LORD FAIRFAX COMMUNITY COLLEGE
BOARD MEETING
MINUTES NO. 235
April 5, 2018

CALL TO ORDER	
Board Chair Fran L. Jeffries convened a regular meeting of the Lord Fairfax Community College (LFCC) Board at 12:00 pm, Thursday, April 5, 2018 in the 'The Barn' at the Fauquier campus.	
Members Present	Mary W. Barton Fauquier County Jeffrey S. Boppe Frederick County William C. Daniel Clarke County Richard M. Galecki Fauquier County Paula L. Howland Rappahannock County Fran L. Jeffries City of Winchester Andrew C. Keller Shenandoah County Michael A. Lake Frederick County Craig C. Lancto Page County Pamela M. McInnis Warren County Kathryn K. Rosa City of Winchester Bruce S. Short Page County Kimberly P. Blosser Lord Fairfax Community College
Members Absent	Daryl L. Funk Warren County
Others Present	Chris Boies, vice president of finance and administrative services; interim vice president of academic and student affairs Jeanian Clark, vice president of Workforce Solutions Chris Coutts, provost Fauquier campus Ashley Hansen, executive assistant to the president Liv Heggoy, associate vice president of institutional advancement
Approval of Minutes No. 234	On a motion made by Paula Howland, seconded by Mary Barton, Minutes No. 234 were approved.

NEW BUSINESS	
College Board member appointments representing the counties of Shenandoah and Frederick (Information Item)	Board Chair Fran Jeffries welcomed new board members representing the counties of Shenandoah and Frederick. Mr. Andrew C. Keller has been appointed to fill an unexpired term representing Shenandoah County. Mr. Jeffrey S. Boppe has been appointed to fill an unexpired term representing Frederick County. Both representatives' terms expire June 30, 2019, at which time they will both be eligible for reappointment to their first four-year terms.

	Mr. Benjamin C. Freakley was also appointed to fill an unexpired term representing Shenandoah County. This term will expire June 30, 2019, at which time he will be eligible for reappointment to his first four-year term. This was an information item and required no further action.
President's AY 2017-18 goal progress report (Information Item)	Dr. Kim Blosser reviewed the president's AY 2017-18 goal progress report attachment and highlighted numerous goal progress areas in support of the annual Complete 2021 strategies established by former LFCC president, Dr. Cheryl Thompson-Stacy. She explained that some goal areas are still in progress and further updates will be provided as the finalized data becomes available towards the end of the academic year. However, the timeline of the Chancellor's presidential review process requires goal progress be reported to the College Board at this time. Dr. Kim Blosser also presented the attached proposed president's goals for the 2018-19 academic year. College Board Chair, Fran Jeffries, will develop an abbreviated letter of evaluation for Dr. Blosser that will include a copy of the College's 2017-18 academic year goal progress report, and a copy of Dr. Blosser's proposed goals for 2018-19. The abbreviated evaluation will be provided to the Chancellor in May 2018. Procedures for the president's evaluation process will resume its traditional structure for the 2018-19 academic year. (Attachment No. 1; 4 pages)
Locality funding update (Information Item)	Chris Boies provided an update on the status of locality funding. Currently, all locality governments that have published a preliminary budget, show full funding of the College's requests in their respective proposed budgets. The only two localities yet to publish full detail of their proposed budgets are the City of Winchester and Page County. The College will continue to closely monitor all localities' budget approval processes and update the board as necessary. The locality funding update was an information item and required no further action.
Recommendation to approve 2018-20 Auxiliary Parking Plan (Action Item)	Chris Boies presented the recommendation to approve the 2018-20 auxiliary parking plan. He explained that VCCS policy requires colleges to establish a two-year capital outlay plan for parking that covers the construction, repair, and maintenance of college parking facilities. Parking is a self-sustaining enterprise that is funded through a student parking fee.

	The College currently has sufficient parking capacity at all locations. LFCC's proposed two-year plan focuses on annual general maintenance of existing lots, safety improvements through increased lighting and cameras, funding for the pedestrian walkways and service drive needed for the new Hazel academic building at the Fauquier campus, and an asphalt overlay for the lower parking lot at the Fauquier campus.
	On a motion by Mary Barton, seconded by Michael Lake, the 2018-20 auxiliary parking plan was approved.
	(Attachment No. 2; 3 pages)
Recommendation to approve Career Studies Certificate – Healthcare Technology Specialist (Action Item)	Chris Boies presented the career studies certificate (CSC) healthcare technology specialist curricular proposal for approval.
	The healthcare technology specialist CSC has been designed to align with the new Certified Healthcare Technology Specialist (CHTS) certification awarded via exam by AHIMA. The new CSC is a 22-credit certificate within the health information management (HIM) program.
	In response to new technology being utilized in healthcare, qualified technical support and management professionals will be needed across a variety of healthcare organizations. The learning outcomes built into the proposed CSC will ensure that graduates are ready to effectively implement and manage the use of electronic health records. The CSC will also provide HIM students, or professionals with HIM fundamental skills, the opportunity to expand into the IT sector of healthcare.
	The proposed CSC incorporates existing HIM and IT courses, with the addition of one new course that can be taught by existing fulltime or adjunct faculty.
	On a motion by Richard Galecki, seconded by Kathy Rosa, the career studies certificate healthcare technology specialist was approved.
	(Attachment No. 3; 6 pages)
Recommendation to approve Discontinuance of Career Studies Certificate - Hospitality (Action Item)	Chris Boies presented the recommendation to discontinue the career studies certificate (CSC) in hospitality effective Summer 2018 with a two-year teach out plan in AY 2019-20.
	In 2016, LFCC developed a CSC in hospitality to meet a need described by the business community, particularly in the Page County service area. The CSC has been offered for two years and currently has one student active in Spring 2018. There are three courses specific to this certificate only and continuing to run these courses with only one student enrolled is not an efficient use of resources.

