GERMANNA
COMMUNITY COLLEGE

Local College Board Meeting Agenda

- **May 16th, 2024**
- **3:00pm – 5:30pm**
- **FredCAT 1325 Central Park Blvd Fredericksburg VA 22401**

1. 3:00 p.m.– 3:45 p.m. Committee Meetings

   a. **Academic Affairs/Workforce/Student Success. Room 115**
   Ms. Pam Frederick and Dr. Shashuna Gray

   i. Enrollment Update

   ii. New Program – Civil Construction CSC--p.12

   📄 Civil Construction CSC.pdf

   iii. New Program - Technical Studies AAS-------------------------------------p.23

   📄 Technical Studies - Civil Construction AAS.pdf

   b. **Executive/Human Resources Approvals, Room 111**
   Dr. Janet Gullickson, Ms. Jessica Thompson and Ms. Veronica Curry

   i. Educational Foundation Update-- p.37

   📄 Foundation College Board report 05032024 final.pdf

   ii. Human Resources Update--- p.40

   📄 Board Slides 5.24 - HR Update2.pptx

c. **Finance/Facilities/Financial Approvals, Room 120**
Dr. John Davis, Mr. David Swanson, and Mr. Garland Fenwick

Dr. Wesley Kinsey and Ms. Page Durham

📄 Presentation - GCC-Board-Meeting-May-16th.pdf

3. 4:30 p.m. Regular Meeting of the Germanna College Board

a. Call to Order

b. Public Comment

    c. Approval of Minutes

📄 031424 Board Meeting Minutes Draft LP (2) JG.docx

4. Committee Discussion/Action

    a. Academic Affairs/Workforce/Student Success/ Curriculum Approvals

    Ms. Wanda Stroh

> **The Academic Affairs/Workforce/Student Success Committee has reviewed the curriculum approvals and recommends to accept them as presented.**

    b. Executive/Human Resources Approvals

    Ms. Frankie Gilmore, Chair

    c. Finance/Facilities/ Financial Approvals

    Mr. Jack Rowley

> **The Finance and Facilities Committee has reviewed the financial analysis for the ten months ending April 30th, 2024, and recommends to accept the financials as presented.**
> **The Finance and Facilities Committee has reviewed the proposed budget for FY25 (the fiscal year beginning June 1, 2024 and ending June 30, 2025) and recommends to approve the budget as presented.**

5. Informational Items/Other Business

    a. President's Report

    Dr. Janet Gullickson

    b. Chair's Report

    Ms. Frankie Gilmore

    c. New Business

6. Adjournment

GERMANNA COMMUNITY COLLEGE BOARD
March 14th, 2024
MEETING MINUTES # *343*

Members Present:
Jack Rowley
L. Wayne Bushrod
Ann Marie
Anderson
Frankie Gilmore
Shirley Eye
Wanda Stroh
Sarah Berry
Rev. Joy Carter
Minor

Staff Present:
Dr. Janet
Gullickson
Dr. John Davis
Veronica Curry
Pam Frederick
Michael Zitz
Garland Fenwick
David Swanson
Lorraine Pendleton
Taylor Landrie
Ms. Jessica
Thompson
Professor Cheryl
Huff
Matthew Pierce
Dr. Frank Cirioni
Dr. John
Stroffolino
Dr. Cheri Maea

Members Absent:
Dr. Kingsley Haynes

Guests Present:

REGULAR MEETING

1. **Call to Order**

Ms. Frankie Gilmore called the meeting to order at 4:38 p.m. Dr. Janet Gullickson introduced Ms. Pam Frederick as the Interim Vice President for Student Affairs. Dr. Gullickson noted that Ms. Frederick, who is retired from the college, has graciously agreed to serve in this capacity during Dr. Ray-Patterson's leave.

2. **Public Comment – None**

3. **Approval of Minutes # 342, January 18, 2024**

   Ms. Frankie Gilmore moved to approve the minutes of the January 18, 2024 meeting.

   Motion was seconded by Mr. Jack Rowley.

   Motion carried.

   COMMITTEE DISCUSSION/ACTION

4. **Academic Affairs/Workforce/Student Success**

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

   Proposed Program Updates –
   a) Technical studies- AAS - this program is being updated to provide alignment between program, tracks, and career study certificates with additional important business courses added to best prepare students to manage either their businesses or work as supervisors in their selected trade.
   b) Paramedic CSC - the update to this program is to remove five courses from AEMT CSC that were added to this certificate erroneously. This correction is to remove the error and bring the CSC down to 29 credits hours per VCCS policy.
   c) Liberal arts AA - this program is a part of the transfer Virginia program rewrite that will solidify the students' options to explore world languages and liberal arts as a part of their work towards a four-year degree in the field.
   d) i)Industrial Maintenance Technology CSC, ii) HVAC Technician – CSC, iii) Electrician Technician – CSC, and iv) Asphalt Technician CSC **-** these updates provide a level II CSC for students to receive a three-level stackable credential with a pathway from noncredit to credit. Each CSC is designed to be awarded as students complete the courses for their identified tracts. The CSC can be earned as a standalone credential**.**
   e) Health Professions Preparation – CSC due to the local need for respiratory therapists in our service region Germanna and Reynolds executed an MOU to create a pathway for students to apply to the program. The prerequisites are similar to our existing Hospital Preparedness Program space CSC. This proposal will create a track to meet specific prerequisites of PHI 220 (ethics). Students will need current CPR certification. Therefore HLT 105 was added in the respiratory therapy track along with the ethics course to meet the HPP CSC listed minimum or 19 credits.

f) General Technician CSC-- This career studies certificate for the technical studies program is designed to provide a level one CSC for students as part of a three-level stackable credential with a pathway from noncredit to credit.

g) General Studies AS **-** the general studies degree program is being transitioned from an associate of arts and science to an associate of science degree. This proposal is to formalize the name change and memorialize this through the curriculum process.

h) Emergency Medical Services AAS **-** Since the national EMS education standards have changed, the EMS common curriculum must be updated to align with these changes. The Dean's Course Review Committee decided to maintain a standing program related prerequisites across the courses instead of adopting generic language that the EMS work group had developed to anticipate future revisions to prerequisites mandated by the Virginia office of EMS. The credit total for the revised curriculum is 65 credits which is 1 less credit than the current curriculum**.**

i) Education – AA&S **-** The curriculum was updated through Transfer Virginia redesign and the computer competency requirements are being embedded in Edu 200. Students may still elect to take ITE 152 or BUS 226 as one of their transfer electives, but it will not be required.

j) i) Dental Assisting II – Restorative Dental Procedures – CSC, ii) Dental Assisting II - Indirect Restorative Techniques CSC, iii) Dental Assisting II – Expanded Dental Functions CSC **-** This change is for the name only to better align the program with student expectations and expected industry outcomes**.**

k) Computer Science AS **-** This curriculum is primarily designed for students who wish to transfer to a four-year college or university to complete a baccalaureate degree in computer science. Upon completion of the program, students will have obtained the basic knowledge and skills that will enable them to understand the underlying structure of computers and how to implement processes. This program has been developed and approved through the Transfer VA initiative**.**

Proposed New Curricula

a) Social Science – AS **-** The social science ACS is a part of the Transfer Virginia program rewrite and will ensure students who want to pursue the current programs of general studies Administration of Justice and Psychology specialization will have a transferable pathway to their four-year school of choice**.**

b) Science – AS **-** this program is being updated from an AA&S to an AS in the transfer of Virginia redesign process. The changes are all done in accordance with state guidelines. The current degrees within tracks will be discontinued with a teach out plan for current students. This program will be supplemented with advising pathways to maintain all of the current tracks offered at Germanna.

c) Plumbing Technician CSC, Heavy equipment operator- CSC **-** the CSC will be added to provide the level 2 CSC for students who wish to work in this field. This will allow students who chose this track within the technical studies program to earn the level to CSC upon completion of the track.

d) Industrial Machinist – CSC the industrial machinist CSC will be added to provide the level 2 CSC for students who wish to work in this field. This will allow students who chose this track within the technical studies program to earn the level 2 CSC upon completion of the track.

e) Fundamentals of Welding – CSC the welding CSC will be added to provide the level 2 CSC for students who wish to work in this field. This will allow students who chose this track within the technical studies program to earn the level 2 CSC upon completion of the track**.**

f) Diagnostic Medical Sonography – Echocardiography this new curriculum is needed in our service region. This degree will be administered within the health sciences division of the college beginning in the spring of 2025. This program will meet emerging needs for the imaging profession locally as the healthcare environment expands.

g) AAS, Construction Craft – New Program **-** the construction craft technician CSC will be added to provide the level 2 CSC for students who wish to work in this field. This will allow students who chose this track within the technical studies program to earn the level 2 CSC upon completion of the track.

h) Carpentry Technician – CSC this CSC is designed to provide a level 2 CSC for students to provide a three-level stackable credential with a pathway from noncredit to credit each CSC is designed to be awarded as students complete the courses for their identified tracks.

i) Automotive Technology – Diesel Preventative Maintenance – CSC this program is being added in partnership with Northern Virginia Community College and many classes will be offered through an SSDL agreement. The two CSC's will have hybrid lecture and labs with students traveling to Manassas to complete the hands-on portion of the learning Germanna faculty and Career and Transfer Services will work to play students locally in their work-based learning opportunities.

j) Automated Technology - Diesel Basic Repair – CSC this program is being added in partnership with Northen Virginia Community College and many classes will be offered through ASSDL agreement. The two CSC's will have hybrid lectures and labs with students traveling to Manassas to complete the hands-on portion of the learning. Germanna faculty and career and transfer services will work to place students locally in their work-based learning opportunities.

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

Motion Carried.

5. **Executive/Human Resources**

Ms. Frankie Gilmore presented the Human Resources update, discussing the successful implementation of two new professional development initiatives: Executive Leaders and Next Level Leadership. She noted that the Executive Leaders program cohort includes six employees, and the Next Level Leadership program cohort includes fourteen employees. These programs aim to enhance the skills and capabilities of the college's workforce, ensuring their competitiveness and readiness for career advancement within the institution. Ms. Gilmore emphasized the importance of investing in learning opportunities for staff to foster personal and professional growth.

Ms. Gilmore encouraged attendance at the upcoming Human Resources Benefits and Wellness Fair scheduled for April 18th at both the Locust Grove and Fredericksburg locations. She noted the participation of sixteen vendors offering valuable resources and information to employees to promote overall well-being.

Additionally, she highlighted two new leadership positions and a vacancy within the Human Resources Department and mentioned that the department is seeking candidates for the positions of Director of HR Operations and Director of Talent Acquisition and Retention, along with filling the vacant Payroll Specialist position. These new roles will enable the department to focus on long-term organizational goals and effectively manage the workforce.

In her update on the Educational Foundation, Ms. Gilmore expressed gratitude to everyone involved in the successful fundraising Gala. She reported that over 210 individuals RSVP'd for the event, and the foundation raised over $120,500, including $9000 from auctions and games—an increase of 13%

compared to the previous year. Additionally, two important vacancies, Donor Relations Coordinator and Giving and Scholarship Coordinator, were filled. The combined contributions for January and February totaled $353,179.61. Ms. Gilmore announced the renaming of the annual golf tournament to the Bruce L. Davis Golf Tournament in honor of Mr. Bruce Davis's service to the Educational Foundation, inviting participation on May 20th at 9 am at the Fredericksburg Country Club.

Ms. Gilmore then invited Dr. Janet Gullickson to provide the Executive Update.

Dr. Gullickson shared her experience attending the fiber optic tour at the AWS kick-off event with Governor Glenn Younkin. She discussed the college's efforts to provide courses preparing the workforce for job opportunities with Amazon Web Services and highlighted the completion of training by Fiber Optics teacher Joe Mummert, enabling him to soon teach students.

6. Finance/Facilities

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

Mr. David Swanson began highlighting two key updates. First, he noted a decrease in bookstore commissions, and second, he mentioned that the Educational Foundation received a check of approximately $1.5 million from Stafford Maintenance Reserve, earmarked for the Center Street build-out project. Overall, the college transferred $3.7 million, including the amount from Stafford Maintenance Reserve. Additionally, there is approximately $2 million available for the new Locust Grove building, with some localities expected to complete half-million-dollar pledges by year-end.

He also mentioned that the FY25 budget will be submitted for approval at the next board meeting.

Mr. Jack Rowley moved to approve the financial analysis for the eight months ending on February 28th, 2024, and to accept the financials as presented.

Motion carried.

Dr. Gullickson invited Dr. John Davis to present an update on tuition differentials.

Dr. Davis began by explaining the concept of differential tuition, highlighting the college's previous increase of one dollar since 2014/2015, primarily allocated towards teaching faculty salaries. He added that due to the significant increase in the cost of living in the service region, the college proposed a $4.10 increase, aligned with J Sargeant Reynolds Community College. This increase aims to generate additional revenue for faculty recruitment and retention.

Dr. Gullickson added that the college is experiencing financial constraints, necessitating additional revenue for operational costs. The proposed increase to $4.10 per credit hour, effective for the FY25 academic year, will provide funding for career technical offerings, enhancing competitiveness in the region.

Mr. Rowley read the motion, which was carried and will be forwarded for Chancellor David Dore's and the Virginia Community College System Board approval.

With Chancellor approval, the Germanna Community College is requesting that the Virginia Community College Board authorize increasing the college's tuition differential from $1 to $4.10 per credit hour, beginning in the 2024-25 academic year. This differential should be in addition to any other tuition increase authorized by the VCCS Board. The additional revenue will be used to provide more career and technical education offerings in the region by being more competitive in faculty recruitment salaries.

The reasons for this are:
1. The cost of living in the Germanna Community College region is considerably higher than any other region except Alexandria, Virginia.
2. College programs are heavily concentrated in high-cost areas such as health care; and
3. Demand for college programs is growing without accompanying increases in state or local funds.

Motion carried.

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

Mr. Fenwick reported receiving approval from the Department of Engineering and Building (DEB) to move forward with the Locust Grove building project and discussed progress on the Center Street project. He also provided insights into furniture purchases for science labs and ongoing procurement efforts for building furnishings, emphasizing the scale of work differences required for the Center Street and for Locust Grove Campus projects which is expected to take 2 years from start to completion.

7. **President's Report, Dr. Janet Gullickson**

Dr. Janet Gullickson began by providing a brief overview of the 2024-2026 Virginia Biennial Budget & Proposed amendments. She regretfully noted that neither party or chamber proposed significant funding for the VCCS and its future initiatives due to conflicting other needs. Several proposed initiatives, including funding for the Online Virginia Network and Pell Grant initiative, faced elimination or reduction, impacting students' success. The reduced Transfer Grant Funding and elimination of support for a statewide mental health provider were also highlighted, along with the absence of additional financial aid funding or workforce talent pipeline initiatives.

