: GC297 - Germanna**  
**Report ID: AGL00009 - Stmt of Changes - Local Funds**  
**Fiscal Year: 2020**  
**As of Date: 2019-08-31**  
**Scope: Local Funds**

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Loan</u>	<u>Endowment</u>	<u>Plant</u>
<b>Revenues:</b>					
Unrestricted Current Fund Revenue	287,496.30				
Local Appropriations - Restricted		0.00	0.00	0.00	76,308.25
Federal Grants and Contracts - Restricted		100,660.39		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		4,074.50	0.00	0.00	0.00
Private Gifts		0.00	0.00	0.00	0.00
Investment Income		10.05	0.00	0.00	2,715.60
Endowment Income		36.11	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	0.00	0.00	0.00	0.00
<b>Total Revenues and Other Additions:</b>	<b>287,496.30</b>	<b>104,781.05</b>	<b>0.00</b>	<b>0.00</b>	<b>79,023.85</b>
<b>Expenditures:</b>					
Educational and General	35,248.15	98,136.38			
Auxiliary Enterprise Expenditures	339,775.97				
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					0.00
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
<b>Total Expenditures</b>	<b>375,024.12</b>	<b>98,136.38</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Transfers among funds</b>					
Net Increase/(Decrease) for the Year	(87,527.82)	6,644.67	0.00	0.00	79,023.85
<b>Fund Balances</b>	<b>5,830,538.12</b>	<b>49,476.46</b>	<b>0.00</b>	<b>22,560.29</b>	<b>3,485,797.99</b>
<b>Fund Balances at the End of Year</b>	<b>5,743,010.30</b>	<b>56,121.13</b>	<b>0.00</b>	<b>22,560.29</b>	<b>3,564,821.84</b>



**Germanna Community College**  
**LOCAL OPERATING/COLLEGE BOARD FUND ANNUAL BUDGET**  
Through August 31, 2019

<b>Description</b>		<b>Current Period</b>	<b>Annual</b>	<b>Year to Date</b>	<b>Year to Date</b>
		<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
<b><u>Revenues</u></b>					
LC1	Spotsylvania County	\$ -	\$ 89,171	\$ -	\$ (89,171)
LC2	Stafford County	12,215	48,858	12,215	(36,644)
LC3	Caroline County	28,158	6,539	28,158	21,619
LC4	King George County	-	-	-	-
LC5	Culpeper County	-	28,158	-	(28,158)
LC6	Orange County	16,931	16,931	16,931	-
LC7	Madison County	-	4,535	-	(4,535)
LC8	City of Fredericksburg	9,291	9,291	9,291	-
LC10	Other Sources	-	-	-	-
LC11	Investment Income	79	1,000	79	(921)
LC12	<b>Total Revenues</b>	<b>\$ 66,674</b>	<b>\$ 204,483</b>	<b>\$ 66,674</b>	<b>\$ (137,809)</b>
<b><u>Expenditures</u></b>					
LC13	Employee Relations	\$ -	15,000	\$ -	\$ 15,000
LC14	Student Development Programs	-	15,000	-	15,000
LC15	Student Recruitment	-	8,000	-	8,000
LC16	Operating Contingency Reserve	-	40,000	-	40,000
LC17	Dean of Institutional Effectiveness	-	95,000	-	95,000
LC18	Commencement - Coffeewood	-	-	-	-
LC19	Physical Plant	-	30,000	-	30,000
LC20	<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 203,000</b>	<b>\$ -</b>	<b>\$ 203,000</b>
LC21	Net Increase / (Decrease)	\$ 66,674	\$ 1,483	\$ 66,674	\$ 65,191
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>\$ 522,166</u>	<u>\$ 65,191</u>

**Germanna Community College**  
**VENDING FUND ANNUAL BUDGET**  
**Through August 31, 2019**

<b>Description</b>	<b>Current Period Actual</b>	<b>Year to Date Budget</b>	<b>Year to Date Actual</b>	<b>Year to Date Variance</b>
<b><u>Revenues</u></b>				
CA1 Bookstore Commissions	\$ 15,219	\$ 235,000	\$ 15,219	\$ (219,781)
CA2 Food Service Commissions	-	-	-	-
CA3 Investment Income	1,096	15,000	1,096	(13,904)
CA4 Other Income	-	-	-	-
CA5 <b>Total Revenues</b>	<b><u>\$ 16,315</u></b>	<b><u>\$ 250,000</u></b>	<b><u>\$ 16,315</u></b>	<b><u>\$ (233,685)</u></b>
<b><u>Expenditures</u></b>				
CA6 Regional Activities	\$ -	\$ 5,000	\$ -	\$ 5,000
CA7 Commissions Contingency Reserve	-	208,050	-	208,050
CA8 Bad Debt	-	-	-	-
CA9 President's Discretionary	-	6,000	-	6,000
CA10 Cash Over/Under	-	250	-	250
CA11 Fiscal Operating	-	2,500	-	2,500
CA12 Travel and Meals - excess	-	200	-	200
CA13 Auxiliary Plant Maintenance	1,360	20,000	1,360	18,640
CA14 Plant Operation and Maintenance	-	-	-	-
CA15 Debt Service	-	-	-	-
CA16 Scholarships	-	-	-	-
CA17 Commencement	-	-	-	-
CA18 Diversity and Inclusion	25	8,000	25	7,975
CA19 <b>Total Expenditures</b>	<b><u>\$ 1,385</u></b>	<b><u>\$ 250,000</u></b>	<b><u>\$ 1,385</u></b>	<b><u>\$ 248,615</u></b>
CA20 Net Increase / (Decrease)	\$ 14,930	\$ -	\$ 14,930	\$ 14,930
CA21 Transfers from other funds	-	-	-	-
CA22 Transfers to other funds	-	-	-	-
CA23 Beginning Fund Balance		2,301,634	2,301,634	-
CA24 Current Fund Balance		<b><u>\$ 2,301,634</u></b>	<b><u>\$ 2,316,565</u></b>	<b><u>\$ 14,930</u></b>

**Germanna Community College**  
**STUDENT ACTIVITY FUND ANNUAL BUDGET**  
**Through August 31, 2019**

<b>Description</b>		<b>Current Period</b>	<b>Year to Date</b>	<b>Year to Date</b>	<b>Year to Date</b>
<b>Revenues</b>		<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
SA1	Student Activity Fees	\$ 33,908	\$ 180,000	\$ 33,908	\$ (146,092)
SA2	Investment Income	-	-	-	-
SA3	<b>Total Revenues</b>	<b>\$ 33,908</b>	<b>\$ 180,000</b>	<b>\$ 33,908</b>	<b>\$ (146,092)</b>
<b>Expenditures</b>					
SA4	Student Activity Contingency	\$ -	\$ -	\$ -	\$ -
SA5	Student Activities	2,382	40,000	2,382	37,618
SA6	Student Organizations	-	35,000	-	35,000
SA7	Student Projects	6,481	30,000	6,481	23,519
SA8	Dean of Student Services	25,000	28,000	25,000	3,000
SA9	Lecture and Culture	-	28,000	-	28,000
SA10	Student Recognition Program	-	4,000	-	4,000
SA11	Wellness & Recreation	-	30,000	-	30,000
SA12	Co-Curricular Programs	-	5,000	-	5,000
SA13	<b>Total Expenditures</b>	<b>\$ 33,863</b>	<b>\$ 200,000</b>	<b>\$ 33,863</b>	<b>\$ 166,137</b>
SA14	Net Increase / (Decrease)	\$ 45	\$ (20,000)	45	\$ 20,045
SA15	Transfers from other funds	-	-	-	-
SA16	Transfers to other funds	-	-	-	-
SA17	Beginning Fund Balance		39,187	39,187	-
SA18	Current Fund Balance		<b>\$ 19,187</b>	<b>\$ 39,232</b>	<b>\$ 20,045</b>