	The College Curriculum Advisory group has determined a disconnect among the learning outcomes of the CSC and the actual needs of the hospitality industry within the LFCC service region. A group of businesses in Page County conducted a survey to determine need in fall 2017, and determined that desired intervention is needed at a lower level than college credit courses. LFCC Workforce Solutions and adult education ABE training programs are now working with local hospitality businesses to further examine the need and determine the most effective training pathway to offer to meet the hospitality employer needs within the community. On a motion by Paula Howland, seconded by Pam McInnis, the recommendation to discontinue the career studies certificate in hospitality was approved. (Attachment No. 4; 2 pages)
Recommendation to approve Discontinuance of Career Studies Certificate – Industrial Maintenance Technician Intermediate (Action Item)	Chris Boies presented the recommendation to discontinue the career studies certificate (CSC) in industrial maintenance technician (IMT) intermediate effective Summer 2018 with a two-year teach out plan in AY 2019-20. The CSC in IMT intermediate is essentially the same program as the CSC in IMT basic, depending on the use of electives. The CSC in IMT intermediate has shown consistently low enrollment for the past three academic years. There is currently no industry requirement for college credit in regards to employability. The College Curriculum Advisory group has determined the learning outcomes needed to meet industry needs is better structured as Workforce programming that can be offered in various, more flexible and responsive formats including condensed boot camp trainings. LFCC Workforce Solutions currently offers a similar program. On a motion by Mary Barton, seconded by Rich Galecki, the recommendation to discontinue the career studies certificate in industrial maintenance technician intermediate was approved. (Attachment No. 5; 2 pages)
**REPORT OF THE COLLEGE BOARD CHAIRMAN**

Board Chair Fran Jeffries reported on the following:

As chair of the College Board, Fran Jeffries has been working closely with Dr. Blosser and providing support through the presidency transition. Alongside College Board Vice Chair Bill Daniel, Ms. Jeffries oriented two new members to the board, Andrew Keller representing Shenandoah County and Jeff Boppe representing Frederick County.

Board Vice Chair Bill Daniel participated with a state-wide conference call with Governor Northam, Secretary of Finance Aubrey Layne, and the presidents and local board officers from Virginia's

community colleges and public four-year institutions. The call concerned the Governor's upcoming resubmission of the State budget. The Governor was clear that the resubmitted budget would still include Medicaid expansion, but is negotiating other items. Presidents and local board members are encouraged to speak with their legislators to stress the effects a delayed budget approval has at the college level and the need to work to get the budget approved.

All board members were strongly encouraged to participate with LFCC's upcoming Commencement ceremonies as a member of the platform party. The many student and employee recognition events occurring within the next several weeks were also highlighted, and board members are encouraged to attend as many of these events as possible.

REPORT OF THE EDUCATIONAL FOUNDATION BOARD REPRESENTATIVE

Mary Barton, LFCC Educational Foundation Board representative, reported on the following:

The LFCC Foundation welcomed new member, Mark Reed, president and CEO of Pioneer Bank located in Stanley, Virginia.

The LFCC Foundation Appreciation Luncheon will be held Friday, April 20 at 12 noon at the Middletown campus, and all College Board members are encouraged to attend.

REPORTS OF THE COLLEGE

Academic and Student Affairs	Chris Boies, interim vice president of academic and student affairs, reported on the following: Finalists for the position of vice president of academic and student affairs have completed campus interviews, and the selection committee is in the process of extending an employment offer to the preferred candidate. Many academic and student affairs departments are currently working on implementation of various VCCS initiatives. One such initiative is focused on creating clear pathways for student academic planning with the goal of getting students into a four-year transfer institution or the workforce more quickly. A new advising portal is being implemented to assist with more efficient course selection to support students' specific degree or career pathways. There is a great amount of work at the individual college level required to implement this new advising portal system.
Financial and Administrative Services	Chris Boies reported on the following: An adjusted budget for the Hazel building has been submitted for approval to the State entity governing capital projects. The adjusted budget reflects cost cuts resulting from various architectural redesigns and pricing negotiations with contractors. The College hopes for a final budget approval within the next few weeks so that a final building design can be determined and construction can begin. Due to delays from receiving final budget approval from the State, the College now anticipates construction on the Hazel building to begin in April 2019.