Dr. Gullickson mentioned that in the healthcare sector, the VA Hospital in Fredericksburg plans to employ around 600 people upon its grand opening and has expressed interest in future partnerships with the college. Similarly, businesses like Amazon Web Services are exploring collaboration opportunities. Recent partnerships with these entities, including a kickoff meeting with Governor Youngkin, aim to provide training for job opportunities in fiberoptics and construction trades, supporting better job prospects in the region. However, the revenue generated from such initiatives goes to the counties rather than the college, necessitating requests to local counties for funding to meet workforce education demands.

Dr. Gullickson also announced the $250,000 Community First Fund, a new initiative funded by a generous donor, Ms. Mary Jane O'Neil, unveiled at the Gala. She explained that these funds aim to build a facility on the Fredericksburg campus to accommodate future regional growth with Career Technical Services.

Additionally, a new position for the Educational Foundation, VP of Community Engagement, has been posted, and Dr. Davis is leading the committee overseeing filling the vacancy of Mr. Bruce Davis's position.

8. **Chair Report**

Ms. Frankie Gilmore began by reminding everyone to respond to the questions posed by the state board, aligning with their theme "Ponder the future... from what is to what might be." Dr. Gullickson then tasked Ms. Lorraine Pendleton with creating a survey to collect responses from everyone.

Furthermore, Ms. Gilmore encouraged active participation in the upcoming Spring 2024 shop days, volunteering, and donating items. She also urged attendance at the Student Awards Ceremony scheduled for April 24th and the Sensational S'mores event organized by the Health Sciences department on March 22nd.

Additionally, she distributed the food pantry list of needed items and emphasized the importance of donations to support students in need.

Ms. Gilmore mentioned a communication from Mr. William Thomas, a former board member, proposing the establishment of an alumni association for the Board. She announced upcoming meetings with Ms. Jessica Thompson to discuss implementation and the possibility of hosting a reception for alumni in the Fall.

9. **New Business**

None.

10. **Adjournment**

The meeting adjourned at 5:40 p.m.

2023-2024 Committee Appointments

Executive / Executive/Human Resources
Ms. Frankie Gilmore, Chair
Mr. L. Wayne Bushrod, Vice Chair
Ms. Sarah Berry
Dr. Janet Gullickson, Secretary
Mr. Bruce Davis, Staff
Ms. Veronica Curry, Staff

Finance/Facilities
Mr. Jack Rowley, Chair
Rev. Joy Carter Minor
Dr. Kingsley Haynes
Dr. John Davis, Staff
Mr. Garland Fenwick, Staff
Mr. David Swanson, Staff

Academic Affairs/Workforce/Student Success
Ms. Wanda Stroh, Chair
Ms. Ann Marie Anderson
Ms. Shirley Eye
Dr. Shashuna Gray, Staff
Dr. Tiffany Ray-Patterson, Staff

Civil Construction

Program New

General Catalog Information

Read before you begin

Select *Program* below, unless proposing a new Acalog shared core

Type of Proposal* ⦿ Program
⦾ Shared Core

FILL IN all fields required marked with an *.

ATTACH supporting documentation.

LAUNCH proposal by clicking Validate and Launch at the top. Once the proposal has been launched, approve the proposal to move the proposal forward in the workflow.

IMPORTANT: If you are adding new courses to this new program, please ensure a Course New Proposal has also been submitted.

Department* | Technical Studies |

Effective Year:

Term* | Fall | **Year*** | 2025 |

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Program Title* Civil Construction

Program Type*

Career Studies Certificate

Degree Type*

Career Studies Certificate Program

Program Description*

Purpose: The Career Studies Certificate in Civil Construction is designed to assist companies by educating students on current site construction processes. The CSC 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 transcript review or informed self-placement. Based on this review students may request or be required to enroll in prerequisite or corequisite math and/or English courses.

Follow these steps to propose courses to the new program curriculum:

Step 1

There are two options for adding courses: "Add Course" and "Import Course."

For courses already in the catalog, click on "Import Course" and find the courses needed.

For new classes going through a Curriculog Approval Process click on "Add Course"-- a box will open asking you for the Prefix, Course Number and Course Title.

Step 2

Click on "View Curriculum Schema" then select "Add Core". When the New Core appears, expand the Core and enter the Core Title. Next, click on "Add Courses" to access the list of courses from step 1. Then select the courses you wish to add.

For removing courses click on the Delete and proceed.

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Prospective Curriculum*

Program Requirements

SAF 130 OSHA 10 - (1CR)
BUS 226 Computer Business Applications - (3cr)
BUS 236 Communication in Management - (3cr)
CIV 110 Introduction to Civil Engineering Technology (2cr)
CIV 135 Construction Management and Estimating (3cr)
CIV 171 Surveying I (3cr)
CIV 172 Surveying II (3cr)
CIV 256 Global Positioning Systems for Land Surveying (3cr)

Total Credits - 21

Suggested Scheduling

First Semester

SAF 130 OSHA 10 - (1CR)
BUS 226 Computer Business Applications - (3cr)
CIV 110 Introduction to Civil Engineering Technology (2cr)
CIV 171 Surveying I (3cr)

Second Semester

BUS 236 Communication in Management - (3cr)

CIV 135 Construction Management and Estimating (3cr)

CIV 172 Surveying II (3cr)

CIV 256 Global Positioning Systems for Land Surveying (3cr)

Provide the rationale for proposing this new program. *

Germanna Community College has been asked to create a Civil Construction AAS to provide students with the necessary foundational skills to work on a construction site, either commercial or residential. This CSC, Heavy Equipment Operator CSC, and Asphalt CSC will combine with business fundamentals to build the program. Students can pursue any of the three CSCs and become employable or stack all three into the associate's degree. Credit for prior learning may be used to meet some of the HEO and Asphalt requirements.

Impact of New Program (Please describe if there is an impact)

Curriculum:

New CIV courses will be added to round out our third technical studies pathway that is planned to offer trades education in both CPL and credit formats. The additional courses can be taught by existing trades instructors.

Instructional Load:

There will need to be additional course load availability to teach this program, Germanna may need to add trade adjunct instructors as the program grows.

Scheduling:

Some of the coursework will be accomplished through CPL but CIV courses will need to be added to the schedule.

Transferability:

This degree is not designed to transfer

Accreditation Impact:

The AAS program will need to be approved through SCHEV and SACSOC, however this program can be added with board and VCCS approvals.

Is this Program part of the VCCS Portfolio? *   ● Yes   ○ No

ADMINISTRATORS ONLY

Acalog Owner
IT & Technical Studies Pathway

Status ⦿ Active-Visible   ◯ Inactive-Hidden

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Steps for Civil Construction
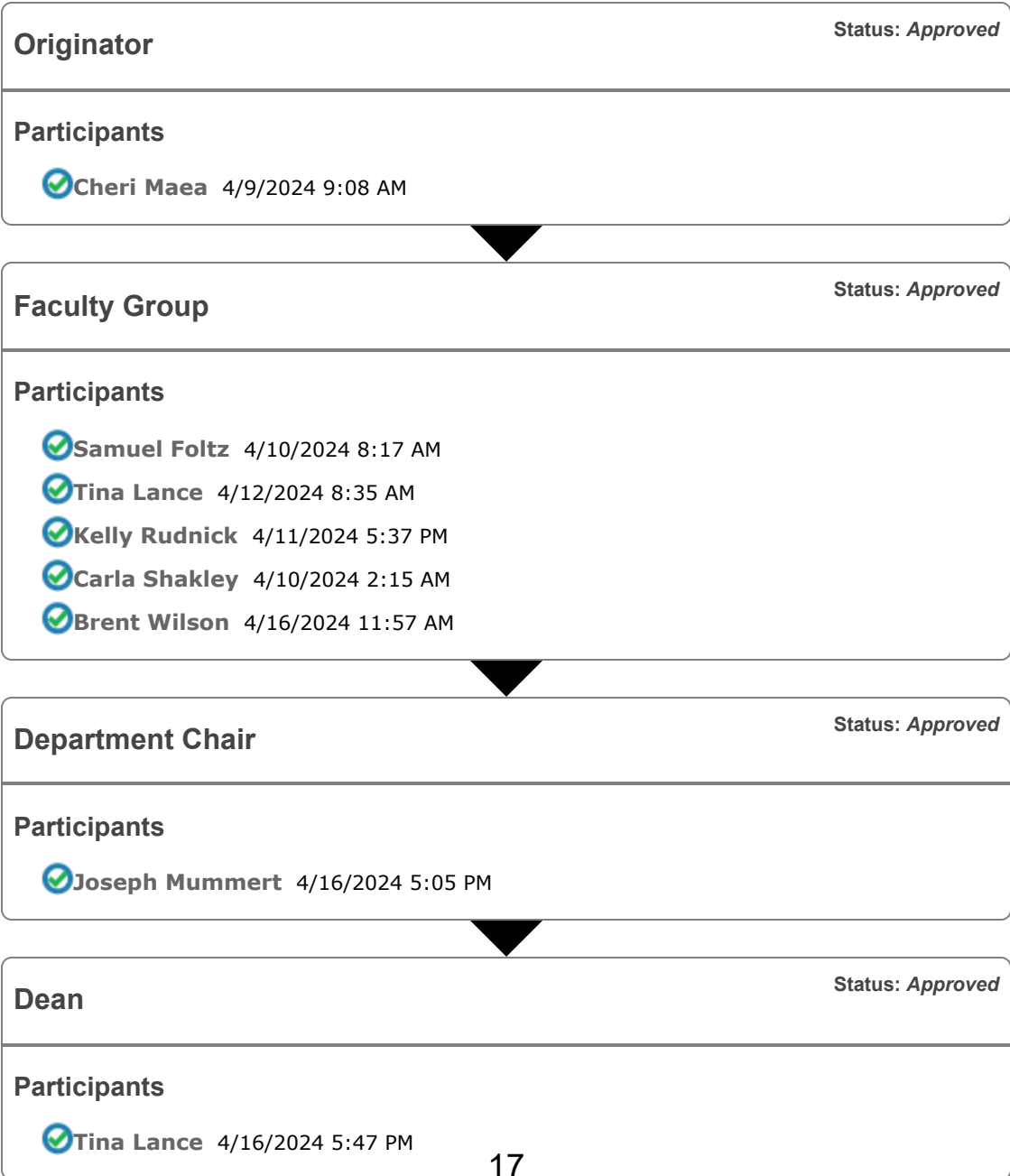
Originator Status: *Approved*

Participants

✅ **Cheri Maea** 4/9/2024 9:08 AM

▼

Faculty Group Status: *Approved*

Participants

✅ **Samuel Foltz** 4/10/2024 8:17 AM
✅ **Tina Lance** 4/12/2024 8:35 AM
✅ **Kelly Rudnick** 4/11/2024 5:37 PM
✅ **Carla Shakley** 4/10/2024 2:15 AM
✅ **Brent Wilson** 4/16/2024 11:57 AM

▼

Department Chair Status: *Approved*

Participants

✅ **Joseph Mummert** 4/16/2024 5:05 PM

▼

Dean Status: *Approved*

Participants

✅ **Tina Lance** 4/16/2024 5:47 PM

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Dean

Status: *Approved*

Participants

✅ **Eric Earnhardt** 4/16/2024 5:58 PM
✅ **Sarah Hall** 4/16/2024 7:28 PM
✅ **Cheri Maea** 4/16/2024 5:49 PM

Admin

Status: *Approved*

Participants

✅ **Tracy Affeldt** 4/18/2024 8:08 AM
✅ **Cheri Maea** 4/16/2024 7:31 PM

Curriculum Committee

Status: *Approved*

Participants

▲ **Curriculum Committee**
   April 2024
✅ **Tracy Affeldt** * 4/29/2024 12:18 PM
✅ **Craig Willits** * 4/21/2024 8:59 AM

VP of Academic Affairs & Workforce Development

Status: *Approved*

Participants

✅ **Shashuna Gray** 4/30/2024 10:35 AM

Accreditation

Status: *Approved*

Participants

✅ **John Davis** 5/1/2024 4:35 PM

▼

College Board   Status: *Working*

Participants

    Lorraine Pendleton

▼

System Admin   Status: *Incomplete*

Participants

    Tracy Affeldt

    Cheri Maea

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Attachments for Civil Construction

This proposal does not have any attachments.

Signatures for Civil Construction

There are no signatures required on this proposal.

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Decision Summary for Civil Construction

College Board   Status: *Working*

Step Summary

This step requires 100% approval from all participants to move forward.

Participants   ## Totals

    Lorraine Pendleton   **Users Approved:** *0*
                                   Users Rejected: *0*

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Technical Studies - Civil Construction

Program New

General Catalog Information

Read before you begin

Select *Program* below, unless proposing a new Acalog shared core

Type of Proposal* ⦿ Program
◯ Shared Core

FILL IN all fields required marked with an *.

ATTACH supporting documentation.

LAUNCH proposal by clicking Validate and Launch at the top. Once the proposal has been launched, approve the proposal to move the proposal forward in the workflow.

IMPORTANT: If you are adding new courses to this new program, please ensure a Course New Proposal has also been submitted.

Department* Technical Studies

Effective Year:

Term* Fall

Year* 2025

Program Title*   Technical Studies - Civil Construction

Program Type*

Major

Degree Type*

Associate of Applied Science

Program Description*

Purpose: The associate degree in Technical Studies-Civil Construction is designed to assist companies by educating students on current site construction processes. The 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 transcript review or informed self-placement. Based on this review students may request or be required to enroll in prerequisite or corequisite math and/or English courses.

Follow these steps to propose courses to the new program curriculum:

Step 1

There are two options for adding courses: "Add Course" and "Import Course."

For courses already in the catalog, click on "Import Course" and find the courses needed.

For new classes going through a Curriculog Approval Process click on "Add Course"-- a box will open asking you for the Prefix, Course Number and Course Title.

Step 2

Click on "View Curriculum Schema" then select "Add Core". When the New Core appears, expand the Core and enter the Core Title. Next, click on "Add Courses" to access the list of courses from step 1. Then select the courses you wish to add.

For removing courses click on the Delete and proceed.