**Germanna Community College**  
**PARKING AUXILIARY FUND BUDGET**  
Through August 31, 2019

<b>Description</b>		<b>Current Period</b>	<b>Year to Date</b>	<b>Year to Date</b>	<b>Year to Date</b>
		<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
<b>Revenues</b>					
PA1	Parking Auxiliary Fees	\$ 40,299	\$ 210,000	\$ 40,299	(169,701)
PA2	Parking Auxiliary Invest Income	375	-	375	375
PA3	<b>Total Revenues</b>	<u>\$ 40,674</u>	<u>\$ 210,000</u>	<u>\$ 40,674</u>	<u>\$ (169,326)</u>
<b>Expenditures</b>					
PA4	Parking Auxiliary Enterprise	\$ 5,573	205,723	5,573	200,150
PA5	<b>Total Expenditures</b>	<u>\$ 5,573</u>	<u>\$ 205,723</u>	<u>\$ 5,573</u>	<u>\$ 200,150</u>
PA6	Net Increase / (Decrease)	\$ 35,101	\$ 4,277	\$ 35,101	\$ 30,824
PA7	Transfers from Facilities Aux	-	-	-	-
PA8	Transfers to Local Plant Fund	-	-	-	-
PA9	Beginning Fund Balance		<u>765,763</u>	<u>765,763</u>	<u>-</u>
PA10	Current Fund Balance		<u>\$ 770,040</u>	<u>\$ 800,864</u>	<u>\$ 30,824</u>

**Germanna Community College**  
**FACILITIES AUXILIARY FUND BUDGET**  
**Through August 31, 2019**

<b>Description</b>		<b>Current Period</b>	<b>Year to Date</b>	<b>Year to Date</b>	<b>Year to Date</b>
		<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
<b>Revenues</b>					
FA1	Facilities Auxiliary Fees	\$ 128,433	\$ 660,000	\$ 128,433	\$ (531,567)
FA2	Facilities Auxiliary Invest Income	1,492	-	1,492	1,492
FA3	<b>Total Revenues</b>	<u>\$ 129,925</u>	<u>\$ 660,000</u>	<u>\$ 129,925</u>	<u>\$ (530,075)</u>
<b>Expenditures</b>					
FA4	Facilities Auxiliary Enterprise	\$ 334,203	\$ 487,899	334,203	\$ 153,696
FA5	<b>Total Expenditures</b>	<u>334,203</u>	<u>487,899</u>	<u>334,203</u>	<u>153,696</u>
FA6	Net Increase / (Decrease)	\$ (204,278)	\$ 172,101	\$ (204,278)	\$ (376,379)
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>2,064,183</u>	<u>(376,379)</u>

**Germanna Community College**  
**Local Funds**  
**Fiscal Year 2019-2020**  
**Budget Amendment #1**

**Justification:**

The original FY20 Budget Request that the Board approved last September contained operating fund requests from local contributions totaling \$242,084. The amount actually funded by the localities only totaled \$196,944; therefore, an adjustment needs to be made to reduce revenues and expenses by \$45,140.

Budget requests included requests for funding of the Quality Enhancement Plan (QEP). Not all localities funded that request. Additionally, Caroline County removed all locality funding for partner agencies from their FY20 Budget.

The budget for FY20 included a reserve for unfunded appropriations in the amount of \$40,084. Therefore, the net shortfall is \$5,056.

**Necessary Actions:**

Revise FY20 Local Funds Operating Budget

**This Request:**

Reduce Locality Contributions revenue by \$40,084 to \$196,944.

Use provision for unfunded appropriations of \$40,084.

Fund deficit of \$5,056 from QEP budget in Department 460120.

**Germanna Community College**  
**Local Funds**  
**Fiscal Year 2019-2020**  
**Budget Amendment #2**

**Justification:**

The original FY20 Budget Request that the Board approved last September contained a \$20,000 budget for Auxiliary Plant Maintenance. Subsequent to that time, a new food vendor was selected for the cafeteria operation. Upon inspection by that vendor, it was determined that significant repairs and maintenance were required to cafeteria facilities. Those repairs are expected to cost \$30,000.

Contingency funds are provided in the budget. This amendment requests using \$30,000 of contingency funds to increase the Auxiliary Plant Maintenance budget.

**Necessary Actions:**

Revise FY20 Local Funds Operating Budget

**This Request:**

Increase Auxiliary Plant Maintenance budget from \$20,000 to \$50,000.

Reduce Provision for Contingencies from \$208,050 to \$178,050.

## **Germanna Community College Branding Project**

2020 marks the 50<sup>th</sup> anniversary of Germanna Community College. This presents a unique opportunity to transition to a refreshed brand, identity and visual platform to launch in 2021.

As the higher education landscape has evolved over the past 10 years, Germanna's current identity has quickly become dated and ineffective in conveying the high quality and often exceptional things happening at the College. A new forward-thinking brand platform should be developed looking towards the next 50 years and reflect and embody the aspirations of the institution. Prospective students are savvy marketers and a visually exciting refreshed identity is essential to reach our target audiences. A new visual identity should also deliver well through emerging communications technologies.

This is an opportunity to tell a more complete Germanna story. The new brand should also support the organization's maturing fundraising goals and establish a copy platform for prospect cultivation on both the recruitment and development side.

Key deliverables:

- Data-driven recommendations on the unique brand position of the College/foundation
- Articulation of brand promise
- Copy platform for College/foundation
- Messaging variants for target populations
- Expression of brand through new identity and tag line
- Visual identity system needed to communicate brand position
- New prospective student and donor website aligned with recruitment and fundraising goals
  - New information architecture
  - New technology platform
  - Integration with College CMS and systems
  - New copy and messaging

The College seeks one-time local funds, of up to \$500,000, in order to accomplish these important deliverables. The Marketing and Recruitment department is staffed with one director, one designer, one developer and two recruiters. We are staffed to maintain operation of the current website, communication pieces and recruitment operations at our current capacity but does not have the skill set to deliver a new high quality identity or successful marketing website.



**Germanna Community College Board**  
**Facilities Report**  
**September 12, 2019**

1. Barbara J, Fried Center

We have talked with the landlord in reference to renting additional 18,000 square feet on the second floor. The landlord has offered to rent us the second floor at the same cost as the first floor. We are reviewing our options for parking. The center now has 218 spaces with 7 of them being handicap. With the additional second floor space we estimate we will need 350+ parking spaces. We have a preliminary layout of the second floor which we will share with the landlord once we begin the lease process.

2. Locust Grove Campus Replacement:

The programming/design of the new Locust Grove building is on its way. We recently completed the stakeholder's questionnaires and programming design charette. We had a very good response with stakeholder's questionnaires. The RRMM design team was very complimentary of how well our faculty and staff were prepared for the programming design charette. From the programming design charette it was determined that building is approximately 20,000 sq. ft. larger than it should be. We were anticipating the overage. The next step in the process will be for the Faculty and Staff to work within their departments and to work RRMM to get the building square footage back in line.

3. Kitchen Upgrades

The college recently changed food vendors and we discovered the kitchens at Locust Grove and Fredericksburg needed upgrades. At Locust Grove, we are performing through cleaning, painting, flooring, and new equipment. At Fredericksburg, we are performing through cleaning, painting, LED lighting, and new equipment. We estimate the cost to be \$30,000. In addition to the upgrades in the kitchen we are going to paint the Locust Grove student lounge and change the carpet and paint the student lounge at Fredericksburg.