	Racey Engineering has been selected to perform the site planning work for construction of the new Luray-Page County Center building. The College is working with architects on the preliminary design of the building, as well as planning for important next steps including site plan approval from the Town of Luray. On March 7, the College and LFCC Police Department conducted a very successful simulated active threat drill at the Fauquier campus in coordination with the Town of Warrenton Police, Fauquier County Sheriff's Department, and Virginia State Police. This exercise yielded invaluable information and insight on emergency response processes for all parties involved. An after-action report meeting is scheduled in the coming weeks.
Workforce Solutions and Continuing Education	Jeanian Clark reported on the following: The Fauquier-Vint Hill WSCE Spring/Summer 2018 catalog was shared with board members. WSCE is launching its CDL program in the Fauquier-Vint Hill market. LFCC is the only community college to offer this programming in the Northern Virginia area. For the third year in a row, WSCE is partnering with Fauquier Health to offer the national LeaderCast training event in the Warrenton market. WSCE is also adding capacity to its drone technology program with course offerings in applications for industry and FAA ground remote pilot in command prep for licensure and certification. The heavy equipment operator (HEO) program launched in December 2017 with 25 students completing in spring 2018. Due to early depletion of the Workforce Credential Grant funding, WSCE was forced to take a soft pause in program enrollment. The WSCE HEO program was built in partnership with the Heavy Construction Contractors Association (HCCA), who have donated $50,000 to the LFCC Foundation to fund scholarships for the HEO program in the absence of state financial aid funding.
Fauquier Campus	Chris Coutts reported on the following: Board members received a handout highlighting various data points and information items related to the Fauquier campus and its service region of Fauquier and Rappahannock counties. Fauquier campus enrollment is up 1 percent compared to AY 2016-17 with 1,850 students enrolled in credit courses. The College is working to expand its cyber security programming at its Vint Hill site including hiring a new cyber security faculty member and making improvements to the Vint Hill facility to better support program instruction. The College has submitted four grants for funding to support these cyber security program expansion efforts.

	A partnership among LFCC's Fauquier campus, Rappahannock County Public Schools (RCPS), and RappU located in Sperryville, Virginia, has resulted in expansion of course offerings at RappU's location. The expanded course offerings are aimed at meeting specific skills and learning outcomes needed as determined by RCPS, as well as providing enrichment and soft skill course offerings to citizens and adult learners within the county.
Institutional Advancement	Liv Heggoy reported on the following:

The deadline for students to apply for Foundation scholarships was March 31. The Foundation staff is currently working to award $300,000 to 200 scholarship recipients.

As the Foundation's fiscal year is the calendar year, auditors are currently reviewing the Foundation's financial statements. The current endowment is approximately $7 million, with total assets of $20 million. The Foundation has raised $380,000 in the first quarter of 2018.

A particular LFCC Foundation fund enables the Foundation to award a faculty grant to one fulltime faculty and one adjunct faculty per year for the next nine years. The faculty development grants are designed to support innovations in teaching, foster career growth, or enhance scholarly or creative productivity or effectiveness. All fulltime and adjunct faculty instructing in credit programs at LFCC and who have taught a minimum of two semesters are eligible to apply. The 2018 faculty development grants have been awarded to Tina Putnam, fulltime faculty and director of surgical technology, and Brian Kissick, adjunct faculty and assistant professor of information technology.

The 2018 LFCC Distinguished Alumni honor has been awarded to Renee Culbertson. Culbertson graduated cum laude with an associate of applied science degree in management in 2000. She has served as the deputy clerk of the Fauquier County Board of Supervisors for 17 years. |
| **President** | Kim Blosser reported on the following:

LFCC credit enrollment is up 3.4 percent for Spring 2018 compared to AY 2016-17. This increase is very impressive, as LFCC is one of only four colleges in the VCCS to have positive enrollment numbers for the spring semester. Dual enrollment is a significant portion of the overall enrollment increase. The number of dual enrolled students for Spring 2018 is an increase of 11 percent over Spring 2017.

The total number of students receiving the designation of Governor's Scholar (given to students who earn an associate degree before or in |

| | concurrence with earning a high school diploma) in 2018 is 291, which is a considerable increase from 182 designees in 2017.

The College is working on expanding its career and technical trades programing for high school students by further developing its academies and creating new academies in program areas such as emergency medical technician (EMT).

LFCC representatives have been contacting legislators urging the importance of maintaining the originally proposed $9.5 million in Workforce Credential Grant funding as part of the final approved budget.

The State Board for Community Colleges will decide on the system-wide tuition rate for AY 2018-19 at its May 2018 meeting. It is anticipated that an increase of 1 to 3 percent will be approved. |
|---|---|

IMPORTANT DATES

The following important dates were noted:
- President's Appreciation Luncheon – Friday, **April 20, 2018**; 12 p.m.; Carl & Emily Thompson Conference Center, Corron Community Development Center, Middletown campus
- LFCC Employee Recognition Luncheon – Wednesday, **May 9, 2018**; 12 p.m.; Carl & Emily Thompson Conference Center, Corron Community Development Center, Middletown campus
- 2018 LFCC Commencement Ceremonies – Saturday, **May 12, 2018**; 1 p.m.; Skyline High School, Front Royal, Virginia (*Medallion of Recognition & Professor Emeritus Ceremony begins at 11:30 am*)
- June College Board meeting – **Thursday, June 7, 2018**; 12 p.m.; Luray-Page County Center

ADJOURNMENT

Board Chair Fran Jeffries declared the meeting adjourned at 1:10 pm.

SUBMITTED BY:

Kimberly P. Blosser
President of the College and
Secretary to the Lord Fairfax
Community College Board

APPROVED BY:

Fran L. Jeffries
Chair
Lord Fairfax Community College Board

Copy + Attachments to: All College Board Members and Cabinet members.

Copy of Approved MINUTES NO. 234 (February 1, 2018) filed with Glenn DuBois, Chancellor, Virginia Community College System.