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Prospective Curriculum*

Technical Studies Curriculum

General Education Requirements

ENG 113 Technical-Professional Writing (3cr)

HLT 105 Cardiopulmonary Resuscitation (1cr)

Humanities - Select One - Any course from Art, ENG (Literature) HUM, MUS,PHI, REL, or Foreign Language (3cr)

MTH 111 Basic Technical Mathematics or Higher (3cr)

PHY 100 Elements of Physics (4cr)

SDV 100 College Success Skills (1cr)

Social Sciences - Select One Any course from ECO, GEO, HIS, PLS, PSY, or SOC (3cr)

Total Credits - 18

Technical Foundations

BUS 226 Computer Business Applications (3cr)

BUS 236 Communication in Management (3cr)

SAF 130 OSHA 10 (1cr)

Total Credits - 7

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Civil Construction Core

CIV 110 Introduction to Civil Engineering Technology (2cr)
CIV 135 Construction Management and Estimating (3cr)
CIV 171 Surveying I (3cr)
CIV 172 Surveying II (3cr)
CIV 193 Studies In Construction Inspector Level I (3cr)
CIV 195 Topics In Construction Inspector Level II (3cr)
CIV 225 Soil Mechanics (2cr)
CIV 256 Global Positioning Systems for Land Surveying (3cr)
HVE 161 Heavy Equipment Operation I (7cr)
HVE 195 Topics in Heavy Equipment Operator II (3cr)
IND 195 Topics in Asphalt Mix Design (3cr)

Total Credits - 35

Total Minimum Credits - 60

First Year

First Semester

SDV 100 College Success Skills (1cr)
BUS 226 Computer Business Applications (3cr)

CIV 110 Introduction to Civil Engineering Technology (2cr)
ENG 113 Technical-Professional Writing (3cr)
HLT 105 Cardiopulmonary Resuscitation (1cr)
MTH 111 Basic Technical Mathematics or Higher (3cr)

Total Credits - 14

Second Semester

BUS 236 Communication in Management (3cr)
CIV 135 Construction Management and Estimating (3cr)
CIV 171 Surveying I (3cr)
CIV 193 Studies In Construction Inspector Level I (3cr)
PHY 100 Elements of Physics (4cr)

Total Credits - 16

Third Semester

CIV 172 Surveying II (3cr)
CIV 195 Topics In Construction Inspector Level II (3cr)
CIV 225 Soil Mechanics (2cr)
HVE 161 Heavy Equipment Operation I (7cr)

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Total Credits - 15

Fourth Semester

CIV 256 Global Positioning Systems for Land Surveying (3cr)

HVE 195 Topics in Heavy Equipment Operator II (3cr)

Humanities - Select One - Any course from Art, ENG (Literature) HUM, MUS,PHI, REL, or Foreign Language (3cr)

IND 195 Topics in Asphalt Mix Design (3cr)

Social Sciences - Select One Any course from ECO, GEO, HIS, PLS, PSY, or SOC (3cr)

Total Credits - 15

Provide the rationale for proposing this new program.*

Germanna Community College has been asked to create a Civil Construction AAS to provide students with the necessary foundational skills to work on a construction site, either commercial or residential. The degree is the level III program, which includes the Civil Construction CSC, Heavy Equipment Operator CSC, and Asphalt CSC will combine with business fundamentals to build the program. Students can pursue any of the three CSCs and become employable or stack all three into the associate's degree. Credit for prior learning may be used to meet some of the HEO and Asphalt requirements.

Impact of New Program (Please describe if there is an impact)

Curriculum:

New CIV courses will be added to round out our third technical studies pathway that is planned to offer trades education in both CPL and credit formats. The additional courses can be taught by existing trades instructors.

Instructional Load:

There will need to be additional course load availability to teach this program, Germanna may need to add trade adjunct instructors as the program grows.

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Scheduling:

Some of the coursework will be accomplished through CPL but CIV courses will need to be added to the schedule.

Transferability:

This degree is designed to be non-transferable.

Accreditation Impact:

The program will need to go through the full program approval process including VCCS, SCHEV, and SACSOC

Is this Program part of the VCCS Portfolio?* ⦿ Yes   ◯ No

ADMINISTRATORS ONLY

Acalog Owner

IT & Technical Studies Pathway

Status ⦿ Active-Visible   ◯ Inactive-Hidden

Steps for Technical Studies - Civil Construction

Originator

Status: *Approved*

Participants

✅ **Cheri Maea** 4/11/2024 1:07 PM

▼

Faculty Group

Status: *Approved*

Participants

✅ **Samuel Foltz** 4/16/2024 1:55 PM

✅ **Tina Lance** 4/12/2024 8:35 AM

✅ **Kelly Rudnick** 4/11/2024 5:37 PM

✅ **Carla Shakley** 4/12/2024 1:17 AM

✅ **Brent Wilson** 4/16/2024 11:58 AM

▼

Department Chair

Status: *Approved*

Participants

✅ **Joseph Mummert** 4/16/2024 5:05 PM

▼

Dean

Status: *Approved*

Participants

✅ **Tina Lance** 4/16/2024 5:47 PM

30

Dean

Status: *Approved*

Participants

- ✅ **Eric Earnhardt** 4/16/2024 5:58 PM
- ✅ **Sarah Hall** 4/16/2024 7:28 PM
- ✅ **Cheri Maea** 4/16/2024 5:49 PM

Admin

Status: *Approved*

Participants

- ✅ **Tracy Affeldt** 4/18/2024 8:07 AM
- ✅ **Cheri Maea** 4/16/2024 7:31 PM

Curriculum Committee

Status: *Approved*

Participants

▲ **Curriculum Committee**
 April 2024
- ✅ **Tracy Affeldt** * 4/29/2024 12:20 PM
- ✅ **Craig Willits** * 4/21/2024 8:59 AM

VP of Academic Affairs & Workforce Development

Status: *Approved*

Participants

- ✅ **Shashuna Gray** 4/30/2024 10:35 AM

Accreditation

Status: *Approved*

31

Participants

✅ **John Davis** 5/1/2024 4:33 PM

▼

College Board   Status: *Working*

Participants

Lorraine Pendleton

▼

System Admin   Status: *Incomplete*

Participants

Tracy Affeldt

Cheri Maea

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Attachments for Technical Studies - Civil Construction

This proposal does not have any attachments.

Signatures for Technical Studies - Civil Construction

There are no signatures required on this proposal.

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Crosslistings for Technical Studies - Civil Construction

Technical Studies - Civil Construction (parent proposal)

This proposal does not have any active crosslisted proposals.

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Decision Summary for Technical Studies - Civil Construction

College Board

Status: *Working*

Step Summary

This step requires 100% approval from all participants to move forward.

Participants

Totals

Lorraine Pendleton

Users Approved: *0*

Users Rejected: *0*

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GERMANNA EDUCATIONAL FOUNDATION

College Board Report – May 16, 2024

Annual Audit and 990s with YHB for Education and Real Estate Foundation:

- Special thanks to David Swanson and Paul Griggs for their exceptional effort with the audit and ensuring our financials are up to date.

Foundation Highlights for 2023:

- Income Summary – Very positive $2.5M operating surplus for 2023
- Net Assets – Year over year increase of $2.5M
- Investments – Year over year increase of $3.2M
- Program Highlights – Direct assistance to the Germanna community of $916K.
- Center Street – Progressing well with rental income from the College expected to begin in October at $110,352 per month or $1,324,224 annually.

Updates for 2024:

- As of May 1, 2024 – Contributions totaling $677,063.67
- Two new scholarships established at the foundation:
    1. Carolyn Breeden Engelhardt ('79) Scholarship Fund (Endowment)
        - Scholarship Criteria: Financial Need, Enrolled in an Associate's Degree Program in Business Administration or Business Management, Virginia residents that live in the City of Fredericksburg, Town of Orange, or the County of Orange
    2. Rhonda Cole Stills Memorial Scholarship (Endowment)
        - Rhonda was a Germanna employee that passed away on December 31, 2023
        - Scholarship Criteria: Economically disadvantaged student, Preference to a student with children
        - 1st award this summer
- Planning Past Board Member Reception (Honoring Past Service)
    - Committee includes Frankie Gilmore, Ann Marie Anderson, John Jenkins, and William Thomas
    - SAVE THE DATE: September 12, 2024 from 5:30 p.m. to 7:30 p.m. (following College Board Meeting at Fredericksburg Campus
- Germanna Bruce L. Davis Golf Tournament:
    - May 20, 2024 - Registration at 8:00 a.m. and Shotgun start at 9:00 a.m.
    - Details at germanna.edu/golf
    - Sponsorships are still available and present a fantastic opportunity to promote a small business.

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SAVE THE DATE

BRUCE L. DAVIS GOLF TOURNAMENT

MONDAY, MAY 20 • 9 a.m.

8 a.m. Registration
9 a.m. Shotgun start

GERMANNA
COMMUNITY COLLEGE

Fredericksburg Country Club
11031 Tidewater Trail, Fredericksburg, VA

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CHOOSE YOUR SPONSORSHIP

Event Sponsor	$10,000
Luncheon Sponsor	$5,000
Beverage Cart Sponsor	$3,000
Golf Ball Sponsor	$2,000
Titlecard Scorecard Sponsor	$1,500
Patron Sponsor	$1,000
Golf Cart Sponsor	$1,000
Scorecard Sponsor	$750
Par 3 Sponsor	$500
Putting Green Sponsor	$500
Driving Range Sponsor	$500
Breakfast Sandwich Sponsor	$500
Registration Sponsor	$500
Hole Sponsor	$350
Foursome registration	$600
Individual Registration	$175

Contact foundation@germanna.edu
or (540) 423-9060 to reserve your spot

GERMANNA.EDU/GOLF

GERMANNA
EDUCATIONAL
FOUNDATION

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GERMANNA

OFFICE OF
HUMAN RESOURCES

FY 2023–2024 4th Quarter Update

GERMANNA
COMMUNITY COLLEGE

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BENEFITS & WELLNESS FAIR

- Held April 18 at Locust Grove & Fredericksburg campuses
- In-person fair with additional online virtual sessions
- 24 vendors participated representing
  - Financial/retirement/insurance
  - Healthcare providers
  - Lions Club visual and hearing testing
  - Health screenings by GCC dental and nursing students
  - Massages by GCC physical therapy assistant students

GERMANNA
COMMUNITY COLLEGE

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EMPLOYEE REWARDS & RECOGNITION

REWARDS

- 24 Full and part-time employees won awards

- $32,425 in cash awards
  - $1,000 individual
  - $4,500 group
  - $5,000 grants

RECOGNITION

- Received over 125 nominations from students

- Recognized 72 employees

- Non-monetary award
  - Selection from gift catalog

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COMMUNITY COLLEGE

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FACULTY PROMOTIONS & MULTI-YEAR APPOINTMENTS

Promotions

- 10 full-time faculty were promoted in rank
  - 3 to Full Professor
  - 7 to Associate Professor

Multi-Year Appointments

- 24 full-time faculty were approved for multi-year contracts
  - Awarded 3- and 5-year employment contracts

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COMMUNITY COLLEGE

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TALENT ACQUISITION & RETENTION

- **156 new hires since July 1, 2023**

- **45 active new hire search committees**

- **Currently advertised employment opportunities**
  - 10 full-time classified and hourly wage
  - 2 full-time faculty
  - 32 part-time adjunct faculty

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HR OPERATIONS

- On target for issuing 195 contracts to full- and part-faculty for the summer term by May 8.

- Offering multiple live zoom sessions for employees to navigate benefits "open enrollment," May 1-15.

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HR STAFFING

- **Director of Human Resource Operations** (new position)
  - Ms. Cynthia Bullock
- **Director of Talent Acquisition and Retention** (new position)
  - Ms. Karen Foster
- **Payroll Specialist** (vacant/recruiting)
- **Adjunct Faculty Liaison** (vacant)

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COMMUNITY COLLEGE

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Opportunity 2030 Metrics & Definitions

Approved: 3/21/24

Overarching Strategic Goal:

Award 300,000 cumulative meaningful credentials by 2030 by achieving equity in **access, learning outcomes, and success** for students from every **race, ethnicity, gender, and socioeconomic group**.

Cumulative Meaningful Credentials: All degrees, diplomas, certificates, career studies certificates awarded and Fast Forward credentials reported within the academic year. Baseline: AY 2021.

Objective #1: Communication and Engagement

Integrate systemwide and college communications to expand the talent pipeline for Virginia employers.

Metrics:

1.1 Increase cumulative enrollment in regionally aligned high demand fields by 20,000 students by 2030.*
1.2 Increase the annual number of students enrolled in FastForward by 20% by 2030.*
1.3 Increase annual application yield for Black, Hispanic, and Indigenous students to 66% by 2030.
1.4 Increase the annual number of working age adults enrolled by 14,000 by 2030.
1.5 Increase the percentage of military affiliated students to 15% of annual credit headcount by 2030.
1.6 Increase annual number of incarcerated students enrolled by 25% by 2030.

Definitions:

Cumulative enrollment: Total headcount of students, including program-placed credit and dual enrolled students and Fast Forward students between July 1, 2023 - June 30, 2030 .

Regionally aligned high demand fields: Programs identified as high demand based on labor market data by GO Virginia region as part of 2024 Workforce Expansion Initiative.

Annual number of Fast Forward students: headcount of unique students enrolled in Fast Forward courses beginning between July 1 and June 30 of a given year. Baseline FY 2023(July 1, 2022-June 30, 2023) will be compared to final year FY 2030 (July 1, 2029-June 30, 2030).

Annual application yield: Percentage of unique students who are admitted as new or returning students during Summer, Spring and Fall who enroll in at least one course and receive a grade during any term of that academic year. Baseline FY 2023 (Summer, Fall, Spring) will be compared to final year FY 2030 (Summer, Fall, Spring).

Working age adults: Students who are between 25 and 65 years of age during a given year. Baseline FY 2023 (Summer, Fall, Spring) will be compared to final year FY 2030 (Summer, Fall, Spring).

Military affiliated students: Students who self-identified as being active, reserve, veteran, retired, military spouse or military dependent on VCCS admissions application.

Incarcerated students: students who are enrolled in VCCS courses in carceral settings.

Objective # 2: Teaching and Learning

Support educational excellence and equity in student success through the development of a world-class cadre of diverse employees focused on equity-minded principles and practices and access to high impact instructional practices.

Metrics:

2.1 Increase the number of diverse full-time faculty and staff by 5% by 2030.

2.2 Increase the number of full-time faculty engaged in professional development opportunities to broaden understanding of relevant emerging topics for student success by 50% by 2030.

2.3 All colleges will offer shortened sessions for courses included in the Passport and Uniform Certificate of General Studies (UCGS) by 2030.

2.4 All courses required by the Passport and UCGS will be available online asynchronously every semester by 2030.

2.5 Increase annual online headcount by 8,000 students by 2030.

2.6 Expand credit-for-prior-learning options to all FastForward credentials by 2030.

Definitions:

Diverse populations: May include race, gender, disability, veterans, or other populations as defined by college for its community and service region.