July 2, 2019

Dr. Janet Gullickson  
President  
Germanna Community College  
2130 Germanna Highway  
Locust Grove, VA 22508-2102

Dear Dr. Gullickson:

The following action regarding your institution was taken by the Board of Trustees of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) during its meeting held on June 13, 2019:

The SACSCOC Board of Trustees reaffirmed accreditation and removed the institution from Warning following submission of a Monitoring Report. No additional report was requested. Your institution's next reaffirmation will take place in 2028 unless otherwise notified.

Also, please submit to your Commission staff member, preferably by email, a **one-page executive summary** of your institution's Quality Enhancement Plan. The summary is due **August 15, 2019**, and should include on the same page the following information: (1) the title of your Quality Enhancement Plan, (2) your institution's name, and (3) the name, title, and email address of an individual who can be contacted regarding its development or implementation. This summary will be posted to SACSCOC's website as a resource for other institutions undergoing the reaffirmation process.

All institutions are requested to submit an "Impact Report of the Quality Enhancement Plan on Student Learning" as part of their "Fifth-Year Interim Report" due five years before their next reaffirmation review. Institutions will be notified 11 months in advance by the President of the Commission regarding its specific due date. Directions for completion of the report will be included with the notification.

We appreciate your continued support of SACSCOC's work and activities. If you have questions, please contact the SACSCOC staff member assigned to your institution.

Sincerely,

Belle S. Wheelan, Ph.D.  
President  
BSW:sf

cc: Dr. Denise Y. Young, Vice President, SACSCOC  
Dr. Susan Tinsley Gooden, Chair, Virginia Community College System State Board

# Budget Summary

**FISCAL YEAR 2020**

*(July 1, 2019 through June 30, 2020)*

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## Overview

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### Environment

Enrollment is a significant variable in the financial position of the college. Enrollment has a direct impact on tuition revenue, and also factors into the apportionment of state funds in terms of how Germanna enrollment fares relative to other VCCS colleges. The budget was prepared assuming flat enrollment compared to Fiscal 2019. Enrollment above and beyond prior year levels will enable the College to fulfill requests that are determined to be essential to the College's mission but not incorporated in the initial budget due to monetary restrictions.

At \$155 per credit hour and based on projected credit hours, each 1% increase in enrollment (1,300 credit hours) accounts for \$200,000 of revenue. (Note this calculation refers to increases in traditional student enrollment. Although dual enrollment has been a source of enrollment growth in recent years, high schools are reimbursed at an average of 80-85% of tuition for providing faculty and facilities for dual enrollment programs. The net tuition from dual enrolled students after reimbursement is only 15-20% of the revenue from a traditional student.)

On the expense side, mandated charges for central services represent an increasing percentage of the budget. While in theory these charges are less than the cost to purchase or provide the services internally, funds remaining to pay for other expenses is declining as system charges increase.

- **Shared Services:** The cost to provide central purchasing, payment, travel processing, and payroll. The estimated charge for Fiscal 2020 is \$388,000, an increase of \$118,000 over Fiscal 2019. Using an average salary of \$42,000 plus 45% fringes, \$388,000 is equivalent to 6.4 full-time employees (FTE's). Staffing to provide the same services internally at GCC was 3.5 to 4.0 FTE's.
- **Enterprise Services:** Recovery charges for central services totaled \$788,000 for Fiscal 2019. The budget was prepared assuming these charges will remain unchanged in Fiscal 2020 as the recovery schedule for next year has not yet been released. These charges include:
  - Network services and software \$364,000
  - Blackboard Call Center (Student Financials only) \$154,000
  - Workers Comp and Property Insurance \$140,000
  - Tech fee for system-wide initiatives \$130,000

## Financial Summary

Funds provided by tuition for Fiscal 2020 are based on flat enrollment. The actual enrollment for Fiscal 2019 (130,301 credit hours) as compared to Fiscal 2018 (123,225 credit hours) was up 5.74%. GCC was one of only a handful of community colleges in Virginia to reverse declining enrollment trends. 1.6% of the growth was in traditional students, with the balance in dual enrollment. Flat enrollment assumes we are able to maintain the gains of FY 2019 into the FY 2020 year and continue to challenge the system-wide trend of declining enrollment.

Although we have budgeted flat enrollment, revenues are projected to increase by \$1.1 million. Due to mounting concerns on both the state and federal level regarding the increasing cost of higher education, tuition increases were not requested for the coming academic year, freezing rates at those of the 2018-2019 academic year. The Commonwealth, recognizing the impact that declining state funding has had on tuition rates, proposed the creation of a tuition moderation fund (TMF) available to state institutions of higher education if tuition is NOT increased. Therefore, the budgeted revenue increase of \$1.1 million comes from state apportionment distributed to Germanna, including the new TMF. The VCCS distributes state apportionment among the 23 colleges using a traditional enrollment-based methodology (80%) and an outcomes-based methodology (20%) to allocate funds based on how Germanna ranks relative to the other schools in the VCCS. Outcomes based funding increased from 16% of total funding in FY 2019 to 20% of total funding in FY 2020.

Based on in-state FTE's, Germanna moved from 7<sup>th</sup> to 6<sup>th</sup> place in the VCCS, comprising 4.5% of total system enrollment in Fiscal 2019. In the outcomes funding model, Germanna moved from 10<sup>th</sup> to 7<sup>th</sup> place. The \$1.1 million in additional apportionment breaks down as follows:

\$	487,064	Tuition Moderation Fund (TMF)
\$	323,930	Outcomes (20%)
\$	332,148	Enrollment (80%)
\$	<u>1,143,142</u>	

The Commonwealth budget allows for raises in the coming fiscal year. The budget therefore includes provisions for the following increases in FY 2020 to be effective on July 1:

- 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 total cost of these increases is \$750,000. The Commonwealth provides central appropriation funds to cover 60% of the full-time raises and associated benefits. The part-time increases are to be funded by a health insurance premium holiday in October. The adjunct (part-time faculty) raises will be funded from the TMF. The agency portion of full-time raises (40%) will also be funded by the TMF.

Personnel expenses are the most significant increase in the budget, with an increase of \$2.3 million over projected current year spending. The increase funds raises (\$.8 million), new positions (\$1.1 million), and fills existing vacancies (\$1.1 million). These increases are offset by anticipated lapses (vacancies) due to normal turnover throughout the year equivalent to 10 positions unfilled at any time during the year. Increases are also offset by expected reductions in adjunct payroll based on the new full-time faculty positions which have been authorized as well as scheduling efficiencies. The hourly wage budgets include \$150,000 (5,000 hours) for adjunct pay to attend meetings and training.

Non-personnel spending is increasing by \$.5 million from projected spending for the current year. \$1.2 million is included for new spending requests, offset by \$.7 million in one-time spending authorized at the close of FY'2019. The most significant new spending is rent for the first floor of the Stafford Center (\$.5 million).

FY 2019 is expected to end with a \$1.2 million cash balance, or a surplus of receipts over spending. This is over the 2% of total E&G guideline recommended by the VCCS, but under the 5% allowed without reversion after deducting anticipated Shared Service Center charges of \$388,000 and a reserve fund contribution of \$400,000.

The cash position at the close of FY 2020 is \$267,000. The budget includes comparable pay-forward amounts in FY 2020 as those of FY 2019.