LORD FAIRFAX COMMUNITY COLLEGE
BOARD MEETING AGENDA

Thursday, April 5, 2018 at 12:00 p.m.
The Barn, Fauquier campus

Call to Order

Approval of Minutes
>   Minutes No. 234 – meeting of February 1, 2018

New Business
1. College Board member appointments representing the counties of Shenandoah and Frederick. (INFORMATION)

2. President's AY 2017-18 goal progress report. (INFORMATION) (Attachment No. 1)

3. Locality funding update. (INFORMATION)

4. Recommendation to approve *2018-20 Auxiliary Parking Plan*. (ACTION) (Attachment No. 2)

5. Recommendation to approve *Career Studies Certificate – Healthcare Technology Specialist*. (ACTION) (Attachment No. 3)

6. Recommendation to approve *Discontinuance of Career Studies Certificate – Hospitality*. (ACTION) (Attachment No. 4)

7. Recommendation to approve *Discontinuance of Career Studies Certificate – Industrial Maintenance Technician Intermediate*. (ACTION) (Attachment No. 5)

Report of the College Board Chair
• Fran Jeffries

Report of the LFCC Educational Foundation Representative
• Mary Barton

Reports of the College
• Chris Boies, interim vice president of academic and student affairs; vice president of financial and administrative services
• Jeanian Clark, vice president of Workforce Solutions and Continuing Education
• Chris Coutts, provost Fauquier campus
• Liv Heggoy, associate vice president of institutional advancement
• Kim Blosser, president

Important Dates

- President's Appreciation Luncheon – Friday, **April 20, 2018**; 12 p.m.; Carl & Emily Thompson Conference Center, Corron Community Development Center, Middletown campus
- LFCC Employee Recognition Luncheon – Wednesday, **May 9, 2018**; 12 p.m.; Carl & Emily Thompson Conference Center, Corron Community Development Center, Middletown campus
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- June College Board meeting – **Thursday, June 7, 2018**; 12 p.m.; Luray-Page County Center

Adjournment

Lord Fairfax Community College
PRESIDENT'S GOALS AND OBJECTIVES – PROGRESS REPORT
Submitted by Dr. Cheryl Thompson-Stacy, *retired effective 1/31/2018*
Reported by Dr. Kim Blosser, *presidency effective 2/1/2018*
AY 2017 – 2018

_____

- LFCC will again pursue the *Chronicle of Higher Education's* Great Colleges to Work For and Honor Roll designation.

  Goal in progress: We have achieved this designation in 2012, 2013, 2014, 2015, 2016, and 2017 – we were one of the highest ranked colleges in the nation in 2014, 2015, 2016, and 2017 and the highest ranked in Virginia. Only three community colleges in the entire nation in 2016 ranked high in ten categories – LFCC being one of the three. In 2017, one of just three community colleges in the nation to be cited in 10 of the 11 categories, and the only one in the medium-sized category (3,000-9,999 students). Fifth time as an "Honor Roll" institution. VERY PROUD. We are currently completing the survey for the 2018 Great Colleges to Work For honor.

- Receive a 95 percent satisfaction rate or higher from students on their academic experiences at LFCC on the annual student satisfaction survey

  Goal achieved: This year's survey was 98% satisfaction (97.9% compared to the 97.6% the previous year – an increase of 0.3%).

- **CONNECTION OBJECTIVE** – Increase the admission application yield for LFCC credit students by 2 percent
  (VCCS: Increase admissions application enrollment yield for credit programs to 50 percent system-wide in AY 2019)

  Goal achieved: Increased the application yield 3.2%, from 57.3% in Fall 2016 to 60.5% in Fall 2017.

- **CONNECTION OBJECTIVE –** Develop two new degree, certificate program or industry recognized credential programs including the implementation of our heavy equipment operator training

  Goal achieved: Created two new career studies certificates, one for medication aide and one for medical scribe. Also implemented Levels 1 and 2 in heavy equipment operator credential program.

- **CONNECTION OBJECTIVE** – Increase Workforce Credential Grant enrollment by 4 percent

  Goal on hold: LFCC was very successful with our WCG programs; however, in November, the state funding ran out and we had to initiate a 'soft pause' and could not enroll additional students. As a result, this goal cannot be measured this year.

- **ENTRY OBJECTIVE –** Increase the number of First Time in College (FTIC) students who earn 12 credit hours with a 2.0 GPA or above in their first year by 3 percent

  Goal not met: Application enrollment yield in Fall 2015 was 59.6% compared to 57.2% in Fall 2016.

- **ENTRY OBJECTIVE –** Increase the percentage of students who complete the CSC and industry certification and then return for additional education within 1 year by 3 percent
  (VCCS: Increase the percentage of students who complete workforce credentials, such as industry certifications and credit career studies certificates (CSCs), then return for additional education to 35 percent)

  Goal not met: LFCC's return percentage is currently 23% (181 returned/789 completed CSC or Industry Certification), which is the same as last year's percentage. However, there are currently 200 more industry certifications this fiscal year, as well as 60 more CSC awards.

- **PROGRESSION OBJECTIVE** – Increase fall-to-fall retention by 4 percent
  (VCCS: Increase overall VCCS Fall-to-Fall retention credit students to 65 percent system-wide in AY 2019)

  Goal in progress: This is a stretch goal for the VCCS. The VCCS average is 42% and LFCC's average for Fall 16 to Fall 17 = 44% retention.