Professional development opportunities: Opportunities that advance skills, traits and competencies that contribute to success in the workplace as defined and identified by college for its workforce. Baseline FY 2024 (Summer, Fall, Spring) will be compared to final year FY 2030 (Summer, Fall, Spring).

Shortened sessions: Any academic term offered for less than 16 weeks.

Passport: A 16-credit hour set of VCCS courses, in which all courses are transferable and shall satisfy a lower-division general education requirement at any public institution of high education in Virginia and many private institutions. Taken individually, Passport courses may, but are not guaranteed to, satisfy general education requirements at the receiving institution. (https://www.transfervirginia.org/content/passport-policy-and-courses)

Uniform Certificate of General Studies (UCGS): The Uniform Certificate of General Studies (UCGS) is a 30-31 credit program in which all courses are transferable and satisfy lower-division general education requirements at any Virginia public institution, and many private institutions, of higher education. Taken individually, UCGS courses may, but are not guaranteed to, satisfy general education requirements at the receiving institution.

Opportunity 2030 Definitions & Metrics (Approved: March 21, 2024)   3
*Contingent on funding

Online: Courses that do not require attendance in a physical classroom, typically taught through a learning management platform, such as Canvas or synchronous online conferencing software, such as Zoom. Identified as distance courses within the student information system (SIS).

Asynchronous: The instructor and the students in the course all engage with the course content at different times (and from different locations). The instructor provides students with a sequence of units which the students move through as their schedules permit within a specific semester.

 Annual online headcount: Unique students who enroll in at least one online or distance course within a given academic year (Summer, Fall, Spring) Baseline FY 2023(Summer, Fall, Spring) will be compared to final year FY 2030 (Summer, Fall, Spring)

 Credit for prior learning: The process of awarding a student credit for competency in subject matter that has been achieved through previous academic study or occupational experience.

Objective #3: Student Supports

Provide all students with a culture of care that responds to the needs of our diverse student population and supports and inspires their educational and career success.

Metrics:

3.1 Increase annual percentage of program-placed students applying for financial aid to 75% by 2030.

3.2 Increase Financial Aid for FastForward (FANTIC) application completion by 15% by 2030.

3.3 All front-line support staff will participate in at least one professional development on financial resources to equip them to be able to respond accurately to most student inquiries by 2030.

3.4 Increase students engaged in paid internships and apprenticeships programs by 25% by 2030.

3.5 Increase usage of student wrap-around support services by 10% by 2030.

Definitions:

FAFSA application: Free Application for Federal Student Aid application is used by all United States students to determine eligibility for federally funded grant and loan programs for higher education. Completion will be measured by ISIRS received for program-placed enrolled students within a financial aid year. Baseline FY 2023(Summer, Fall, Spring) will be compared to final year FY 2030 (Summer, Fall, Spring)

FANTIC application: Financial Aid for Noncredit Training leading to Industry Credentials is used by VCCS students who are enrolled in an approved noncredit workforce training program leading to the attainment of an industry-recognized credential or licensure to demonstrate financial need. Completion will be measured by FANTIC applications received for enrolled Fast Forward students within a fiscal year. Baseline FY 2023 (July 1, 2022-June 30, 2023) will be compared to final year FY 2030 (July 1, 2029-June 30, 2030).

Professional development opportunities: Opportunities that advance skills, traits and competencies that contribute to success in the workplace as defined and identified by college for its workforce. Baseline FY 2024 (Summer, Fall, Spring) will be compared to final year FY 2030 (Summer, Fall, Spring).

Financial resources: May include federal, state, and institutional financial aid available to credit and Fast Forward students, as well as institutional and community based non-academic support services, such as SNAP, TANF, HUD, Medicaid, childcare and other services as defined by the college. May also include financial literacy training.

Paid internships and apprenticeships: Internships are often unpaid and may not lead to a full-time job. Apprenticeships are paid experiences that often lead to full-time employment. Experiences should be documented either as classes or as part of an advising record. Baseline FY 2024(Summer, Fall, Spring) will be compared to final year FY 2030 (Summer, Fall, Spring).

Student wrap-around support services: Services offered by college or the VCCS to help students gain access to food, clothing, transportation and/or childcare, document advising (EAB Navigate), learn about and qualify for state and federal non-academic aid (SingleStop), attain mental health counseling or other services. Baseline FY 2024 (Summer, Fall, Spring) will be compared to final year FY 2030 (Summer, Fall, Spring).

Objective #4: Meaningful Credentials

Provide all students with the knowledge, skills, credentials, and degrees necessary to thrive in dynamic and emerging 21st century careers.

Metrics:

4.1 Provide 12,500 cumulative meaningful postsecondary credentials to dual and concurrently enrolled students prior to high school graduation by 2030. *

4.2 Increase percentage of FastForward completers to 95% annually by 2030.

4.3 Increase percentage of FastForward credential awards to 75% annually by 2030.

4.4 Increase VCCS annual graduates employed in regionally high demand fields by 6,000 by 2030.*

4.5 Increase graduates entering industries with the highest job growth in Virginia to 40% by 2030.

4.6 Increase the percentage of VCCS graduates who achieve upward mobility in Virginia to 50% by 2030.

Definitions:

Concurrently enrolled students: Students currently enrolled in high school who are enrolled in college level courses for both college and high school credit attending courses at a community college. Baseline FY 2023 (July 1, 2022-June 30, 2023) will be compared to final year FY 2030 (July 1, 2029-June 30, 2030) for FastForward courses.

Dual enrolled students: Students currently enrolled in high school who are enrolled in college level courses for both college and high school credit attending courses at a high school. Baseline FY 2023(July 1, 2022-June 30, 2023) will be compared to final year FY 2030 (July 1, 2029-June 30, 2030) for FastForward courses.

Cumulative meaningful post-secondary credentials: Total number of degrees, certificates, CSCs, diplomas awarded, and FastForward Credentials earned by concurrently enrolled students between July 1, 2023-June 30, 2030.

FastForward completer: Student who receives a passing grade in a specific FastForward course. Baseline FY 2023(July 1, 2022-June 30, 2023) will be compared to final year FY 2030 (July 1, 2029-June 30, 2030)

FastForward credential award: Credential earned based on a specific FastForward course training. Reported by student after completion of FastForward course. Baseline FY 2023(July 1, 2022-June 30, 2023) will be compared to final year FY 2030 (July 1, 2029-June 30, 2030) comparing percentage of completers to percentage reporting earning a credential.

Regionally aligned high demand fields: Programs identified as high demand based on labor market data by GO Virginia region as part of 2024 Workforce Expansion Initiative.

Industries with the highest job growth in Virginia: As identified by the Virginia Office of Education Economics (VOEE) in the 2023 Six-Year Plan Fact Packs (See four tables below).

Upward mobility in Virginia: As defined in the 2023 Six-Year Plan Fact Packs, earnings greater than 200% of the federal poverty level (5-yrs post-grad) for the average family size for a 25-29 year old +estimated annual student loan payment. See fact pack definition below:

1. Wages for Virginians ages 25+ with no more than a high school diploma or equivalent, wages defined as wages, salary, Armed Forces pay, commissions, tips, piece-rate payments, and cash bonuses earned before deductions were made for taxes, bonds, pensions, union dues, etc....and net income from self-employment."; 2020 includes 5-year estimates due to COVID-data disruption 2. Upward mobility defined as earnings greater than 200% of the federal poverty level (5-yrs post-grad) for the average family size for a 25-29 yr old + estimated annual student loan payment; all other schools N=16,805; lower-income undergraduates defined as those coming from households at 0-200% of the federal poverty level (income data drawn from FAFSA

Note: Years represent median wage 3 years post grad in VA of students who graduated in the year combined and students who graduated in the 4 previous years with wages adjusted for inflation to the most recent year of wages, in order to allow for reporting at the program-level; only includes wage data from VA from employers covered under state unemployment insurance

Source: SCHEV data calculation and extract, April 2023; US Census Bureau

Backup | High-growth occupation - degree program mapping (1/4)

Computer Occupations	CIP Code
Computer and Information Sciences, General	110101
Information Technology	110103
Computer Science	110701
Mathematics and Computer Science	300801
Computer and Information Systems Security/Auditing/Information Assurance.	111003
Computer and Information Sciences and Support Services, Other	119999
Computer Engineering, General	140901

Business Operations Specialists	CIP Code
Business Administration, Management and Operations, Other	520299
Business Operations Support and Secretarial Services, Other	520499
Business Administration and Management, General	520201
Business/Commerce, General	520101
Business Analytics.	307102
International Business/Trade/Commerce	521101
Small Business Administration/Management	520703

Healthcare Diagnosing or Treating Practitioners	CIP Code
Allied Health Diagnostic, Intervention, and Treatment Professions, Other	510999
Health Information/Medical Records Technology/Technician	510707
Registered Nursing/Registered Nurse	513801

Healthcare Diagnosing or Treating Practitioners	CIP Code
Emergency Medical Technology/Technician (EMT Paramedic)	510904
Licensed Practical/Vocational Nurse Training	513901
Respiratory Care Therapy/Therapist	510908
Health Services/Allied Health/Health Sciences, General	510000
Medical/Clinical Assistant	510801
Nursing Practice	513818
Nursing Science	513808
Psychiatric/Mental Health Nurse/Nursing	513810
Adult Health Nurse/Nursing	513803
Family Practice Nurse/Nursing	513805
Medicine	511201
Nurse Anesthetist	513804
Registered Nursing, Nursing Administration, Nursing Research and Clinical Nursing, Other	513899
Geriatric Nurse/Nursing	513821
Maternal/Child Health and Neonatal Nurse/Nursing	513806
Pre-Medicine/Pre-Medical Studies	511102
Clinical/Medical Laboratory Technician	511004
Dental Hygiene/Hygienist	510602
Dental Laboratory Technology/Technician	510603
Diagnostic Medical Sonography/Sonographer and Ultrasound Technician	510910

![Virginia's Community Colleges logo]

Backup | High-growth occupation - degree program mapping (2/4)

Healthcare Diagnosing or Treating Practitioners	CIP Code
Medical Office Assistant/Specialist	510710
Medical Radiologic Technology/Science - Radiation Therapist	510907
Occupational Therapist Assistant	510803
Opticianry/Ophthalmic Dispensing Optician	511801
Physical Therapy Assistant.	510806
Radiologic Technology/Science - Radiographer	510911
Surgical Technology/Technologist	510909
Physician Assistant	510912

Preschool, Elementary, Middle, Secondary, and Special Education Teachers	CIP Code
Elementary Education and Teaching	131202
Secondary Education and Teaching	131205
Teacher Education and Professional Development, Specific Levels and Methods, Other	131299
Administration of Special Education	130402
Art Teacher Education	131302
Education, General	130101
Education/Teaching of Individuals with Autism	131013
Education/Teaching of Individuals with Vision Impairments Including Blindness	131009
Educational Leadership and Administration, General	130401
Foreign Language Teacher Education	131306

Preschool, Elementary, Middle, Secondary, and Special Education Teachers	CIP Code
Health Teacher Education	131307
Physical Education Teaching and Coaching	131314
Reading Teacher Education	131315
Special Education and Teaching, General.	131001
Early Childhood Education and Teaching	131210
Education/Teaching of Individuals in Early Childhood Special Education Programs	131015
Education/Teaching of the Gifted and Talented	131004
Educational Assessment, Testing, and Measurement	130604
Education, Other	139999
Education/Teaching of Individuals in Secondary Special Education Programs	131019
Education/Teaching of Individuals with Multiple Disabilities	131007
Educational Administration and Supervision, Other	130499
English/Language Arts Teacher Education	131305
French Language Teacher Education	131325
History Teacher Education	131328
Junior High/Intermediate/Middle School Education and Teaching	131203
Kindergarten/Preschool Education and Teaching	131209
Mathematics Teacher Education	131311
Science Teacher Education/General Science Teacher Education	131316
Social Studies Teacher Education	131318
Special Education and Teaching, Other	131099

Backup | High-growth occupation - degree program mapping (3/4)

Preschool, Elementary, Middle, Secondary, and Special Education Teachers	CIP Code
Teacher Assistant/Aide	131501
Teacher Education, Multiple Levels	131206
Biology Teacher Education	131322
Online Teaching for K-12 Teachers	139998
Geography Teacher Education	131332
Physics Teacher Education	131329
Technology Teacher Education/Industrial Arts Teacher Education	131309

Financial Specialists	CIP Code
Accounting and Related Services, Other	520399
Finance, General	520801
Accounting	520301
Accounting and Finance	520304
Accounting and Business/Management	520305
Finance and Financial Management Services, Other	520899
Actuarial Science	521304

Counselors, Social Workers, and Other Community and Social Service Specialists	CIP Code
Mental and Social Health Services and Allied Professions, Other	511599
Social Work	440701

Counselors, Social Workers, and Other Community and Social Service Specialists	CIP Code
Counselor Education/School Counseling and Guidance Services	131101
Clinical Pastoral Counseling/Patient Counseling	511506
Community Health Services/Liaison/Counseling	511504
Counseling Psychology	422803
Mental Health Counseling/Counselor	511508
Substance Abuse/Addiction Counseling	511501
Vocational Rehabilitation Counseling/Counselor	512310
Clinical, Counseling and Applied Psychology, Other	422899
Genetic Counseling/Counselor	511509
Psychiatric/Mental Health Services Technician	511502

Skilled Trades	CIP Code
Aircraft Powerplant Technology/Technician	470608
Airframe Mechanics and Aircraft Maintenance Technology/Technician	470607
Automobile/Automotive Mechanics Technology/Technician	470604
Construction Trades, General	460000
Diesel Mechanics Technology/Technician	470605
Electrician	460302
Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician	470201

Backup | High-growth occupation - degree program mapping (4/4)

Skilled Trades	CIP Code
Industrial Electronics Technology/Technician	470105
Mechanics and Repairers, General	470000
Precision Metal Working, Other	480599
Welding Technology/Welder	480508
Electrical, Electronic, and Communications Engineering Technology/Technician.	150303

Opportunity 2030 Definitions & Metrics (Approved: March 21, 2024)   9
*Contingent on funding

Objective #5: Finance and Funding

Provide all students with access to affordable college education that supports their need for financial flexibility while also supporting the vitality and sustainability of our colleges.

Metrics:

5.1 Approve and implement the VCCS model for including licensure and certification examination fees for credit programs by 2030.

5.2 Seek additional FastForward funding investments from the Commonwealth to address the ongoing annual growth of the programs by 2030.