The following chart summarizes the budget by category:

### FY 20 Budget Summary

**FINAL**

	<u>FY19 (Projected)</u>	<u>FY20 Budget</u>	<u>Change</u>
<b>Personnel</b>			
Full Time	\$19,320,077	\$ 21,604,565	
Adjunct	\$4,343,187	\$4,065,974	
Part Time Wage	\$1,717,585	\$1,936,573	
<b>Total Personnel</b>	<b>\$25,380,848</b>	<b>\$ 27,607,112</b>	<b>(\$2,226,264)</b>
<b>Non Personnel</b>			
Includes \$350k contingency	\$8,135,114	\$8,871,993	(\$736,879)
<b>Subtotal FY19 Estimated Spending</b>	<b>\$33,515,962</b>	<b>\$36,479,105</b>	<b>(\$2,963,144)</b>
<b>FY 19 Estimated Funding Level</b>			
<u>General Funds</u>	\$ 15,496,219	\$ 16,986,184	
<u>Non-General Funds</u>	\$ 19,269,783	\$ 19,760,413	
<b>Total Gross Revenue</b>	<b>\$34,766,002</b>	<b>\$36,746,597</b>	\$1,980,595
<b>AVAILABLE: Gross Revenue less Estimated Spending</b>	<b>\$1,250,040</b>	<b>\$267,491</b>	<b>(\$982,549)</b>



## Operating Summary

During the current year, initiatives and investments were made that may impact revenues and/or expenses in the coming year.

**Marketing expenses** In order to drive enrollment, investments in marketing increased to \$400,000 in FY 2019. A new position, Director of Marketing and Recruitment, has been authorized within Student Services to lead focused marketing efforts for outreach and recruitment. A candidate has been hired and will be starting in July, 2019.

**Stafford Center** The first 14,000 square feet of the new center opened in Fall 2018. The response was excellent and the new center was near capacity immediately. GCC then leased the remaining 5,000 sf on the first floor, which opened Spring 2019 offering health care programs. The 2<sup>nd</sup> floor of the building is available, and due to demand, consideration is being given to leasing the 2<sup>nd</sup> floor in addition to the space on the 1<sup>st</sup> floor. Stafford County has provided local funds to support the center, and sufficient local funds are available to complete outfitting of that space with cabling, furniture, and computer equipment, estimated to cost \$400,000. However, funds have **not** been included in this budget for lease or janitorial expense for the 2<sup>nd</sup> floor. Annual lease expenses for the 1<sup>st</sup> floor are \$538,000 and the cost to lease the 2<sup>nd</sup> floor is expected to be the same. Janitorial costs for the 1<sup>st</sup> floor are \$60,000 per year and the cost to maintain the 2<sup>nd</sup> floor would be the same. The cash balance in local funds after outfitting the second floor (including the FY 2020 contribution) will be \$450,000 and would cover six month's rent and janitorial for the 2<sup>nd</sup> floor. This would nearly exhaust available funds, requiring alternate funding for FY 2021.

**SACS and QEP** As part of GCC reaccreditation, the College has undertaken a Quality Enhancement Plan (QEP) to equip students with problem solving skills. In conjunction with this initiative, funds have been provided in the CTL (Center for Teaching and Learning) department for the incorporation of Problem Based Learning (PBL) into the curriculum.

**Blackboard for A&R** The decision was made to contract for a second year of the 24 x 7 support for enrollment and records information through the Blackboard Call Center. The annual cost of \$101,723 was prepaid in Fiscal 2019 (\$8.37 per incident). Three VCCS colleges have purchased for this service outside of the system-wide contract for Financial Aid and Student Accounts. The Blackboard contract is being renegotiated to allow schools to opt in to this service, with potential to reduce the cost if more colleges do so.

**Compensation Alignments:** During FY 2019, a classified compensation study was completed and adjustments were made in January of 2019 to bring employees to the base of their competitive range. These adjustments amounted to \$290,000 annually and the full

impact will be felt in the FY 2020 budget. Due to the shortfalls between market and actual pay exposed by the study, additional adjustments to place employees appropriately within their market band based on experience, knowledge, and skills are recommended. However, these are **not** factored into this budget. Funds for further adjustment would only be available in the scenario where enrollment growth funds these increases. Although the budget includes costs to conduct a compensation study for faculty (full-time instruction, full-time administrative and professional faculty, and adjunct faculty), there is no provision for compensation adjustments. Based on comparison to average faculty rates at peer VCCS institutions, GCC faculty wages are on average \$4-\$5,000 below our peers. Across 84 faculty, we anticipate the total adjustment to be in the range of \$350,000. The required market adjustment for administrative and professional faculty and adjuncts is unknown, but an estimate of 5% of pay indicates the adjustment may be as high as \$370,000. Compensation adjustments for faculty are on hold pending enrollment to fund the recommendations of the study.

**Student Success Plan:** Tuition increases in academic year 2018-2019 were provided to support the GCC Student Success Plan as submitted to the Chancellor. The portion of tuition designated for student success in last year's budget (\$2.00 per credit hour) is expected to be continued to be devoted to those initiatives in the coming year. This equates to spending of \$260,000 for Student Success Initiatives. The personnel funded by the Student Success Plan tuition hike remain in the personnel budget for FY 2020.

**G3 and One Door:** Germanna has received funds for the G3 (Get Skilled, Get a Job, Give Back) Planning Grant. In order to deliver "skills first" training, stackable credentials, and provide seamless pathways between credit programs and non-credit credentials, we must rethink the model for advising and onboarding; developing an integrated "one-door" approach. The planning grant is providing funds to do up-front development work. However, there is little doubt the integrated model will require a redesign of processes and service delivery systems. The monetary impact of these changes is unknown at this time.

**Shared IT Services:** The position of IT Network Manager has been open for some time. Due to the difficulty of filling technical positions, this position was eliminated in the budget for FY'2020. This reduction was partially offset by funds added to the non-personnel budget to participate in a Shared IT Service offered by the VCCS.

## General Funds

The expected apportionment to GCC for Fiscal 2020 exceeds the prior year by \$1.1 million. The increase in apportionment is due to improvement relative to other VCCS schools on both the Outcomes Funding model (performance based) and the Traditional Funding model (enrollment based). For Fiscal 2020, the traditional model accounts for 80% of apportionment while the Outcomes Funding model accounts for 20%. This is an increase of 4% in the proportion of funding from outcomes from the prior year, and the last such increase. The ratio of 80%/20% is expected to be maintained for future years.

The Traditional Funding model uses a 3-year average (in-state) for enrollment. Germanna's three year average increased, as noted previously, comprising 4.5% of total enrollment and 6<sup>th</sup> of 23 colleges in the VCCS.

The Outcomes Funding model assigns points based on defined criteria in the categories of entry, retention, progression, completion (awards), and transfer. The total points by college is compared to the total points for all VCCS colleges to determine the % of the outcomes funds that goes to each school.

As Germanna's Outcome Based funding allocation of 4.7% exceeds the Traditional Funding model apportionment factor of 4.0%, the outcomes funding formula benefits GCC once again in Fiscal 2020, with a theoretical gain of \$323,000 over the traditional funding model. GCC was particularly strong in the category of Awards, ranking 3<sup>rd</sup>.