- **PROGRESSION OBJECTIVE** – Increase fall-to-spring retention by 3 percent
  (VCCS: Increase overall VCCS Fall-to-Spring Retention of credit students to 74 percent system-wide in AY 2019)

  Goal in progress: Fall 17 to Spring 18 = 72%. LFCC's previous fall-to-spring retention was also 72%. The VCCS average is 70%.

- **COMPLETION OBJECTIVE –** Increase the annual associate degrees, certificates, career studies certificates and industry recognized credentials by 420 over FY 2017

  Goal in progress: For 2016/17 - 1,020 industry credentials + 1,706 awards = 2,726; to date for 2017/18 - 654 industry credentials + 1,116 awards = 1,770 (not all data has been entered for industry credentials or awards).

- **AFFORDABILITY AND SUSTAINABILITY OBJECTIVES –** Increase the number of financial aid applicants by 2 percent over 2016-17

  Goal in progress: Students can apply for financial aid through June 20, 2018. Currently, for the 2018 aid year, LFCC is down 1% in applications.

Lord Fairfax Community College
PRESIDENT'S GOALS AND OBJECTIVES
Dr. Kim Blosser
AY 2018 – 2019

- LFCC will continue to pursue the *Chronicle of Higher Education's* Great Colleges to Work For and Honor Roll designation.

- LFCC will continue to have at least a 95 percent or higher satisfaction rate from students on their academic experiences at LFCC on the annual student satisfaction survey.

- **CONNECTION OBJECTIVE –** Increase enrollment for LFCC credit students by 2 percent

- **CONNECTION OBJECTIVE –** Develop two new degree, certificate program or industry recognized credential programs

- **CONNECTION OBJECTIVE –** Increase Workforce Credential Grant enrollment by 5 percent

- **ENTRY OBJECTIVE –** Increase the percentage of students who complete the CSC and industry certification and then return for additional education within 1 year by 2 percent

- **ENTRY OBJECTIVE –** Increase headcount and credit hours awarded through credit-for-prior-learning by 10 percent over 2017-18

- **PROGRESSION OBJECTIVE –** Increase fall-to-fall retention by 2 percent by AY 2019

- **PROGRESSION OBJECTIVE –** Increase fall-to-spring retention by 2 percent by AY 2019

- **COMPLETION OBJECTIVE –** Increase the annual associate degrees, certificates, career studies certificates and industry recognized credentials by 4 percent over FY 2017

- **AFFORDABILITY AND SUSTAINABILITY OBJECTIVES –** Increase the number of financial aid applicants by 2 percent over 2017-18

LORD FAIRFAX COMMUNITY COLLEGE
173 Skirmisher Lane
Middletown, VA 22645

TO: Kimberly Blosser, President

FROM: Chris Boies, Vice President of Financial and Administrative Services

DATE: March 22, 2018

SUBJECT: Recommended Item for College Board Agenda

The following item is recommended for the Agenda of the next College Board meeting:

      Information Item: **_____**   or   Action Item: **__X__**

      Agenda Item Title: <u>Parking Plan Approval</u>

      Initiating Administrator's Recommendation (If funding is involved, please indicate appropriate budget line item number and title.):

      VCCS Policy requires colleges to establish a two-year capital outlay plan for parking. This plan covers the construction, repair, and maintenance of college parking facilities. Parking is a self-sustaining enterprise that is funded through a student parking fee. We currently have sufficient parking capacity at all campuses. Our focus for the next two years will be on maintenance and upkeep of the existing lots, safety improvements through increased lighting and cameras, funding for the sidewalks and service drive needed for the new Hazel building, and an asphalt overlay for the lower parking lot at Fauquier.

Attachments (List supporting documents.): Parking Plan Spreadsheet

College: Lord Fairfax Community College

A. Projected FY '18 Parking Reserve Balance (June 30, 2018) | $ 400,000.00

FY '19 Planned Use of Funds (thru June 30, 2019)

Project Description | Budget

	Project Description	Budget
1	General Maintenance	$ 140,000.00
2	Lighting/Camera Improvements	$ 50,000.00
3	Hazel Building sidewalks/service drive	$ 250,000.00
4		$ -
5		$ -
6	*Additional Projects (See Continuation Sheet)*	$ -

B. FY '19 Planned Use of Funds Total | $ 440,000.00

FY '19 Projected Revenue (thru June 30, 2019)

Revenue Source Description

	Revenue Source Description	
1	Mandatory Non-E&G Student Parking Fees	$ 420,000.00
2	Permit Parking Fees, Fines & Event Sales	$ -
3	Local Government Contributions	$ -
4	Interest	$ 5,000.00
5	Other (Please Specify)	$ -
6	Other (Please Specify)	$ -
7	Other (Please Specify)	$ -

C. FY '19 Projected Revenue Total | $ 425,000.00

D. Projected FY '19 Available Parking Fund Total (A+C) | $ 825,000.00

Projected FY '19 (June 30, 2019) Parking Fund Ending Balance (D-B) | $ 385,000.00

College: Lord Fairfax Community College

A. Projected FY '19 Parking Reserve Balance (June 30, 2019) | $ 385,000.00

FY '20 Planned Use of Funds (thru June 30, 2020)

Project Description	Budget
1 General Maintenance	$ 150,000.00
2 Overlay lower Fauquier parking lot	$ 300,000.00
3	$ -
4	$ -
5	$ -
6 *Additional Projects (See Continuation Sheet)*	$ -

B. FY '20 Planned Use of Funds Total | $ 450,000.00

FY '20 Projected Revenue (thru June 30, 2020)