5.3 Seek additional annual funding for capacity building efforts in regionally identified high demand programs.

5.4 Increase funds available for student emergency needs at all VCCS institutions.

5.5 Complete assessment of facilities and make recommendations for renovation or replacement by 2030.

5.6 Seek funding support for renovation and replacement of facilities exceeding useful life by 2030.

5.7 Review current student fee structures and identify opportunities for modifications by 2030.

5.8 Review current pay-for-performance model and current funding model by 2030.

Definitions:

Licensure and certification examination fees: Amounts charged by third parties to students to apply for and take required examinations to obtain licensure or certification as required by employers for specific jobs.

Funding investments: May include state general funds, grants, or philanthropic donations.

Capacity building efforts: Public and private funds used to expand faculty, staff, facilities and/or equipment and supplies needed to offer courses and programs to additional students.

Student emergency needs: Funds available as grants or short-term loans to assist students for any non-tuition barrier that may prevent them from remaining enrolled during a specific semester.

Pay-for-performance model: VCCS outcomes-based funding model that allocates 20% of the validated resource model (state funding allocation).

Dear Presidents,

Until our new evaluation process is in place, we will use a process similar to last year as the basis for our conversations in June.

If you have not already done so, please email me the letter from your board chair summarizing your accomplishments from the last year.

Your evaluation will include a discussion of the following topics listed on the attached template:

- The evaluation by your local board
- Your accomplishments from your institutional goals
- Enrollment trends including regular student enrollment, dual enrollment, FastForward enrollment, and performance funding metrics
- List and description of new key initiatives with industry and philanthropic partners developed within the last year (up to three)
- Your reflections on your college's participation in the general assembly and other legislative advocacy in AY 2024
- The steps you will take in the coming year to align your college's work and accountability to the five objectives of Opportunity 2030. Please identify the highest priority areas for your college.
- Current challenges and opportunities for your college

<u>Dr. Cat Finnegan will email each of you a Google folder link at least one week prior to meetings</u> with any system provided enrollment data and any additional relevant information. If you have questions, please contact her at cfinnegan@vccs.edu.

Please fill out the provided template and upload it and any supporting documentation to your Google folder at least two business days before your scheduled meeting.

Please reach out to Andrew Kachur at akachur@vccs.edu if you have any additional questions about the evaluation process.

I am looking forward to our conversation.

Sincerely,

David

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GERMANNA COMMUNITY COLLEGE

FY24 LOCAL FUNDS FINANCIAL REVIEW

FOR THE TEN MONTHS ENDING APRIL 30, 2024

GERMANNA COMMUNITY COLLEGE BOARD
MAY 16, 2024

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DAVID F. SWANSON
DIRECTOR OF FINANCE
APRIL 30, 2024

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FY24 LOCAL FUNDS FINANCIAL ANALYSIS

- Highlights of the FY24 results through April 30, 2024:

- Unrestricted Funds – Unrestricted Fund Balance/Net Assets have increased by $644K. Locality contributions and student fees are trending as budgeted. Significant expenditures for this year include the debt service payment of $408K for the Fredericksburg campus parking garage and $175K for enhancing the new college website. Investment performance is trending up after two dull years. *Unrestricted Funds details are noted on slides 5-9.*

- Restricted Funds – Nearly $12M has been received and disbursed: $9.8M for federal Pell and SEOG awards, $2.0M for federal loans.

- Plant Funds – Locality contributions of $453K have been received, with $228K designated as maintenance reserves and $225K designated for the Locust Grove replacement fund. The Stafford maintenance reserve paid $1.55M to the Foundation for the Center Street buildout in January. The fund balance is $4.2M with $2.8M in the Unexpended Plant Fund and $1.4M in the Investment in Plant Fund. *Details of the Unexpended Plant Fund are noted on slides 10 and 11.*

- Endowment Fund – After approval from the Attorney General, the remaining endowments were transferred to the Foundation in September 2022.

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LOCAL FUNDS FY24 STATEMENT OF CHANGES

	Unrestricted	Restricted	Plant
Revenues:			
Unrestricted Current Fund Revenue	1,575,191	-	-
Local Appropriations - Restricted	-	-	453,069
Federal Grants and Contracts - Restricted	-	11,799,908	-
Private Grants and Contracts - Restricted	-	13,709	-
Private Gifts	-	-	-
Investment Income	-	-	50,655
Total Revenues and Other Additions:	**1,575,191**	**11,813,617**	**503,724**
Expenditures:			
Educational and General	404,934	11,817,038	-
Auxiliary Enterprise Expenditures	526,117	-	-
Expended for Plant Facilities	-	-	1,550,000
Total Expenditures	**931,051**	**11,817,038**	**1,550,000**
Net Increase/(Decrease) for the Year	644,140	(3,421)	(1,046,276)
Fund Balances	8,298,024	69,285	5,250,702
Fund Balances at the End of Year	**8,942,164**	**65,864**	**4,204,426**

- Unrestricted Funds are reviewed in greater detail on slides 5 through 9.
- Restricted Funds are pass through items, primarily federal financial aid.
- Plant Funds are reviewed in greater detail on slides 10 and 11.

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LOCAL FUNDS FY24 BALANCE SHEET

	Unrestricted	Restricted	Plant	Agency
Assets:				
Cash	5,502,265	90,863	1,503,088	71,052
Petty Cash	1,000	-	-	-
Cash Equivalents	1,259,210	-	1,255,983	-
Investments	1,754,633	-	-	-
Current Receivables	20,012	-	-	-
Current A/R Allowance	(72)	-	-	-
Due From Other Funds	375,000	-	-	-
Investment in Plant Assets	-	-	1,445,354	-
Total Assets:	**8,912,048**	**90,863**	**4,204,425**	**71,052**
Liabilities:				
Deposits Pending	30,115	-	-	-
Due to Other Funds	-	(25,000)	-	-
Fund Balances	**8,942,164**	**65,863**	**4,204,425**	**71,052**
Total Liabilities and Fund Balances:	**8,912,049**	**90,863**	**4,204,425**	**71,052**

- Unrestricted Funds are reviewed in greater detail on slides 5 through 9.
- Restricted Funds are pass-through items, primarily federal financial aid.
- Plant Funds are reviewed in greater detail on slides 10 and 11.
- Agency Funds are local financial aid pass-through items and funds held in trust for college sponsored organizations.

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LOCAL OPERATING / COLLEGE BOARD FUND BUDGET

- FY24 Operating Fund contributions and spending are proceeding according to plan.

Fund 40001	FY20	FY21	FY22	FY23	FY24	FY24 Budget	Budget Variance
Beginning Cash	**455,492**	**614,159**	**831,762**	**1,008,368**	**1,184,704**	**1,184,704**	
Spotsylvania	89,171	89,171	89,171	89,171	66,878	89,171	(22,293)
Stafford	48,858	48,858	48,858	48,858	48,858	48,858	-
Caroline	6,539	6,866	6,866	7,209	7,209	7,209	-
Culpeper	28,158	28,158	28,158	28,158	28,158	28,158	-
Orange	16,931	41,931	41,931	41,931	41,931	41,931	-
Madison	4,535	4,535	4,535	4,535	4,000	4,535	(535)
Fredericksburg	9,291	9,291	9,291	9,291	9,291	9,291	-
Interest Income	1,849	935	339	(2,946)	2,564	500	2,064
Total Revenues	**205,332**	**229,745**	**229,149**	**226,207**	**208,890**	**229,653**	**(20,763)**
Expenses by Department							
Employee REL-FAC	8,040	2,923	11,977	18,840	13,790	15,000	(1,210)
Student Development Programs	7,169	6,133	7,100	19,365	4,763	15,000	(10,237)
Student Recruitment	8,022	1,882	11,908	11,666	11,371	12,000	(629)
Contingency	-	1,204	6,924	-	-	27,500	(27,500)
Dean of Inst Effectiveness	-	-	-	-	-	10,000	(10,000)
Physical Plant	23,435	-	20,154	-	9,745	30,000	(20,255)
Total Expenses	**46,666**	**12,142**	**58,063**	**49,871**	**39,669**	**109,500**	**(69,831)**
Annual Surplus (Deficit)	**158,666**	**217,604**	**171,086**	**176,336**	**169,220**	**120,153**	**49,067**
Transfers	-	-	5,519	-	-		-
Transfers	-	-	-	-	25,000	25,000	-
Net Assets	**614,159**	**831,762**	**1,008,368**	**1,184,704**	**1,378,924**	**1,329,857**	**49,067**

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VENDING FUND BUDGET

- Bookstore commissions continue to decline. The College Branding Project is complete, but there were enhancements to the website. A transfer of $65K was received as reimbursement of the GoVA matching expenses on the Commissions Contingency line.

Fund 40002	FY20	FY21	FY22	FY23	FY24	FY24 Budget	Budget Variance
Beginning Cash	2,301,634	2,506,078	2,458,736	2,903,277	1,947,449	1,947,449	
Bookstore Commissions	247,194	139,954	174,781	138,887	74,728	120,000	(45,272)
Vending Commissions	9,234	-	4,457	8,477	6,260	5,000	1,260
Vending Commissions	-	-	533	-	556	-	556
Investment Income	20,657	10,993	4,893	(15,895)	98,919	5,000	93,919
Investment Income	(28,471)	2,033	(7,059)	-	-	-	-
Total Revenues	248,613	152,980	177,605	131,468	180,463	130,000	50,463
Expenses by Department							
Diversity and Inclusion	5,637	9,584	7,474	6,509	2,456	12,000	(9,544)
College Branding	-	194,699	244,808	159,198	175,530	-	175,530
Regional Activities	4,347	4,599	5,654	5,855	6,036	10,000	(3,964)
Commissions Contingency Reserve	-	-	76,546	318,085	35,184	275,000	(239,816)
President's Discretionary	513	-	6,285	2,050	746	10,000	(9,254)
Fiscal Operating	89,391	(9,098)	(20,376)	13,674	972	25,000	(24,028)
Travel & Meals - Excess	-	-	124	1,501	1,147	1,000	147
Auxiliary Plant Maintenance	46,278	538	7,031	3,617	14,701	20,000	(5,299)
Total Expenses	146,166	200,322	327,545	510,489	236,772	353,000	(116,228)
Annual Surplus (Deficit)	102,447	(47,342)	(149,940)	(379,021)	(56,309)	(223,000)	166,691
Other Transfers	-	-	600,000	(600,000)	-	-	-
Other Transfers	-	-	-	-	65,468	-	65,468
Transfer In	101,997	-	(5,519)	23,193	-	-	-
Net Assets	2,506,078	2,458,736	2,903,277	1,947,449	1,956,608	1,724,449	232,159

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STUDENT ACTIVITY FUND BUDGET

- The Student Activity Fund is showing a surplus for the year. The State Board-approved Student Activity Fee increase is providing more robust resources this year. The loan from Fund 40001 was repaid.

Fund 40003	FY20	FY21	FY22	FY23	FY24	FY24 Budget	Budget Variance
Beginning Cash	**39,187**	**64,085**	**84,251**	**96,554**	**93,774**	**93,774**	
Student Activity Fees	205,869	204,925	202,057	207,946	233,703	268,686	(34,983)
Total Revenues	**205,869**	**204,925**	**202,057**	**207,946**	**233,703**	**268,686**	**(34,983)**
Expenses by Department							
Student Activities	37,752	51,227	49,387	59,289	35,922	68,000	(32,078)
Student Organizations	32,677	17,364	30,633	41,258	27,736	40,000	(12,264)
Student Projects	29,544	24,142	23,965	21,475	26,250	25,000	1,250
Dean of Student Services	25,000	25,133	25,116	27,881	25,210	28,000	(2,790)
Lecture & Culture	24,249	32,356	28,227	19,957	27,213	28,000	(787)
Student Recognition	1,338	1,500	-	3,999	1,759	4,000	(2,241)
Wellness & Recreation	26,867	31,343	30,117	32,802	3,100	30,000	(26,900)
Co-Curricular Programs	3,544	1,695	2,309	4,064	6,298	5,000	1,298
Total Expenses	**180,971**	**184,759**	**189,754**	**210,726**	**153,488**	**228,000**	**(74,512)**
Annual Surplus (Deficit)	**24,898**	**20,165**	**12,303**	**(2,780)**	**80,215**	**40,686**	**39,529**
Transfers	-	-	-	-	(25,000)	(25,000)	-
Net Assets	**64,085**	**84,251**	**96,554**	**93,774**	**148,989**	**109,460**	**39,529**

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PARKING AUXILIARY FUND BUDGET

- This Parking Auxiliary Fund is showing a surplus for the year. However, this fund is expected to be left with minimal reserves upon completion of the Locust Grove parking lot project, which will extend into the next fiscal year.

Fund 40203	FY20	FY21	FY22	FY23	FY24	FY24 Budget	Budget Variance
Beginning Cash	**765,763**	**956,018**	**712,829**	**835,843**	**1,874,950**	**1,874,950**	
Parking Fees	240,336	239,557	236,860	242,045	208,738	235,000	(26,262)
Interest	4,213	1,161	722	2,939	9,034	500	8,534
Total Revenues	**244,548**	**240,718**	**237,582**	**244,983**	**217,772**	**235,500**	**(17,728)**
Expenses by Department							
Parking Expenses	54,293	483,907	114,568	55,877	61,104	1,857,177	(1,796,073)
Total Expenses	**54,293**	**483,907**	**114,568**	**55,877**	**61,104**	**1,857,177**	**(1,796,073)**
Annual Surplus (Deficit)	**190,255**	**(243,189)**	**123,014**	**189,106**	**156,669**	**(1,621,677)**	**1,778,346**
Transfers	-	-	-	850,000	-	-	-
Net Assets	**956,018**	**712,829**	**835,843**	**1,874,950**	**2,031,618**	**253,273**	**1,778,346**

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FACILITIES AUXILIARY FUND BUDGET

- Debt service on the Fredericksburg campus parking garage of $408K has been incurred this year. Other expenses have been minor. Facilities Fees are tracking to plan.

Fund 40206	FY20	FY21	FY22	FY23	FY24	FY24 Budget	Budget Variance
Beginning Cash	**2,268,461**	**2,606,019**	**3,009,975**	**3,400,445**	**3,197,147**	**3,197,147**	
Facilities Fee	758,200	753,051	744,768	760,812	652,977	750,000	(97,023)
Investment Income	18,492	9,352	1,953	(29,378)	25,590	4,000	21,590
Interest	5,584	534	2,335	13,902	15,285	4,500	10,785
Total Revenues	**782,275**	**762,937**	**749,056**	**745,337**	**693,852**	**758,500**	**(64,648)**
Expenses by Department							
Facilities Expenses	32,761	16,667	44,086	28,297	56,728	65,510	(8,782)
Total Expenses	**32,761**	**16,667**	**44,086**	**28,297**	**56,728**	**65,510**	**(8,782)**
Annual Surplus (Deficit)	**749,514**	**746,270**	**704,970**	**717,040**	**637,125**	**692,990**	**(55,865)**
Debt Service	(411,956)	(342,313)	(314,500)	(70,338)	(408,285)	(409,450)	1,165
Transfers	-	-	-	(850,000)	-		-
Net Assets	**2,606,019**	**3,009,975**	**3,400,445**	**3,197,147**	**3,425,986**	**3,480,687**	**(54,701)**

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UNEXPENDED PLANT FUND BUDGET

- $1.55M of the Stafford maintenance reserve has been utilized to build out the new Center Street facility. The Locust Grove project fund is nearing $2M and is detailed on the next slide.