The following shows the GCC rank for each component of the outcomes model:

	Points	%	Rank
English / Math (Entry)	521	4.1%	7
Retention	688	4.0%	8
Progression	586	4.5%	6
Awards	2,227	5.5%	3
Transfer	817	3.7%	8
<b>Total</b>	<b>4,837</b>	<b>4.7%</b>	<b>7</b>

Also factored into the \$1.1 funding increase is the new Tuition Moderation Fund (TMF):

\$	487,064	Tuition Moderation Fund (TMF)
\$	323,930	Outcomes (20%)
\$	332,148	Enrollment (80%)
\$	1,143,142	

The tuition moderation fund will fund adjunct increases, estimated at \$130,000 (including FICA) as well as the 35% college share of full-time raises and associated benefits estimated at \$140,000. These two items consume all but \$217,000 of the TMF.

Also included in the General Fund estimate is 60% of full-time raises to be funded by Central Appropriations:

\$	467,149	Cost of FT Increases
\$	111,644	Benefits on FT Increases
\$	578,793	Total Cost of FT Increases
\$	339,478	Central Appropriation

For FY 2020, the State is providing a Health Insurance Premium Holiday, composed of 2 pay periods where no deductions – employee nor employer – will be taken from payrolls. Of the \$229,000 savings, \$41,000 is to fund the 2.75% increase for part-time wage employees. Another \$138,000 is to be returned to the state (60%), with the remaining \$50,000 to be deposited in the new Reserve Fund. The FY 2020 budget reflects the entire savings of \$229,000 in compensation, with the return of funds to the state and to the reserve fund totaling \$188,000 as a reduction in general funds.

The following is the bridge between the general fund receipts projected for FY 2019 to the budgeted general fund receipts for FY 2020:

<b>FY19 General Fund</b>	<b>\$ 15,496,219</b>
Return to State HIPH	\$ (50,033)
Raises (state share)	\$ 339,478
Apportionment	\$ 1,074,328
Carry Forward	\$ 67,633
IT initiatives from Tech Fee	\$ (694)
Interest / Rebates	\$ 81,702
Misc	\$ 22,449
<b>FY20 General Fund</b>	<b>\$ 16,986,184</b>

## Non General Funds

### Tuition and Fees

There was no change in tuition rate for FY 2020.

As noted, a \$2.00 per credit hour increase was provided to the colleges in FY 2019 to fund college-based strategies to improve enrollment, advising capacity, and student success.

\$85,000 in additional net revenue is expected due to lowering the dual enrollment reimbursement rate by 5% for schools above the 70% recommended rate (the recommended \$50 uniform tuition rate is 32% of the full rate; therefore a 70% reimbursement nets 30% tuition). The change will help transition to the recommended uniform rate. This will contribute an additional \$85,000 of revenue and bring our average reimbursement rate down from 85% to 80%.

An additional LPN cohort is included in revenue, estimated at \$90,000 for 23 students.

The following is the bridge between the non-general fund receipts projected for FY 2019 to the budgeted non-general fund receipts for FY 2020:

<b>FY19 NGF Revenue</b>	<b>\$</b>	<b>19,269,783</b>
Enrollment	\$	-
Tuition Rate Increase	\$	-
Dual Enrollment Reimb Rates	\$	85,000
Refund of Prior Year Expenses	\$	351,405
Workforce	\$	7,433
Nursing LPN Cohort	\$	90,000
Misc	\$	(43,207)
<b>FY20 NGF Revenue</b>	<b>\$</b>	<b>19,760,413</b>

## Personnel

### Raises and Compensation Adjustments

The cost of raises for FY 2020 includes a full twelve months for raises effective July 1, 2019.

The cost breaks down as follows:

\$	465,183	Full time raises
\$	111,644	Benefits on full time raises
\$	119,824	Adjunct raises
\$	9,167	FICA on adjunct raises
\$	41,647	PT raises
\$	747,465	Total compensation cost for raises

During FY 2019, compensation adjustments were made for **classified** employees to align them with the minimum of the competitive range for their position (estimated annual cost of \$290,000). These adjustments were effective January of 2019, with six months impact in the fiscal year. In FY 2020, the full twelve month impact is reflected in the budget. Another \$42,000 is included in the budget to make further classified employee pay adjustments for those employees who are not yet at the base of their market range due to DHRM limitations on FY 2019 increases. Additional increases to move pay over the minimum of the competitive to recognize experience and qualifications are recommended, but are **not** included in the budget at this time.

During FY 2020, funds have been provided for a compensation study for all **faculty** (full-time, a&p, and adjunct). The data from our sister institutions in the VCCS indicates that our full-time faculty pay scales are low. GCC faculty salaries average (after 3% raise is applied) \$60,748. This compares to a range of \$63,722 to \$65,481 at schools we consider peers in terms of size and location (JSRCC, JTCC, LFCC, PVCC). This indicates an average adjustment of \$4,000 is warranted, which comes to \$336,000 for 84 faculty. Competitive data for administrative and professional and adjunct pay is not readily available, an estimate of 5% of total payroll was used. Estimates using 5% total \$210,000 (\$226,000 with FICA) for adjuncts and \$160,000 (\$193,000 with benefits) for administrative and professional faculty. The total estimated annual impact of the faculty compensation adjustment is \$842,000. The budget does **not** include the pay adjustment for faculty groups for Fiscal 2020. The decision to fund the compensation adjustments will depend on funding generated by any enrollment gains as well as the magnitude of the adjustment recommended by the study.

## Adjuncts

The budget includes seven new full-time faculty positions, two of which are for the new cybersecurity program. The budget assumes that with flat enrollment, the addition of the five full-time faculty for existing programs will reduce the number of part-time adjuncts required by 150 credit hours or \$150,000 and improvements in scheduling will reduce adjunct pay by another 350 credit hours or \$350,000. Therefore, the budget includes a \$500,000 reduction in adjunct payroll, partially offset by the 3% increase in adjunct pay. The budget provides for 1,500 hours of adjunct pay to attend meetings and training.

## Replacements, vacant positions and lapses

As of the close of April, the number of vacant (replacement) positions was significant. The cost to fill existing vacancies, including benefits, is \$1.1 million. The budget assumes that all of these positions are filled at the start of the new fiscal year. The large number of vacancies may create hiring bottlenecks and not all of these positions may be filled by year end. To the extent this is not the case, compensation spending will be less than budget.

## Lapses

The number of vacant positions in FY 2019 was significant, estimated at roughly \$1.4 million and included some positions that remained vacant the entire year. In other words, compensation spending would have been \$1.4 million higher at full employment with no turnover. For budgeting purposes, we assume that lapses will occur and provide for this by reducing the compensation budget by what would be considered a reasonable number of openings at any point in time. For FY 2020, lapses of \$500,000 in salaried payroll (\$728,000 with benefits) and \$100,000 in part-time wage payroll is built into the budget. This equates to an assumption of 10 salaried positions and 4 hourly positions vacant at any point in time.