Revenue Source Description	
1 Mandatory Non-E&G Student Parking Fees	$ 420,000.00
2 Permit Parking Fees, Fines & Event Sales	$ -
3 Local Government Contributions	$ -
4 Interest	$ 5,000.00
5 Other (Please Specify)	$ -
6 Other (Please Specify)	$ -
7 Other (Please Specify)	$ -

C. FY '20 Projected Revenue Total | $ 425,000.00

D. Projected FY '20 Available Parking Fund Total (A+C) | $ 810,000.00

Projected FY '20 (June 30, 2020) Parking Fund
Ending Balance (D-B) | $ 360,000.00

Summary	
2016-18 Projected Reserve Balance (June 30, 2018)	$ 400,000.00
2018-20 Planned Use of Funds	$ 890,000.00
2018-20 Projected Revenue	$ 850,000.00
2018-20 Projected Reserve Balance (June 30, 2020)	$ 360,000.00

Date Approved by Local Board: _____

Signed by: _____

Title: President, Lord Fairfax Community College

Date: _____

LFCC
Lord Fairfax Community College

Curricular Change Proposal

Preparer: Please consider the following categories that typically raise questions at the Curriculum and Instruction Committee review. Comment briefly, in writing, on any that apply to your proposed changes, and be prepared to elaborate at your presentation. For new programs and or specializations, also complete the Instructional Program Proposal Criteria form.

New (courses/programs/prerequisites)   **Revised**   **Discontinue**

Proposed by:	Beth Shanholtzer
Email address and contact no.	bshanholtzer@lfcc.edu
Date:	02/15/2018
Program(s) Affected:	New program proposal *CSC - Healthcare Tech. Spec.*
Semester Change to Take Affect:	Summer 2018

1. Summary of proposed curricular change (please include a copy of the current and revised catalog to show curricular changes for all programs this proposal affects):
   This proposes a new Career Studies Certificate within the Health Information Management program – Healthcare Technology Specialist. This certificate curriculum has been designed to align with the new Certified Healthcare Technology Specialist (CHTS) awarded via exam by AHIMA.

2. Rationale for proposed change: New program proposal: *Because of new technology, qualified technical support and management professionals will be needed across hospitals, clinics and other healthcare organization. The learning outcomes in this certificate will ensure that graduates are ready to effectively implement and manage the use of electronic health records. This certificate will provide LFCC HIM students or those with HIM fundamental skills to expand into the IT sector of healthcare.*

3. Impact of the proposed change on the following:

   A. Transferability and/or employability – targets an employment need in healthcare
   B. Personnel / Instructional load – incorporate existing HIM and IT courses – and 1 new course that is a seminar and project. This could be taught by full or part time faculty.
   C. Scheduling of classes – addition of 1 new course to schedule
   D. Overall credit hours in the program(s) – 22 credits
   E. Facilities – no effect
   F. National, state, or regional associations – no effect
   G. SACS accreditation / substantive change – no effect
   H. Any students currently enrolled in the program (if applicable) – n/a

3. Input from curriculum advisory committee(s) (and other persons "in the field"): This proposal was reviewed with the advisory group in May 2017 and HIM faculty have been working closely with AHIMA to get the new competencies. The LFCC K2W grant included a provision for working with AHIMA to set the competencies for the Healthcare Technology Specialist, which we have done, and to develop this program.

5. Examples from other colleges (if appropriate): n/a

Beth Shanholtzer   _2-27-18_ Signature of Proposer

Date

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6. Comments/Support by Dean:

Karen Kellew   _2-27-2018_

Signature of Dean   Date

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7. Comments/Support by other Academic Deans where there will be an impact on another division and/or campus **(if appropriate)**:

_____   _____

Signature of Dean   Date

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8. Comments/Support by Associate VP of Instruction:

_____   _____

Signature of AVP   Date

This proposal, as stated and in terms of potential impact on other academic programs, has been reviewed by the Curriculum and Instruction Committee and the following action recommended:

✓ Approved   ____ Disapproved   _Summer 2018_ Effective Date of Change

Dan DiLanda   _2/27/18_

Signature of C&I Chair   Date

Action by Vice President of Academic and Student Affairs:

✓ Approved   ____ Disapproved

_____   _3-22-18_

Signature of Vice President   Date

Curriculum Action Routed to President for Review:

Kimberly P Blosser   _3/22/18_

Signature of President   Date

FOR INTERNAL USE ONLY:

Proposal Number Assigned: ___*214*_____ Date ___*2/20/18*___

Curriculum Code Affected/Assigned (if new): ___*N/A*_____

Certified Healthcare Technology Specialist
Competencies provided by AHIMA

Individuals in this entry level technical role provide on-site user support for implementation and maintenance of health IT systems in healthcare settings. The background of workers in this role may include at least one year work experience in information technology, information management, or informatics or have completed a minimum of six months in IT technical role training.