Fund 79001	FY20	FY21	FY22	FY23	FY24	FY24 Budget	Budget Variance
Beginning Cash	**2,208,267**	**2,301,611**	**2,501,565**	**3,033,422**	**3,805,348**	**3,805,348**	
LGC Building Replacement	200,000	350,000	350,000	550,000	225,000	250,000	(25,000)
MR - STAFFORD CO	200,000	200,000	200,000	200,000	200,000	200,000	-
MR - FREDERICKSBURG	50,000	50,000	25,000	25,000	25,000	25,000	-
MR - ORANGE CO	1,669	1,669	1,669	1,669	1,669	1,669	-
MR - MADISON COUNTY	465	465	465	465	-	465	(465)
MR - CULPEPER CO	-	-	-	1,400	1,400	1,400	-
Prior Year Correction	(20,302)	-	-	-	-	-	-
Investment Income	21,710	1,808	2,999	46,072	50,654	3,000	45,232
Total Revenues	**453,542**	**603,942**	**580,133**	**824,606**	**503,723**	**481,534**	**19,767**
CAPITAL PROJECTS	-	-	145,470	22,353	-	-	-
MR - STAFFORD CO	-	-	-	-	1,550,000	1,550,000	-
MR - FREDERICKSBURG	7,637	72,414	48,276	-	-	48,276	(48,276)
Total Expenses	**7,637**	**72,414**	**193,746**	**22,353**	**1,550,000**	**1,598,276**	**(48,276)**
Annual Surplus (Deficit)	**445,905**	**531,528**	**386,387**	**802,252**	**(1,046,277)**	**(1,116,742)**	**68,043**
CAPITAL PROJECTS	-	-	145,470	22,353	-		-
LGC Building Replacement	(352,561)	(331,574)	-	(52,680)	-	(400,000)	400,000
Net Assets	**2,301,611**	**2,501,565**	**3,033,422**	**3,805,348**	**2,759,071**	**2,288,606**	**468,043**

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UNEXPENDED PLANT FUND
LOCUST GROVE REPLACEMENT FUNDING STATUS

- The LGC building replacement fund stands at $2.0M, with no expenses yet this year. Orange County has completed their pledge last year. Stafford and Spotsylvania will complete their pledges this year.

LGC Replacement Fund	FY18	FY19	FY20	FY21	FY22	FY23	FY24	Totals
Sources of Funds								
Transfer In	1,000,000	-	-	-	-	-	-	1,000,000
Contributions from Localities	-	-	200,000	350,000	350,000	550,000	225,000	1,675,000
Interest Income	9,774	22,046	15,179	1,188	1,941	26,627	26,152	102,907
	1,009,774	22,046	215,179	351,188	351,941	576,627	251,152	2,777,907
Uses of Funds								
Design Costs	-	-	352,561	331,574	-	52,680	-	736,815
Fund Surplus (Deficit)	1,009,774	22,046	(137,382)	19,614	351,941	523,947	251,152	2,041,092
Beginning Fund Balance	-	1,009,774	1,031,820	894,438	914,053	1,265,993	1,789,940	-
Ending Fund Balance	1,009,774	1,031,820	894,438	914,053	1,265,993	1,789,940	2,041,092	2,041,092
Contributions by Locality								
Spotsylvania County	-	-	100,000	100,000	100,000	100,000	100,000	500,000
Orange County	-	-	-	100,000	100,000	300,000	-	500,000
Stafford County	-	-	100,000	100,000	100,000	100,000	75,000	475,000
Culpeper County	-	-	-	-	50,000	50,000	50,000	150,000
Fredericksburg EDA	-	-	-	50,000	-	-	-	50,000
	-	-	200,000	350,000	350,000	550,000	225,000	1,675,000

Note on the New Locust Grove Facility:
Germanna must fund all infrastructure and land improvement including lighting, storm water management, utilities, parking and sidewalks. Additionally, state of the art medical equipment will be required to provide real-life training environments in labs, hospitals, and clinics.

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FINANCIAL REVIEW - WRAP UP

- Questions and Discussion.

- Suggested motion for the Committee:

  "The Finance and Facilities Committee has reviewed the financial analysis for the ten months ending April 30, 2024, and moves to accept the financials as presented."

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FUND DESCRIPTIONS

Fund 40001 – Local Operating College Board Fund
- Primarily funded by contributions from localities
- Expenses for employee relations, student development and recruitment, and contingencies
- Fund balance is increasing, providing opportunities for future student and community engagement

Fund 40002 – Vending Fund
- Primarily funded by bookstore and foodservice commissions
- Expenses for diversity and inclusion, marketing and branding, and contingencies
- Fund balance serves as a reserve fund; previously transferred $1M as the initial funding for the replacement of the new Locust Grove facility

Fund 40003 – Student Activity Fund
- Primarily funded by a student activity fee charged at $2.00 per hour beginning in Academic Year 2023–2024
- Expenses for student activities and organization
- Fund balance is minimal

Fund 40203 – Parking Auxiliary Fund
- Primarily funded by a parking fee charged to students at $1.75 per credit hour
- Expenses to maintain parking lots
- Fund balance is increasing in order to accumulate funds for parking and lighting for the new Locust Grove facility

Fund 40206 – Facilities Auxiliary Fund
- Primarily funded by a facility fee charged to students at $5.50 per credit hour
- Expenses to maintain the Fredericksburg parking garage and to cover its debt service ($3.37M loan maturing September 2031)
- Fund balance serves as a reserve for structural repairs and debt service

Fund 79001 – Unexpended Plant Fund
- Primarily funded by contributions from localities
- Expenses to cover maintenance and repairs for Germanna facilities; some maintenance costs are planned, but can be unpredictable
- Fund balance is increasing in order to accumulate local funds for the new Locust Grove facility, including ongoing design costs

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FY25 LOCAL FUNDS BUDGET PROPOSAL

FOR THE FISCAL YEAR JULY 1, 2024 THROUGH JUNE 30, 2025

GERMANNA COMMUNITY COLLEGE BOARD
MAY 16, 2024

DAVID F. SWANSON
DIRECTOR OF FINANCE
APRIL 30, 2024

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FY25 LOCAL BUDGET PLANNING

- Review and approve FY25 budget (running from July 1, 2024 through June 30, 2025):

    - Review FY25 revenue sources, including expected funding from localities

    - Review FY25 expense requests submitted by Germanna budget managers

    - Approve FY25 Local Funds and Plant Fund budget

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FY25 LOCALITY CONTRIBUTIONS

- This budget proposal is partially based upon the expected funding from our localities as noted in FY25 Projected:

Summary by Locality	FY18 Actuals	FY19 Actuals	FY20 Actuals	FY21 Actuals	FY22 Actuals	FY23 Actuals	FY24 Budget	FY25 Projected
Caroline County	7,237	6,866	7,237	6,866	6,866	7,209	*7,209*	*7,209*
Culpeper County	6,000	28,158	28,158	28,158	78,158	79,558	79,558	79,558
King George County	-	-	-	-	-	-	-	-
Madison County	3,620	5,000	5,000	5,000	5,000	5,000	4,000	4,000
Orange County	10,296	18,600	18,600	143,600	143,600	343,600	43,600	43,600
Spotsylvania County	59,020	89,171	189,171	189,171	189,171	189,171	189,171	89,171
Stafford County	226,070	226,070	348,858	348,858	348,858	348,858	348,858	248,858
Fredericksburg City	33,359	34,291	34,291	34,291	34,291	34,291	34,291	34,291
Fredericksburg EDA	-	-	-	50,000	-	-	-	-
Grand Total	**345,602**	**408,156**	**631,315**	**805,944**	**805,944**	**1,007,687**	**706,687**	**506,687**

Summary by Category	FY18 Actuals	FY19 Actuals	FY20 Actuals	FY21 Actuals	FY22 Actuals	FY23 Actuals	FY24 Budget	FY25 Projected
Operating Funds	117,891	181,022	203,483	203,810	203,810	204,153	203,618	203,618
Career Coaches	-	-	-	25,000	25,000	25,000	25,000	25,000
Maintenance Reserve	227,711	227,134	227,832	227,134	227,134	228,534	228,069	228,069
LGC Construction	-	-	200,000	350,000	350,000	550,000	250,000	50,000
Grand Total	**345,602**	**408,156**	**631,315**	**805,944**	**805,944**	**1,007,687**	**706,687**	**506,687**

- Operating Funds and Career Coaches funding are accounted for in the Local Operating / College Board Fund Budget on slide 6

- Maintenance Reserve and LGC Construction Funding are accounted for in the Unexpended Plant Fund Budget on slide 11

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FY25 BUDGETED EXPENSES

- Expense budgets of $3.1M requested by budget managers:
  - Carry forward budget for the Locust Grove parking and lighting project
  - FXBGO! bus service now budgeted in 40001
  - Otherwise, only minor adjustments

Fund	Department	FY20 Actuals	FY21 Actuals	FY22 Actuals	FY23 Actuals	FY24 Budget	FY25 Request
40001	Dean of Inst Effectiveness	-	-	-	-	10,000	10,000
40001	Student Development Programs	7,169	6,133	7,100	19,365	15,000	40,000
40001	Student Recruitment	8,022	1,882	11,908	11,666	12,000	12,000
40001	EMPLOYEE REL-FAC	8,040	2,923	11,977	18,840	15,000	15,000
40001	VP ADMIN SVCS	-	-	(5,519)	-		
40001	CONTINGENCY	-	1,204	6,924	-	27,500	27,500
40001	PHYSICAL PLANT	23,435	-	20,154	-	30,000	30,000
40002	Diversity and Inclusion	5,637	9,584	7,474	6,509	12,000	12,000
40002	College Branding	-	194,699	244,808	159,198	-	-
40002	President's Discretionary	513	-	6,285	2,050	10,000	10,000
40002	Auxiliary Plant Maintenance	46,278	538	7,031	3,617	20,000	20,000
40002	Regional Activities	4,347	4,599	5,654	5,855	10,000	10,000
40002	Commissions Contingency Reserve			76,546	318,085	275,000	275,000
40002	Fiscal Operating	89,391	(9,098)	(20,376)	13,674	25,000	25,000
40002	Travel & Meals - Excess			124	1,501	1,000	2,500
40003	Student Activities	37,752	44,027	40,087	46,959	45,000	70,000
40003	Student Activities Advisor Stipends	-	7,200	9,300	12,330	23,000	20,000
40003	Student Organizations	32,677	17,364	30,633	41,258	40,000	20,000
40003	Student Projects	29,544	24,142	23,965	21,475	25,000	20,000
40003	Dean of Student Services	25,000	25,133	25,116	27,881	28,000	30,000
40003	Lecture & Culture	24,249	32,356	28,227	19,957	28,000	50,000
40003	Student Recognition	1,338	1,500	-	3,999	4,000	10,000
40003	Wellness & Recreation	26,867	31,343	30,117	32,802	30,000	30,000
40003	Co-Curricular Programs	3,544	1,695	2,309	4,064	5,000	10,000
40203	A/E PARKING ADMIN	54,293	483,907	114,568	55,877	1,857,177	1,867,177
40206	FACILITIES AUXILIARY FEE	444,718	358,980	358,586	98,635	474,960	474,960
		872,814	1,240,110	1,042,997	925,597	3,022,637	3,091,137

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FY25 LOCAL FUNDS BUDGETS

- The following slides depict the discrete budgets for the individual funds being tracked

- Budget inputs:

  - Contributions from localities that have been requested and expected (outlined in green)

  - Revenue sources from student fees are projected based on historical data and enrollment projections

  - Estimated investment income is based on historical trends

  - Expense requests submitted by Germanna budget managers and expected transfers for debt service (outlined in red)

  - Potential transfers for design of the new Locust Grove building

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LOCAL OPERATING / COLLEGE BOARD FUND BUDGET

- Local Operating/College Board Fund – historical trends and FY25 proposed budget.
  - FXBGO! bus service now budgeted in Student Development Programs $25K

Fund 40001	FY20	FY21	FY22	FY23	FY24 Budget	FY25 Budget
Beginning Cash	**455,492**	**614,159**	**831,762**	**1,008,368**	**1,184,704**	**1,329,857**
Spotsylvania	89,171	89,171	89,171	89,171	89,171	89,171
Stafford	48,858	48,858	48,858	48,858	48,858	48,858
Caroline	6,539	6,866	6,866	7,209	7,209	7,209
Culpeper	28,158	28,158	28,158	28,158	28,158	28,158
Orange	16,931	41,931	41,931	41,931	41,931	41,931
Madison	4,535	4,535	4,535	4,535	4,535	4,535
Fredericksburg	9,291	9,291	9,291	9,291	9,291	9,291
Interest Income	1,849	935	339	(2,946)	500	1,500
Total Revenues	**205,332**	**229,745**	**229,149**	**226,207**	**229,653**	**230,653**
Expenses by Department						
Employee REL-FAC	8,040	2,923	11,977	18,840	15,000	15,000
Student Development Programs	7,169	6,133	7,100	19,365	15,000	40,000
Student Recruitment	8,022	1,882	11,908	11,666	12,000	12,000
Contingency	-	1,204	6,924	-	27,500	27,500
Dean of Inst Effectiveness	-	-	-	-	10,000	10,000
Physical Plant	23,435	-	20,154	-	30,000	30,000
Total Expenses	**46,666**	**12,142**	**58,063**	**49,871**	**109,500**	**134,500**
Annual Surplus (Deficit)	**158,666**	**217,604**	**171,086**	**176,336**	**120,153**	**96,153**
Transfers	-	-	5,519	-		-
Transfers	-	-	-	-	25,000	(25,000)
Net Assets	**614,159**	**831,762**	**1,008,368**	**1,184,704**	**1,329,857**	**1,426,010**

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VENDING FUND BUDGET

- Vending Fund – historical trends and FY25 proposed budget.
  - No new activities
  - Grant matching funds are sourced from the Commissions Contingency line