## Additions / Budgeted

The following new positions are budgeted:

- Seven new full-time faculty positions (1-Math, 1-Biology, 1-History, 1-Nursing, 1-Accounting, 2-Cybersecurity)
- Director of Marketing and Recruitment
- Medical Librarian for Stafford
- Associate Dean / Ad Astra Scheduler
- Trades Technician II

## Requested Additions / Unbudgeted

Unbudgeted requests total \$1.5 million (including benefits) and include the following positions:

- Full time faculty position (Biology)
- AVP for Academics
- Safety and Security Supervisor
- Campus Security Officer
- Career Coaches at every high school in our region
- Compensation adjustments for faculty, estimated (including benefits) at \$842,000 as follows:
  - \$423,000 for full-time teaching faculty)
  - \$193,000 for full-time administrative & professional faculty
  - \$226,000 for adjunct faculty
- Compensation adjustments for classified staff beyond base to compensate for market rate due to experience and qualifications

The following is the bridge between compensation spending projected for FY 2019 to the budgeted compensation spending for FY 2020:

<b>FY19 Personnel</b>	<b>\$ 25,380,848</b>
Raises - Full Time	\$ 467,149
Benefits on above	\$ 111,644
adjunct raise	\$ 119,824
adjunct savings	\$ (548,000)
Comp adjust - Faculty	\$ 73,025
FICA on raises	\$ 51,278
Classified adjustments	\$ 41,678
part time raise	\$ 41,647
FT Additions	<u>\$ 1,109,466</u>
FY19 Lapses (add back)	<u>\$ 1,400,000</u>
Adjunct Training	<u>\$ 150,000</u>
Wage Additions	\$ 168,989
Health Insurance Holiday	<u>\$ (229,199)</u>
Anticipated Lapses FY20	<u>\$ (834,708)</u>
Full Year Classified Adjust	<u>\$ 103,471</u>
<b>FY20 Personnel</b>	<b>\$ 27,607,112</b>



## Non Personnel

Non personnel spending is increasing by \$.7 million from projected spending for FY 2019 due to new requests of \$1.3 million offset by one-time spending requests authorized at the end of FY 2019 in the amount of \$.6 million.

The following recaps the significant changes in non-personnel spending projected for Fiscal 2020:

Increases authorized for FY2020	
\$ 79,833	Increase in ETF (for reimbursement in FY21)
\$ 75,000	Shared Service IT agreement
\$ 539,617	Stafford Center
\$ 101,723	Blackboard for A&R
\$ 35,712	Blackboard for Financial Aid increase
\$ 37,000	Faculty compensation study
\$ 12,746	Business Office printer and tablet charges
\$ 118,000	SSC allocation increase
\$ 57,121	Media buys
\$ 19,300	books and databases (library)
\$ 19,000	Single stop
\$ 9,375	Campus Labs Engage
\$ 11,000	Supplies and computers for new positions
\$ 2,833	CAPTE Substantive Change Fee
\$ 6,000	Pamphlets and brochures
\$ 28,791	Blackbaud (foundation)
\$ 22,235	Janitorial (cpi and Saturday)
\$ 60,824	Building Maintenance
\$ 42,000	No rebate from Caroline County
<b>\$ 1,278,110</b>	

## **Carry Forward; Pay Forward**

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The following contracts and/or leases for Fiscal 2020 expenses totaling 825,000 have been paid in fiscal 2019:

- Automotive Center building lease (12 months) \$117,000
- Stafford building lease (12 months) \$540,000
- Caroline Center lease (12 months) \$50,000
- Pitney Bowes postage \$15,000
- Blackboard Contract for A&R \$102,000

The budget includes \$775,000 in pay-forwards at the close of Fiscal 2020, which is slightly less as the Caroline Center lease is not included based on questions regarding local support for this center.

During the year, reimbursements for prior year from SCHEV for the Equipment Trust Fund (ETF) were received in the amount of \$818,000. Receipts included \$410,947 of ETF from the funds approved for the college (credit side) and \$407,351 for Workforce ETF. For FY 2020, receipts are projected in the amount of \$926,354 based on current year spending. However, the workforce reimbursement is an estimate only as workforce ETF runs on a calendar year.

## **Contingency**

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The non-personnel budget includes \$350,000 for contingencies. Contingency funds are provided for unexpected expenses and/or fluctuations in enrollment compared to budget. The contingency provided would cover a 1.75% drop in enrollment.

## Scenarios

The impact of various enrollment levels are shown on the following table.

6/30/2019	FY19 (Projected)	Change		Change		Change	
		0% Enrollment FY20 Budget	(FY19 to 20)	3% Enrollment FY20 Scenario	(0% to 3%)	-3% Enrollment FY20 Scenario	(0% to -3%)
<b>Personnel</b>							
Full Time (3% faculty, 2.75/5% classified raises)	\$ 19,320,077	\$ 21,604,565	\$ 2,284,489	\$ 21,604,565		\$ 21,604,565	
Adjunct (3% raises)	\$ 4,343,187	\$ 4,065,974	\$ (277,213)	\$ 4,065,974		\$ 4,065,974	
Part Time Wage (2.75% raises)	\$ 1,717,585	\$ 1,936,573	\$ 218,989	\$ 1,936,573		\$ 1,936,573	
<b>Total Personnel</b>	<b>\$ 25,380,848</b>	<b>\$ 27,607,112</b>	<b>\$ 2,226,264</b>	<b>\$ 27,607,112</b>		<b>\$ 27,607,112</b>	
<b>Non Personnel</b>	<b>\$8,135,114</b>	<b>\$8,871,993</b>	<b>\$736,879</b>	<b>\$8,871,993</b>		<b>\$8,871,993</b>	
<b>Subtotal FY19 Estimated Spending</b>	<b>\$33,515,962</b>	<b>\$36,479,105</b>	<b>\$2,963,144</b>	<b>\$36,479,105</b>		<b>\$36,479,105</b>	
<b>FY 19 Estimated Funding Level</b>							
General Funds	\$ 15,496,219	\$ 16,986,184	\$ 1,489,965	\$ 16,986,184		\$ 16,986,184	
Non-General Funds	\$ 19,269,783	\$ 19,760,413	\$ 490,630	\$ 20,363,053	\$ 602,640	\$ 19,157,773	\$ (602,640)
<b>Total Gross Revenue</b>	<b>\$34,766,002</b>	<b>\$36,746,597</b>	<b>\$ 1,980,595</b>	<b>\$37,349,237</b>		<b>\$36,143,957</b>	
<b>AVAILABLE: Gross Revenue less Estimated Spending</b>	<b>\$1,250,040</b>	<b>\$267,491</b>	<b>(\$982,549)</b>	<b>\$870,131</b>	<b>\$602,640</b>	<b>(\$335,149)</b>	<b>(\$602,640)</b>

Flat enrollment covers all expenses with a residual cash balance of \$267,000.

3% growth in enrollment (non-dual enrollment) covers all expenses with a \$870,000 cash balance.

4.2% growth in enrollment (non-dual enrollment) would fund the estimated cost of faculty compensation adjustments.

The downside of a 3% decline in enrollment is a \$335,000 deficit.

## **Key Assumptions and Sensitivities**

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- Adjunct savings in the amount of \$500,000 have been assumed but the specific reductions have not been quantified. This reduction is equivalent to eliminating 500 credit hours taught by adjuncts.
- Stafford 2<sup>nd</sup> Floor rental and janitorial are not budgeted.
- Lapses of \$600,000 (before benefits) have been included; fluctuations will result in budget variances.
- Timeliness of filling vacancies: If current vacancies are not filled by July 1, annual compensation budget will be over-stated.
- Contingency provision of \$350,000.
- Tech Plan – Assume minimal change from 2019 as the final plan is not released until July.
- Advance Payments - \$.8 million of advance payments are assumed. This is comparable to FY 2019 advance payments resulting in level expenses year-to-year.
- Workforce ETF: Actual ETF spending for workforce is unknown and can vary significantly from year-to-year. ETF spending is reimbursed by SCHEV but the timing of the reimbursement can impact the budget.
- FredCat Rent: The rent of the FredCat facility had been paid by grant monies until mid-year FY 2019. Fredericksburg has been contributing \$25,000 per year towards FredCat which was not used until grant funds expired. While local contributions are currently funding FredCat rent, those funds will run out before the end of calendar 2019. It is assumed that rent for that facility (\$145,000 annually) will be paid from workforce fund 10319 and **not** from State general funds. Therefore, FredCat rent is not included in this budget.