Technical Role includes:
- *Collaborate in the development and execution of project plans by supporting the installation of hardware (as needed) and configuring software to meet practice needs*
- *Incorporating design and implementation principles for end-user support and usability (e.g., universal design for user interface and testing, etc.)*
- *Testing the software against performance specifications*
- *Interacting with vendors as needed to rectify problems that occur during the deployment process*
- *Interacting with end users to diagnose IT problems and implement solutions*
- *Documenting IT problems and evaluating the effectiveness of problem resolution*
- *Supporting systems security and standards.*

What tasks should all CHTS be able to do without assistance?
- *Install hardware or software process (as needed)*
- *Provide end-user support*
- *Test the software against performance specifications*
- *Interact with vendors as needed to rectify problems*
- *Diagnose IT problems and implement solutions*
- *Escalate problems as appropriate for resolution*
- *Document IT problems*
- *Evaluate the effectiveness of problem resolution*
- *Comply with policies and procedures to support systems security and standards*

What tasks should all CHTS be able to participate in with substantial guidance, mentoring, or instruction?
- *Design and prepare custom reports*
- *Identify trends and recommend action based on report results*
- *Provide level/tier 2 end-user support*

What tasks should be considered below the knowledge, skills, and ability level of all CHTS? (All CHTS should be able to perform these tasks [i.e., the task is too basic to assess on this exam])
- *Use of basic business software/applications (e.g., MS Office, etc)*
- *Use of desktop, laptop, mobile devices*

What tasks should be considered beyond the knowledge, skills, and abilities of all CHTS? (Some CHTS may be able to perform the task, but it is not expected at this level [e.g., the task may be too advanced or too specialized for an CHTS])
- *Programming*
- *Writing scripts*
- *Managing networks*

From JobEQ: IT Related Occupations in Healthcare Facilities/Offices

Virginia	15-2031	Operations Research Analysts	120	$106,500	28	40	68
LFCC	29-2071	Medical Records and Health Information Technicians	116	$36,100	25	11	36
Virginia	29-2071	Medical Records and Health Information Technicians	3,218	$39,100	708	492	1,199
LFCC	29-2099	Health Technologists and Technicians, All Other	102	$43,900	11	15	26
Virginia	29-2099	Health Technologists and Technicians, All Other	2,160	$47,600	249	509	758
LFCC	31-9092	Medical Assistants	413	$31,100	86	71	156

What Do Health Information Technology Specialists Do?

Health information technology (health IT) specialists handle the technical aspects of managing patient health information. Depending on their position, health IT professionals might build, implement, or support electronic health records (EHRs) and other systems that store patient-related data. They know what data is needed, where is it stored, and how the data is used.

Their work affects quality of care tremendously. And, as they move up the ladder, health IT specialists become more involved in collaborating with other healthcare teams to drive improved outcomes, lowered costs, and new developments in patient care. Explore the role of healthcare IT specialists, including where they work, what their responsibilities are, and how to become one.

Where do health information technology specialists work?

Health information technology specialists support clinicians and staff across many healthcare settings, including inpatient rehabilitation facilities, acute care hospitals, long-term care facilities, physician offices, mental health facilities, and outpatient clinics. Others work for organizations that do not provide direct medical care, such as consulting firms, public health and other government agencies, insurance companies, and software vendors.

Career Studies Certificate in Healthcare Technology Specialist

✔	Course	Title	Cr	Offered	Pre-Req	Mode	Other Options	Notes
First Semester (Fall)								
	HIM 141	Fundamentals of Health Info Systems	3	F	*	O		
	HIM 226	Legal Aspects of Health Records	2	F, SP	*	O		
	HIM 230	Information Systems & Technology in Healthcare	3	F	*	O		
	ITD 130	Database Fundamentals	3	F	*	F, H		Pre-req: ITE 115 or equivalent skill strongly recommended
	SDV 101	Orientation to Health Information Mgmt	1	F		O		May take SDV 101 Orientation to Health Professions
Second Semester (Spring)								
	HIM 130	Healthcare Information Systems	3	SP, SU	*	O		
	HIM 229	Performance Improvement in Healthcare	2	SP	HIM 226	O		
	HIT 298	Seminar and Project	2	SP		H		Taken in last term only
	ITN 107	Personal Computer Hardware and Troubleshooting	3	SP	*	F, H		

Graduates are prepared for the AHIMA Certified Healthcare Technology Specialist (CHTS) exam.

*Readiness to enroll in ENG 111   **Term Offered:** F-Fall, SP-Spring, SU-Summer   **Mode:** F-Face-to-Face, O-Online, H-Hybrid, D-Distanced to another location

CAREER STUDIES CERTIFICATE: *HEALTHCARE TECHNOLOGY SPECIALIST*

AREA: Health Information Management

PROGRAM LENGTH: Two semesters (fall and spring)

PURPOSE: *Individuals in this technical role provide on-site user support for implementation and maintenance of health IT systems in healthcare settings such as hospitals, physician practices, and outpatient clinics. It is recommended that individuals interested in this role have a degree or certificate and at least six-months experience in information technology, information management, or informatics.*

CERTIFICATION: Students enrolled in the program may apply for the Certified Healthcare Technology Specialist (CHTS) exam through the American Health Information Management Association (AHIMA) (at the student's expense.)

PROGRAM REQUIREMENTS: This program requires students to enter with the following requisite skills:
- Demonstrated minimum keyboarding skill of 30 wpm. AST 80 and/or AST 81 may be taken as developmental keyboarding skills classes.