Fund 40002	FY20	FY21	FY22	FY23	FY24 Budget	FY25 Budget
Beginning Cash	**2,301,634**	**2,506,078**	**2,458,736**	**2,903,277**	**1,947,449**	**1,724,449**
Bookstore Commissions	247,194	139,954	174,781	138,887	120,000	80,000
Vending Commissions	9,234	-	4,457	8,477	5,000	50,000
Vending Commissions	-	-	533	-	-	-
Investment Income	20,657	10,993	4,893	(15,895)	5,000	50,000
Investment Income	(28,471)	2,033	(7,059)	-	-	-
Total Revenues	**248,613**	**152,980**	**177,605**	**131,468**	**130,000**	**180,000**
Expenses by Department						
Diversity and Inclusion	5,637	9,584	7,474	6,509	12,000	12,000
College Branding	-	194,699	244,808	159,198	-	-
Regional Activities	4,347	4,599	5,654	5,855	10,000	10,000
Commissions Contingency Reserve	-	-	76,546	318,085	275,000	100,000
President's Discretionary	513	-	6,285	2,050	10,000	10,000
Fiscal Operating	89,391	(9,098)	(20,376)	13,674	25,000	25,000
Travel & Meals - Excess	-	-	124	1,501	1,000	2,500
Auxiliary Plant Maintenance	46,278	538	7,031	3,617	20,000	20,000
Total Expenses	**146,166**	**200,322**	**327,545**	**510,489**	**353,000**	**179,500**
Annual Surplus (Deficit)	**102,447**	**(47,342)**	**(149,940)**	**(379,021)**	**(223,000)**	**500**
Other Transfers	-	-	600,000	(600,000)	-	-
Transfer In	101,997	-	(5,519)	23,193	-	-
Net Assets	**2,506,078**	**2,458,736**	**2,903,277**	**1,947,449**	**1,724,449**	**1,724,949**

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STUDENT ACTIVITY FUND BUDGET

- Student Activity Fund – historical trends and FY25 proposed budget.
  - Increase in Student Activity fee was implemented in FY24

Fund 40003	FY20	FY21	FY22	FY23	FY24 Budget	FY25 Budget
Beginning Cash	**39,187**	**64,085**	**84,251**	**96,554**	**93,774**	**109,460**
Student Activity Fees	205,869	204,925	202,057	207,946	268,686	280,000
Total Revenues	**205,869**	**204,925**	**202,057**	**207,946**	**268,686**	**280,000**
Expenses by Department						
Student Activities	37,752	51,227	49,387	59,289	68,000	90,000
Student Organizations	32,677	17,364	30,633	41,258	40,000	20,000
Student Projects	29,544	24,142	23,965	21,475	25,000	20,000
Dean of Student Services	25,000	25,133	25,116	27,881	28,000	30,000
Lecture & Culture	24,249	32,356	28,227	19,957	28,000	50,000
Student Recognition	1,338	1,500	-	3,999	4,000	10,000
Wellness & Recreation	26,867	31,343	30,117	32,802	30,000	30,000
Co-Curricular Programs	3,544	1,695	2,309	4,064	5,000	10,000
Total Expenses	**180,971**	**184,759**	**189,754**	**210,726**	**228,000**	**260,000**
Annual Surplus (Deficit)	**24,898**	**20,165**	**12,303**	**(2,780)**	**40,686**	**20,000**
Transfers	-	-	-	-	(25,000)	-
Net Assets	**64,085**	**84,251**	**96,554**	**93,774**	**109,460**	**129,460**

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PARKING AUXILIARY FUND BUDGET

- Parking Auxiliary Fund – historical trends and FY25 proposed budget.
  - Major expenditures are planned for the Locust Grove parking.

Fund 40203	FY20	FY21	FY22	FY23	FY24 Budget	FY25 Budget
Beginning Cash	765,763	956,018	712,829	835,843	1,874,950	2,110,450
Parking Fees	240,336	239,557	236,860	242,045	235,000	245,000
Interest	4,213	1,161	722	2,939	500	-
Total Revenues	244,548	240,718	237,582	244,983	235,500	245,000
Expenses by Department						
Parking Expenses	54,293	483,907	114,568	55,877	1,857,177	1,867,177
Total Expenses	54,293	483,907	114,568	55,877	1,857,177	1,867,177
Annual Surplus (Deficit)	190,255	(243,189)	123,014	189,106	(1,621,677)	(1,622,177)
Transfers	-	-	-	850,000	-	-
Net Assets	956,018	712,829	835,843	1,874,950	253,273	488,273

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FACILITIES AUXILIARY FUND BUDGET

- Facilities Auxiliary Fund – historical trends and FY25 proposed budget.
  - Routine maintenance and debt service on the parking garage planned.

Fund 40206	FY20	FY21	FY22	FY23	FY24 Budget	FY25 Budget
Beginning Cash	**2,268,461**	**2,606,019**	**3,009,975**	**3,400,445**	**3,197,147**	**3,480,687**
Facilities Fee	758,200	753,051	744,768	760,812	750,000	770,000
Investment Income	18,492	9,352	1,953	(29,378)	4,000	15,000
Interest	5,584	534	2,335	13,902	4,500	5,000
Total Revenues	**782,275**	**762,937**	**749,056**	**745,337**	**758,500**	**790,000**
Expenses by Department						
Facilities Expenses	32,761	16,667	44,086	28,297	65,510	64,568
Total Expenses	**32,761**	**16,667**	**44,086**	**28,297**	**65,510**	**64,568**
Annual Surplus (Deficit)	**749,514**	**746,270**	**704,970**	**717,040**	**692,990**	**725,432**
Debt Service	(411,956)	(342,313)	(314,500)	(70,338)	(409,450)	(410,392)
Transfers	-	-	-	(850,000)		
Net Assets	**2,606,019**	**3,009,975**	**3,400,445**	**3,197,147**	**3,480,687**	**3,795,727**

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UNEXPENDED PLANT FUND BUDGET

- Unexpended Plant Fund – historical trends and FY25 proposed budget.
  - Planned FredCAT rent expenses and payments on the design of the new Locust Grove facility.

Fund 79001	FY20	FY21	FY22	FY24	FY24 Budget	FY25 Budget
Beginning Cash	**2,208,267**	**2,301,611**	**2,501,565**	**3,033,422**	**3,033,422**	**3,164,520**
LGC Building Replacement	200,000	350,000	350,000	325,000	350,000	350,000
Maint Reserve - Stafford	200,000	200,000	200,000	200,000	200,000	200,000
Maint Reserve - Fredericksburg	50,000	50,000	25,000	18,750	25,000	25,000
Maint Reserve - Orange	1,669	1,669	1,669	1,669	1,669	1,669
Maint Reserve - Culpeper	-	-	-	1,400	1,400	1,400
Maint Reserve - Madison	465	465	465	465	465	465
Maint Reserve - Caroline	(20,302)	-	-	-	-	-
Investment Income	21,710	1,808	2,999	30,836	840	3,000
Total Revenues	**453,542**	**603,942**	**580,133**	**578,120**	**579,374**	**581,534**
Capital Projects - Website Redesign	-	-	145,470	-	-	-
Maint Reserve - Fredericksburg	7,637	72,414	48,276	-	48,276	48,276
Total Expenses	**7,637**	**72,414**	**193,746**	**-**	**48,276**	**48,276**
Annual Surplus (Deficit)	**445,905**	**531,528**	**386,387**	**578,120**	**531,098**	**533,258**
Transfers In	-	-	145,470	-	-	
LGC Design	(352,561)	(331,574)	-	(52,680)	(400,000)	(400,000)
Net Assets	**2,301,611**	**2,501,565**	**3,033,422**	**3,558,862**	**3,164,520**	**3,297,778**

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BUDGET PROPOSAL - WRAP UP

- Questions and Discussion.

- Suggested motion for the Committee:

  "The Finance and Facilities Committee has reviewed the proposed budget for FY25 (the fiscal year beginning June 1, 2024 and ending June 30, 2025) and moves to approve the budget as presented."

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Germanna Community College Local Board
Facilities Report
May 16, 2024

1. **Locust Grove Campus Replacement Building**

   RRMM Architects has started reengaging their consultants. We are looking for meetings to be scheduled to review floor plans, IT, Interior Design, and Allied Health. These meetings will include System Office, RRMM Architects, and Germanna personnel.

2. **Maintenance Reserve Projects**

   Curtain Wall Repair at the Science & Engineering Building and Information Commons.
   - The project is out to bid. A Pre-Bid occurred on April 4, the bids were due April 30 and opened May 1.   I will be able to provide more information at the Board meeting on May 16.

   Replace Fire Alarm System in the Workforce Building.
   - The System Office will forward the documents to the Division of Engineering and Buildings (DEB) for review and comment. Once we get the comments back from DEB and Jensen Hughes provides responses, we should be able to start the bid process.

   Replace/Upgrade Elevator in the V. Earl Dickinson Building
   - Setty (Engineering Firm) re-issued the fee proposal. The System Office is reviewing the proposal and once it is in order a contract will be issued to Setty for the design work.

   Replace Fire Alarm Panel in the Science & Engineering Building and Information Commons
   - Purchase order has been issued to Siemens Technology. Waiting for the parts to come in to schedule the work.

3. **Bus Shelter at Fredericksburg**
   - The project is out to bid. A Pre-Bid occurred on April 10, the bids were due May 2 and will be opened May 3. I will be able to provide more information at the Board meeting on May 16.

4. **Daniel Technology Monumental Sign**
   - The contract document has been signed and the Notice to Proceed from the System Office has been issued.
   - We hired Sherbeyn's Landscape to clear the remainder of the right-of-way so the entire property can be seen from route 29. That work is now complete.

5. **Sports Court at Fredericksburg**
   - The project is out to bid. A Pre-Bid occurred on April 18, the bids were due May 7 and will be opened May 8. I will be able to provide more information at the Board meeting on May 16.

6. **10 and 25 Center Street at Stafford**
   - Construction continues to move along nicely. In 25 Center Street the walls have been primed, ceiling grid installed, lights are being installed, door frames are being set, and additional steel has been set in preparation for the new HVAC equipment to be set in mid-May. Work continues in the science labs in preparation for the installation of the equipment. In 10 Center Street the dry wall is being finished, HVAC rough in is concluding, and rough in for the new restrooms is finishing. In the days and weeks to come the walls will begin to be primed, existing restrooms to be demo/reinstalled, ceiling grid installed, lights installed, and door frames set.

7. **Locust Grove Parking Lot Repair and Site Lighting Upgrade**
   - VHB is finishing up their responses to the comments from the Division of Engineering and Buildings (DEB). Once their responses are reviewed and accepted, we can begin repairing to go out to bid.

GCC Board Next Level Leadership:

AI Part 2

Agenda

- Empowering Work through AI

- Other Generative AI options

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Setting the Stage

1 **AI Defined**

Generative AI refers to the subset of artificial intelligence that's capable of creating new, original content without direct human input. Rather than merely following the rules, it learns from data patterns and emulates the creative process.

2 **Empowerment Through Automation**

Imagine liberating your schedules from the clutches of monotony. Generative AI delivers the promise of automation, fueling efficiency by handling repetitive and time-consuming tasks.

3 **Creative Paradigm Shift**

Envision a surge of creativity sweeping through your daily roles. Generative AI acts as a catalyst in this shift, offering novel solutions and perspectives that defy conventional boundaries.

Understanding Generative AI

1

AI as a Creative Partner

Conjure up the notion of an AI companion, poised at your fingertips, ready to translate your thoughts into actionable and creative outcomes.

2

AI in Content Generation

Contemplate a scenario where tasks such as drafting reports or constructing student feedback become swift and effortless, all courtesy of generative AI's ingenuity.

3

AI as Innovative Collaborator

Generative AI operates by intricately weaving together countless data threads, manifesting as an intelligent force that innovates autonomously.

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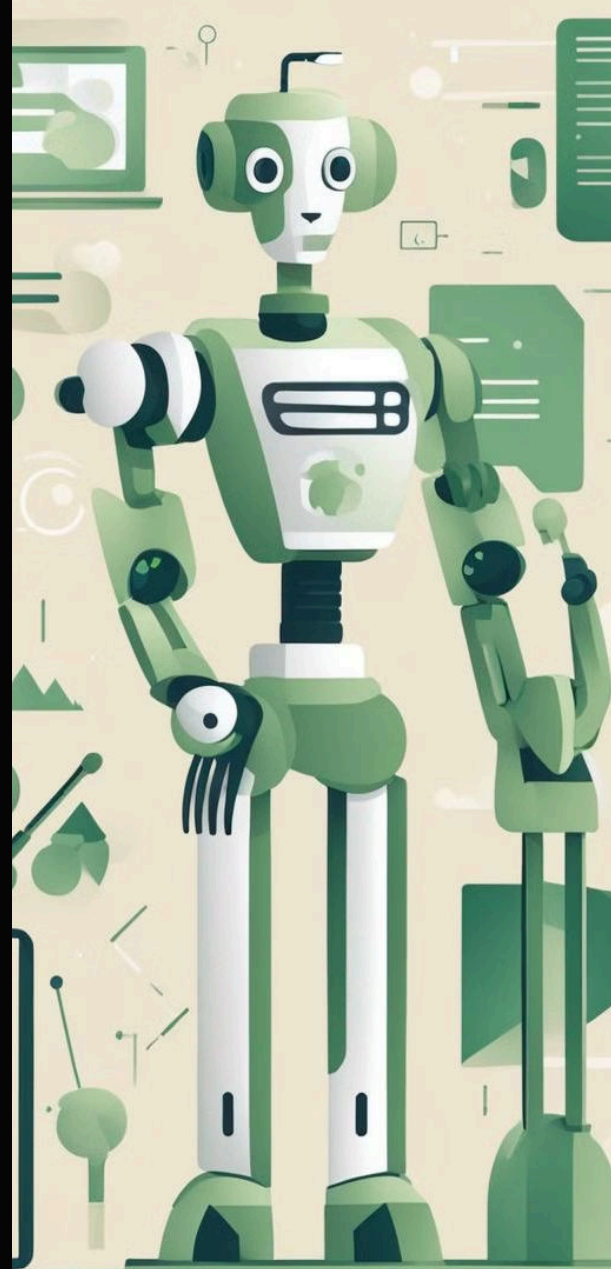
Practical Benefits for You

Unleashing the practical advantages of generative AI can lead to significant enhancements in educational management and student services.

Efficiency in Creation

- Draft Communication
- Draft Policy/Report Documents
- Meeting Minutes
- Build Summaries and Action Items
- Draft Project Outlines

Resource Optimization

- More time in relationship building
- More time in connecting with students
- More ability to be present and human rather than stressed over tasks

Administrative Tasks in Higher Education

Discover how ChatGPT can support administration in various tasks, streamlining processes and improving efficiency.

Email Management

Sorting through countless emails can be a real pain. ChatGPT can help you draft professional emails, freeing up your time to focus on more pressing tasks.