## **Recap of Unfunded Requests**

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The following requests are unfunded in the budget. Should enrollment exceed current levels, these items could be considered based on additional funds generated:

- Faculty compensation adjustments as recommended by the compensation study
- Additional classified compensation adjustments (over base, based on experience and competency)
- Additional security personnel
- AVP Academics
- FT Biology faculty position
- Stafford 2<sup>nd</sup> floor rent and janitorial
- Career coaches at all high schools

# GERMANNA COMMUNITY COLLEGE BOARD

May 9, 2019  
MEETING MINUTES # 320

## Members Present:

William Thomas  
Baron Braswell  
Dr. Victor Gehman  
Simon Gray  
Teri McNally  
Cleo Coleman

## Members Absent:

Ann Tidball  
Sarah “Essie” Berry  
Manya Rayner (*via phone*)

## Staff Present:

Dr. Janet Gullickson  
Bruce Davis  
Dr. John Davis  
Laurie Bourne  
Dr. Jeanne Wesley  
Dr. Tiffany Ray  
Joyce Warnacut  
Chief Craig Branch  
Mike Zitz Beckham  
Garland Fenwick  
Pamela Jackson

## REGULAR MEETING

### 1. Call to Order –

Mr. Thomas called the meeting to order at 4:45 p.m.

Chairman Thomas shared that we have six Board members present and a quorum.  
Chairman Thomas shared that Ann Tidball sends her regrets.

### 2. Public Comments – None

Mike shared that we had no public comment.

Chairman Thomas shared that the Culpeper paper had an article on Germanna’s numbers, and they listed that the Board was meeting today. The article included pictures of Teri McNally and Bruce Davis.

Mr. Baron Braswell made a motion to adopt the President’s 2018-2019 Annual Performance Evaluation as was discussed. The motion was seconded. Motion carried.

Chairman and the Board members shared that the evaluation instrument used for Dr. Gullickson's evaluation was fantastic. The Board appreciated the comments section of evaluation instrument.

### **3. Approval of Minutes #319 – March 14, 2019**

**Motion to approve with any necessary corrections. Motion seconded, motion carried.**

Chairman Thomas and the Board complimented Ms. Pamela Jackson for such a comprehensive job on the minutes.

### **COMMITTEE DISCUSSION/ACTION**

#### **Academic Affairs/Workforce/Student Success**

In Ms. Manya Rayner's absence, Dr. Patti Lisk shared that the Committee discussed the new concept-based curriculum in Nursing and the G3 Initiative, which will allow students to transfer seamlessly from CNA to PN to RN to BSN with no credits lost. This is the first Associate Degree in Nursing graduating class from the new statewide concept. We have had a 100 % pass rate in the last two graduating classes. Dr. Gullickson asked that the Board join her in congratulating Dr. Lisk and her team for their efforts. Dr. Lisk stated that this is a college-wide effort, and the Nursing Department thanks everyone involved. Chairman stated that the Board appreciates everything that the Nursing Program does for the students. The Committee also spent time discussing enrollment. Dr. Ray shared that we will end up for the spring, almost flat for the summer and that we have some work to do for the fall. Chairman and the Board agreed that it is hard to increase every semester. The Committee looked at comparisons to other community colleges. In looking at those numbers enrollment numbers are markedly better than our peers. Some of our peer colleges are looking at Germanna and want to know what it is that we are doing in our success.

#### **Executive/HR**

Chairman Thomas shared that one of the things the Committee has to do is to recommend our leadership for next year, and that leadership will select the Committee appointments. Mr. Simon Gray made a motion for the 2019-2020 year for Germanna Community College for Ms. Teri McNally to be the Chair and Ms. Ann Tidball as Vice Chair for the Germanna Community College Board. The motion was seconded.

Chairman Thomas shared that the Board is excited to have Ms. McNally serve as Chair of the Board. Ms. McNally started the Board in January of 2012 and has been a mainstay for both the College and Foundation Boards. The motion carried.

Ms. Coleman asked her Board colleagues to join in a vote of appreciation for the marvelous leadership of Chairman Thomas. Chairman Thomas thanked the Board.



## **Finance**

Dr. Victor Gehman thanked Ms. Joyce Warnacut for her expertise and patience during the meeting and asked the Board to approve the financial statements.

**Chairman Thomas moved to accept the financials as presented. Motion carried.**

Germanna Community College has the first floor of the Barbara J. Fried Center in Stafford and, because of enrollment growth and program expansion, wants to lease the second floor. Build-out costs will be included in the lease terms. He commented that it is an excellent location and agreed that this will be a good move.

**Mr. Baron Braswell moved that the local Board of Germanna Community College approve the College's request to renew the lease for its site located at 124 Old Potomac Church Road in Stafford, Virginia, and expand to the total 38,637 square feet of space of the building, provided resources are available.**

**Motion to approve was accepted. Motion carried.**

Dr. Victor Gehman shared that the state budget and the legislature this year treated us very well and we discussed several options for increasing salaries for both FT faculty and adjunct faculty. The desire to reward our faculty and professional staff is wise but dependent on enrollment growth. Mr. Braswell shared that he is excited that the state and some localities are starting to understand that there is value in education and we need to invest in education, not only at the secondary level but at the collegiate level. Dr. Gullickson wanted to reaffirm that the localities have been very supportive. We asked for an increased commitment for funding the building projects that we have. She thanked the Board for lobbying their local governments and thanked everyone else for putting together a good argument to fund us.

## **New Curriculum**

Dr. Gullickson said that one of the needs we have to address in our region is in Computer Information and IT areas. So we have two proposals, #1 is the Information Technology AAS, which is a terminal degree not intended to transfer. However, increasingly universities are accepting it as a transferable degree. Dr. Gullickson suggested that these degrees might be viewed as an "upside-down degree," where students complete the technical courses with Germanna and general education courses with a university. Dr. Gullickson praised our faculty and Chair of our IT Program, which is extraordinary.

Degree #2 is Information Management. Dr. Gullickson shared her attendance at the Cyber Threat Security seminar with US Senator Mark Warner. Senator Warner anticipates that within the next few years, the US will spend \$6 trillion dollars to mitigate against cybersecurity. George Mason has asked us to be a partner in working on educational programming with Amazon.

**Mr. Baron Braswell made a Motion to approve new curricula in Information Systems Technology, AAS and Information Systems Technology, AAS. Motion seconded. Motion carried.**

Dr. Gehman thanked the faculty responsible for putting together the notes in the curriculum.

## **5. Foundation Update**

Mr. Bruce Davis thanked the College Board for attending today's Germanna Foundation's ribbon cutting dedication for the Hitt Archaeology Center. The Center will house information from their archaeology work. This area is a true American historical asset.

Mr. Davis went on to share that this year's 25<sup>th</sup> Anniversary Monte Carlo event raised \$700,000. The donations more than doubled from the east side of the service area and more than doubled in the Culpeper area, thanks to the work of Joe Daniel and Josh Daniel. He thanked the college as well as everyone, who participated and donated, and all of the volunteers.

Dr. Gullickson shared that Mr. Skip Pool approached her today at the ribbon cutting and he said that he was able to get a time capsule letter from the late Dr. Frank Turnage. The Golf Tournament will be held on Friday, September 20, 2019. Marketing materials are being prepared for that. Mr. Davis also shared that the Foundation is ramping up for a Gladys P. Todd Academy Task Force. Members will be asked to raise funds for the program for the long term and possible expansion. It has been an immensely successful program. Today, the GPTA graduates are at a signing where they announce what four-year college they will be attending. Graduation is next Tuesday, May 14. Everyone should have received an invitation to come to Eagle Village for a graduation tailgate. Food and drinks will be served. Mr. Davis explained that there is a parking garage attached to the office building at Eagle Village. The Board members asked if parking is available at UMW. Ms. Jackson shared that reserved parking will be available and that each Board member will be sent an electronic parking pass to place in their dashboard.

Mr. Davis shared that in the next few weeks the Board will be receiving the 2<sup>nd</sup> quarter newsletter. Our next Foundation Board meeting is May 28<sup>th</sup> at the Foundation offices, and everyone is welcomed to attend. Mr. Davis also shared that we have successfully completed another audit. A lot of things going on and thanked everyone for everything they have done for the Foundation.

Mr. Davis shared that Adam and Rhonda Fried, Atlantic Homebuilders and its trade partners are building a "Germanna House." The proceeds will be donated to the Foundation. There are about 30 different vendors so far who have donated services. There was an event at the home site a few weeks ago with Chairman Thomas and Manya Rayner in attendance. Mr. Mike Zitz did a great full-page ad thanking them. The sale of the house will probably be in August/September 2019. Dr. Gullickson complimented Bruce and his team and the Culpeper Committee for the Monte Carlo fundraising efforts.

## 6. President's Report

We have implemented Flex-Fridays for the summer, which means we are closed on Friday afternoons. Dr. Gullickson thanked Dr. Patti Lisk who served as a substitute for Dr. Jeanne Wesley.

Dr. Gullickson shared that DE continues to grow and that, due to rising expenses, we are asking to be reimbursed by our school divisions by about 5% more next year. We are hiring a Director of Marketing. Mike Zitz will be the other Special Assistant to the President, working with her on media and community relations. Dean Denise Talley is returning to the classroom. We will be hiring a new dean, who will report up through our Workforce structure. This dean will handle both credit and non-credit programming in the Career and Technical area. The reason for this is to assure that students are placed into the credit or noncredit program that best meets their needs. We hope this breaks down barriers and creates more opportunities for our students. We are working very closely with University of Mary Washington on the Tech Pipeline. Tomorrow she is on a panel with the Superintendent of Stafford, US Senator Tim Kaine and others to discuss increasing the educational pipeline for teachers. One of the initiatives we are working on is a joint marketing campaign aimed at students who have been out of college for a while. Dr. Ray will be working on the tuition reimbursement efforts. We will target businesses, such as Verizon, GEICO and Wegmans.

The budget is a little challenging if only in the sense that we want to do more. We have persons who help us like the Fried and Daniel families, but there are still a lot of ongoing cash commitments that concern us.

Mr. Braswell wanted to make mention possibly advertising and recruiting on September 21, 2019, as Spotsylvania County and Courtland HS are hosting an annual race against teen violence. This will be an opportunity for community outreach, passing the message of non-violence, and an opportunity for Germanna to have a footprint with all the high school students attending. Dr. Gullickson shared that Chancellor DuBois is inviting the College Board Chair and Vice Chair to his retreat, October 15-17, 2019.

Chairman Thomas congratulated Teri in her new role as Chair. It is a one-year term. Chairman asked who was present at the Academic Awards program as he missed it. He was sorry that he could not attend, but Teri McNally did attend. Chairman attended the Great Expectations ceremony. It was so heartwarming, both Ms. Taylor Landrie and Ms. Kermitra Newbill are doing an outstanding job with the program. Ms. Coleman wrote to the Chairman that her term expires on June 30, 2019 and she is asking Caroline County to not renew her appointment as she believes it is time to allow someone else to serve. Ms. Coleman shared that it has been a privilege and a pleasure to serve on the Board. The Board and staff gave Mrs. Coleman a standing ovation. In the recruitment of a new member, Dr. Gullickson shared that diversity is very important to this Board.

Human Resources Associate Vice President Laurie Bourne reported that her team is hiring, preparing for the new academic year. Chairman asked about turn-over rate. Ms. Bourne stated that the turnover rate has gotten better. We did research, exit interviews and honed in to get to the root causes of the turnover.

Dr. Davis heard from RRMM, the architectural engineering firm that will be building the new Locust Grove building, that we are ready to kick off the planning stage. They will be soliciting input from stakeholders in terms of what the college is looking for both from an aesthetic standpoint and a programming standpoint. We will be inviting the community to participate. The architects have sent us some documents which Dr. Davis will send to Pamela to forward to the Board members. Mr. Gray volunteered to be part of the Committee for Orange County.

Dr. Ray shared that there is a significant push for populations that we are not reaching very well. One of those is the Hispanic and Latino community. On Wednesday, May 15<sup>th</sup>, 2019 at DTC Germanna will be hosting a Hispanic Outreach event at the Daniel Technology Center. Thanks to Mike Zitz, we advertising on Spanish speaking radio stations. Dr. Ray asked that the Board please join us with this event if possible.

## **7. Chairman's Report**

Chairman commented that he was pleased that our Sheriff's department worked with the Culpeper Sheriff's department. Chief Branch shared that we are working with them to familiarize officers with the layout of the building in Culpeper.

Mike Zitz shared that we look out for a commencement story on Mr. Lucas Mosiniak, a Gladys P. Todd Academy graduate from Spotsylvania High School. He has been accepted by William and Mary as a junior and has a full ride scholarship.

Chief Branch also reported that Chris Anderson, our First Sergeant, was featured on the cover of the *International Association of Campus Police Chiefs*, which is an international magazine.

The next meeting will be the GCC Board Retreat to be held on July 11, 2019, at the Eagle Village offices.

## **7. Other Business**

None

## **ADJOURNMENT**

The meeting adjourned at 6:00 p.m.

*Minutes #319* - Approved on May 9, 2019

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**William Thomas, Chair**

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**Janet Gullickson, Secretary**

## Calendar of Events

Date / Time	Event Description	Location
<i>September 20, 2019 8:00 a.m. – 5:00 p.m.</i>	Golf Tournament	Meadows Farm 4300 Flat Run Road Locust Grove, VA 22508
<i>September 24, 2019 5:00 p.m. – 7:00 p.m.</i>	GCCEF Board Meeting/Reception (Nursing will be demonstrating the new anatomy table)	Locust Grove Campus 2130 Germanna Highway Locust Grove, VA 22508
<i>October 1, 2019 11:00 a.m.</i>	FAC Fitness Trail Ribbon Cutting	Fredericksburg Campus 10000 Germanna Point Drive Fredericksburg, VA 22408
<i>November 14, 2019 3:00 p.m. – 6:00 p.m.</i>	College Board Meeting	FredCAT 1325 Central Park Blvd Fredericksburg, VA 22401
<i>November 20, 2019</i>	GCCEF Board Meeting – <b>4:00 p.m.</b> DPOY (Distinguished Philanthropist of the Year – <b>6:00 p.m.</b>	Stevenson Ridge 6901 Meeting Road Spotsylvania, VA 22553
<i>December 10, 2019 7:00 p.m.</i>	Fall Commencement	Anderson Center at the University of Mary Washington
<i>February 25, 2020 5:00 p.m.</i>	GCCEF Board Meeting/Reception	TBD
<i>April 25, 2020 6:00 p.m. – 11:00 p.m.</i>	26 <sup>th</sup> Annual Scholarship Monte Carlo	<i>Daniel Technology Center 18121 Technology Drive Culpeper, VA 22701</i>
<i>October 3, 2020 11:00 p.m. – 3:00 p.m.</i>	50 <sup>th</sup> Anniversary Celebration	Fredericksburg Campus 10000 Germanna Point Drive Fredericksburg, VA 22408