Information Retrieval

Utilize ChatGPT to categorize, label, and store documents in a structured manner for easy retrieval and efficient document management. Can't seem to find that important file or contact information? ChatGPT can search and retrieve the information you need in no time.

Minute Taking

Taking accurate minutes during meetings can be a challenge, but with ChatGPT, you'll never miss a beat.

Expense Tracking

Automate expense tracking and reimbursement processes, simplifying financial management for the organization.
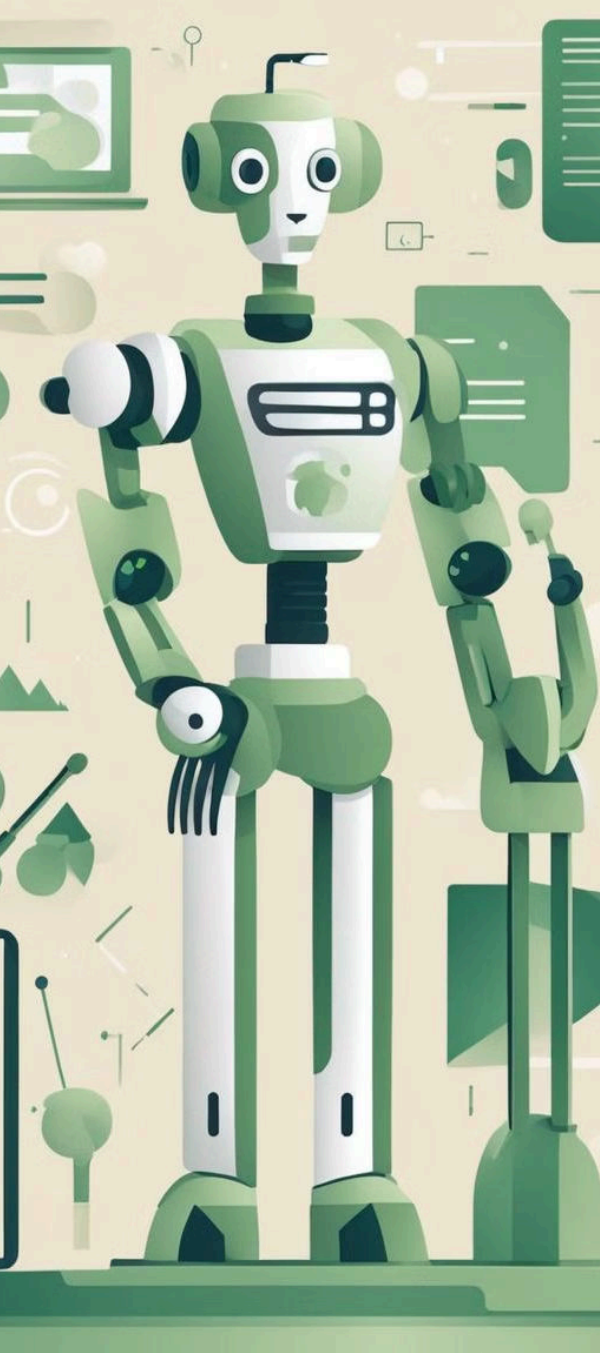
AI Tools

Generative AI Platforms

These tools are used to *generate* ideas, develop text, and provide answers through a text-based platform.

- **ChatGPT**

- **Claude.AI**

- **Copilot**

- **Gemini**

- **Perplexity**

AI Image Generation

These tools are used to generate pictures or images from text input, allowing for creative output.

- **Ideogram**

- **Copilot (Dall-E)**

- **Adobe Firefly** (With subscription)

- **Midjourney (Paid)**

Prompt Toolkit

1

Specific

Clearly define what you want the AI to do. Use precise language and provide enough context to guide the AI's response accurately.

2

Balance

Include key details to shape the response, but avoid overloading the prompt. Leave room for AI's creativity and adaptability.

3

Sequence

Organize your prompt logically. Start with the main objective, followed by specific instructions or questions. This structure helps the AI understand and prioritize tasks effectively.

4

Iterate and Refine

Treat your first prompt as a starting point. Based on the AI's response, refine your prompt to hone in on your desired outcome. Iteration is key to mastering prompt engineering.

Understanding Prompt Frameworks

1 **R-T-F**

Act as [Role}

Create a [Task]

Show as [Format}

2 **T-A-G**

Define [Task]

State the [Action]

Clarify [Goal]

3 **B-A-B**

Explain Problem [Before]

State Outcome [After]

Ask for the [Bridge]

4 **C-A-R-E**

Give the [Context]

Describe [Action]
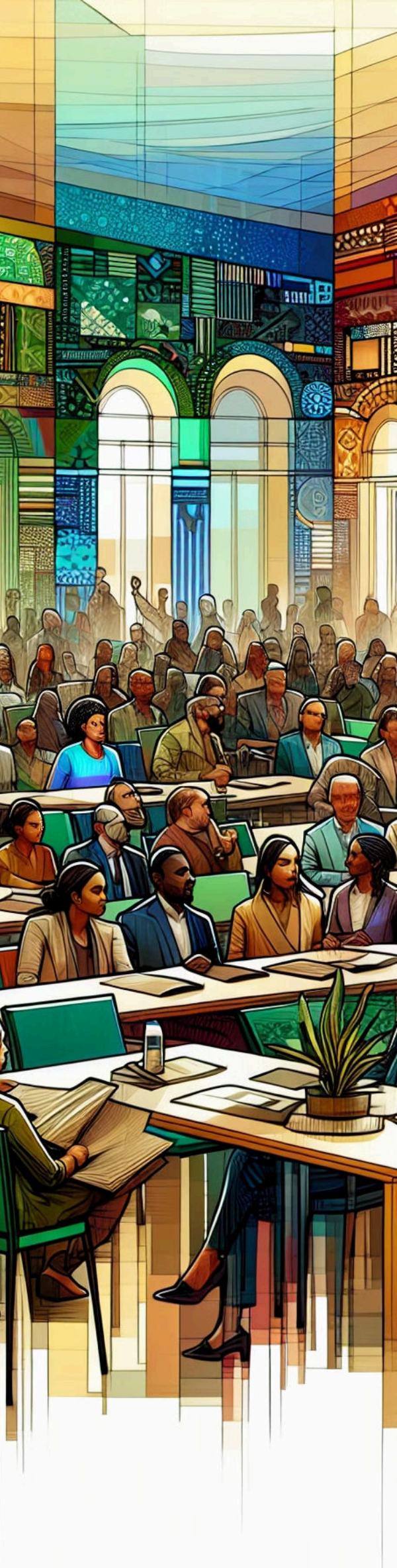
Clarify [Result]

Give the [Example]

5 **R-I-S-E**

Specify the [Role]

Describe [Input]

Ask for [Steps]

Describe the [Expectation]

Modes, Key Use Cases, Tones, Format

Modes

1. **Intern**: "Come up with new fundraising ideas"
2. **Thought Partner**: "What should we think about when generating new fundraising ideas?"
3. **Critic**: "Here's a list of 10 fundraising ideas I created. Are there any I missed? Which ones seem particularly good bad?"
4. **Teacher**: Teach me about [x]. Assume I know [X] and adjust your language."

Key Use Cases

Summarizing longtext, transcripts, articles, reports

Brainstorming ideas, outlines, new concepts

Synthesizing insights and takeaways from text

Writing blog posts, articles, press releases, standard operating procedures, pretty much any type of text

Coding scripts and small programs

Extracting data and patterns from messy text

Reformatting text/data from messy text to tables/structure

Tones

Tone: [X]

Write using a [x] tone

Conversational

Lighthearted

Persuasive

Spartan

Formal

Firm

Format

Be concise. Minimize excess prose.

Use less jargon

Output as bullet points in short sentences

Output as table with columns: [X], [Y], [Z], [A]

Be extremely detailed.

Prompt Engineering Best Practices

1 Language Clarity

Craft prompts with clear, precise language to prevent misinterpretation by AI models.

2 Context Inclusion

Understand the importance of including contextual cues in prompts to enhance AI understanding.

3 Feedback Loop

Learn the significance of the prompt-response feedback loop in refining AI interactions.

25+ ChatGPT prompts to get you started

COPY PROMPT

- Write a professional email template for communicating with staff and colleagues.
- Create a comprehensive schedule for my daily tasks and appointments.
- Write a list of frequently asked questions and answers to use in meetings.
- Develop a system for tracking and managing the department's expenses.
- Write a memo template for communicating important information within the company.
- Create a database of important contacts and information the department administrative assistant.
- Write a script for a client presentation or meeting.
- Write a letter of introduction to use when meeting new staff or colleagues from an administrative liaison.
- Create a standard format for creating reports and presentations
- Write a sample email response for handling difficult inquiries.
- Develop a process for scheduling and conducting conference calls and video meetings.
- Write a letter of recommendation for a former employee or colleague.
- Create a system for organizing and storing important documents.
- Write a brief guide for new employees on working with the department members.
- Write a professional out-of-office email to use when traveling or unavailable.
- Create a database of local restaurants and services for use when traveling on company business.
- Write a sample follow-up email for use after important meetings or discussions.
- Develop a system for managing my personal and work calendars.
- Write a letter of congratulations for a colleague or employee on their recent success.
- Create a process for arranging and coordinating business travel for employees.
- Write a professional email to decline a job offer or business proposal.
- Develop a method for keeping track of important deadlines and due dates.
- Write a letter of thanks to a client or colleague for their support or partnership.

ChatGPT Prompting
Cheat Sheet

Use this Cheat Sheet to master prompting

MODES AND ROLES

Intern: Find research on [insert topic]
Idea generator: Generate ideas on [x]
Editor: Edit and fix this text: [insert text]
Teacher: Teach me about [insert topic]
Critic: Critique my argument: [argument]

FORMAT

Code	Table	Essay
Tweet	Blog	Report
Social media post	Email	Presentation
	Bullets	Research

TONES
Write using [x] tone

Firm	Professional	Persuasive
Confident	Descriptive	Formal
Poetic	Humorous	Informal
Narrative	Academic	Friendly

HOW TO BUILD A CHAIN PROMPT WITH EXAMPLE

1. **Insert first prompt:** Give me a summary of this document [insert or copy paste document text]
2. **Modify the output:** Use the summary above and write a 500 word piece that explains the topic to beginners
3. **Modify the tone:** Change the tone of the answer above and make it sound more professional
4. **Modify the format:** Convert the answer above into text for a presentation with 1 slide for each key point

PROMPTS FOR MARKETERS

List [insert number] ideas for blog posts about [insert topic]
Create a 30 day social media calendar about [insert topic]
Generate landing page copy for [insert product description]
Write 5 pieces of Facebook ad copy for [product description]
Generate 5 persuasive subject lines for an email about [insert email description]

PROMPTS FOR CODING

Help me find mistakes in my code: [insert your code]
Explain what this snippet of code does: [insert code snippet]
What is the correct syntax for a [statement or function] in [programming language]?
How do I fix the following [programming language] code which [explain the functioning]? [insert code snippet]

PROMPTS FOR SALES

Generate 10 ways to generate leads for [product description]
Create a personalized sales email for potential customers. Include [topic, brand name, promo offers, etc.]
Write a sales landing page description for [product description]
Generate 5 personas I should include in my outreach for [X]
Generate a script to use when cold-calling [insert persona]

PROMPTS FOR DESIGNERS

What are some interactions to consider when designing a [insert app or website description]
Create a user persona for [describe product]
Generate 10 questions for a user interview regarding [topic]
Create a user journey for [insert app and persona description]
Generate UI/UX design requirements for [describe feature]

PROMPTS FOR RESEARCH

Identify the top 20 companies in [insert industry] by revenue
What are the top trends in [insert industry] for 2023?
Find me the best-reviewed software for [insert task]
Summarize the annual financial statement of [insert company]
Summarize this research paper and give me a list of the key insights: [insert research paper text]

PROMPTS FOR CUSTOMER SERVICE

Create a template for an email response to customers inquiring about [product].
What are the most frequently asked questions about [topic]?
Create a help page that explains how to use [your product].
Summarize the following knowledge base article to give step-by-step instructions: [insert article]

GENERAL PROMPTS

Rewrite this text and make it easy for a beginner to understand: [insert text].
I want to [insert task or goal]. Generate 5 for ideas for [insert task or goal].
Explain [insert topic] in simple and easy terms that any beginner can understand.
Summarize the text below and give me a list of bullet points with key insights and the most important facts.
Proofread my writing above. Fix grammar and spelling mistakes. And make suggestions to improve the clarity of my writing.

10 Best Prompting Tools

PromptDr/ve · Geniea · CreativAI · Public Prompts · Prompt Perfect
Promptist · Maker Box · Trickle · PromptBase · Promptinterface.ai

CREATED BY ZAIN KAHN

Join **superhuman.ai** - my newsletter with **300,000+** readers that teaches you how to use AI. **Link in post ⬆**

Impact on the Administrative landscape

Discover how ChatGPT can revolutionize administrative tasks, optimizing efficiency and improving outcomes.

1 Efficient Communication

Instantaneous responses to inquiries, reducing waiting times and enhancing student and staff experiences.

Example prompt: Write a sample email response for handling difficult inquiries.

2 Increased Productivity

Automates repetitive tasks, allowing administrators to focus on strategic initiatives. It can also help write and polish content

Example prompt: "Below you'll find a Facebook social media post for our latest article. Write 3 more different versions suitable for Twitter, Instagram, and LinkedIn. [Original post]"

3 Data Insights

ChatGPT collects valuable data, providing insights for continuous process improvements and decision-making.

Example prompt: "Give me the 5 main takeaways from this article. [copy of the article]"

4 Brainstorming

Business names, design ideas, article topics, concept generation, and virtually anything else that comes to mind – simply ask ChatGPT for some help to jog your imagination and creativity.

Example prompt: "I'm stuck on an article about ways how to use ChatGPT at work. Please give me some ideas to include in the article."

5 Research

When exploring a topic, ChatGPT can be an invaluable research tool for gathering information and understanding concepts. This is particularly useful when learning something new, as ChatGPT not only has access to a massive amount of information, but can also explain it in a simple and accessible way.

Moreover, while ChatGPT typically won't provide references in its text-based responses, you can still get them by asking explicitly for sources.

Example prompt: "How does the logistics of raw material shipping work? Explain it to me like I'm a high-school student and use lots of statistics and data to illustrate your answer. Also, provide sources for your claims."

Summary

Next Level Leadership:

- Understanding Generative AI

- Practical Benefits for You

- AI Tools: Prompt Toolkit

- Microsoft Outlook: Administrative Tasks

- Team Collaboration and Chat Feature

Questions?

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