SCHEDULE
First Semester (Fall)

HIM 141	Fundamentals of Health Information Management	3 CR
HIM 226	Legal Aspects of Health Records	2 CR
HIM 230	Information Systems and Technology in Healthcare	3 CR
ITD 130	Database Fundamentals (1)	3 CR
SDV 101	Orientation to Health Information Management (2)	1 CR

Second Semester (Spring)

HIM 130	Healthcare Information Systems	3 CR
HIM 229	Performance Improvement in Healthcare (3)	2 CR
HIT 298	Seminar and Project (4)	2 CR
ITN 107	Personal Computer Hardware and Troubleshooting	3 CR

TOTAL CREDITS   22 CR

Notes:
(1) Pre-req: ITE 115 or equivalent skill strongly recommended
(2) May take SDV 101 Orientation to Health Professions
(3) Pre-req: HIM 226
(4) To be taken in last term

Curricular Change Proposal

Preparer: Please consider the following categories that typically raise questions at the Curriculum and Instruction Committee review. Comment briefly, in writing, on any that apply to your proposed changes, and be prepared to elaborate at your presentation. For new programs and or specializations, also complete the Instructional Program Proposal Criteria form.

New (courses/programs/prerequisites)   Revised   **Discontinue**

Proposed by:	**Karen Kellison**
Email address and contact no.	**kkellison@lfcc.edu**
Date:	**Feb 19, 2018**
Program(s) Affected:	**CSC: Hospitality**
Semester Change to Take Affect:	**Summer 2018**

1. Summary of proposed curricular change (please include a copy of the current and revised catalog to show curricular changes for all programs this proposal affects):
   Discontinue the CSC: Hospitality 221-775-01 effective Summer 2018 with 2 year teach out in 2019-20

2. Rationale for proposed change:
   In 2016 a Hospitality CSC was developed to meet a need that was described by the business community, particularly in Page County area. The certificate has been offered for 2 years and currently has one student active in spring 2018. There are 3 HRI courses specific to this certificate only and so running them with 1 student is not feasible.

3. Impact of the proposed change on the following:

   A. **Transferability and/or employability- No industry requirement**
   B. **Personnel / Instructional load – n/a**
   C. **Scheduling of classes – eliminates low/no enrolled HRI courses**
   D. **Overall credit hours in the program(s)- n/a**
   E. **Instructional resources – n/a**
   F. **Facilities – n/a**
   G. **National, state, or regional associations – n/a**
   H. **SACS accreditation / substantive change- n/a**
   I. **Any students currently enrolled in the program (if applicable)-**
      Spring 2018 – 1 student, this is not her primary program. HRI courses can be offered to her via SSDL

4. Input from curriculum advisory committee(s) (and other persons "in the field"):
   The Curriculum Advisory group feels there is a disconnect in what this certificate teaches and the real needs of the hospitality industry in LFCC service region. A group of businesses in Page County did a survey to determine need in fall 2017 and determined that the desired intervention is lower level than these college credit courses. They are working with WFS to examine this need.

5. Examples from other colleges (if appropriate):

Karen Kellim   2-27-2018

Signature of Proposer   Date

6. Comments/Support by Dean:

Karen Kellim   2-27-2018

Signature of Dean   Date

7. Comments/Support by other Academic Deans where there will be an impact on another division and/or campus (if appropriate):

_____   _____

Signature of Dean   Date

8. Comments/Support by Associate VP of Instruction:

_____   _____

Signature of AVP   Date

This proposal, as stated and in terms of potential impact on other academic programs, has been reviewed by the Curriculum and Instruction Committee and the following action recommended:

✓ Approved   ____ Disapproved   Summer 2018 Effective Date of Change

Pam Dillender   2/27/18

Signature of C&I Chair   Date

Action by Vice President of Academic and Student Affairs:

✓ Approved   ____ Disapproved

_____   3-22-18

Signature of Vice President   Date

Curriculum Action Routed to President for Review:

Kimberly Blosser   3/15/18

Signature of President   Date

FOR INTERNAL USE ONLY:
Proposal Number Assigned: ___219___   Date___2/20/18___
Curriculum Code Affected/Assigned (if new): ___221-775-01___

Curricular Change Proposal

Preparer: Please consider the following categories that typically raise questions at the Curriculum and Instruction Committee review. Comment briefly, in writing, on any that apply to your proposed changes, and be prepared to elaborate at your presentation. For new programs and or specializations, also complete the Instructional Program Proposal Criteria form.

New (courses/programs/prerequisites)   Revised   **Discontinue**

Proposed by:	**Karen Kellison**
Email address and contact no.	**kkellison@lfcc.edu**
Date:	**Feb 19, 2018**
Program(s) Affected:	**CSC: Industrial Maintenance Technician Intermediate**
Semester Change to Take Affect:	**Summer 2018**

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1. Summary of proposed curricular change (please include a copy of the current and revised catalog to show curricular changes for all programs this proposal affects):
   Discontinue the CSC: Industrial Maintenance Technician Intermediate 221-990-10 effective Summer 2018 with 2 year teach out in ~~2018-19~~ 2019-2020 (KK)

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2. Rationale for proposed change:
   The IMT – Intermediate is essentially the same program as the IMT – Basic, depending on the use of electives. This program has had consistently low enrollment for the past 3 academic years. LFCC workforce includes a similar program. There is no industry requirement for college credit. LFCC credit has limited ability to monitor 1 credit internship.

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3. Impact of the proposed change on the following:

   A. **Transferability and/or employability- No industry requirement**
   B. **Personnel / Instructional load – n/a**
   C. **Scheduling of classes – n/a**
   D. **Overall credit hours in the program(s)- n/a**
   E. **Instructional resources – n/a**
   F. **Facilities – n/a**
   G. **National, state, or regional associations – n/a**
   H. **SACS accreditation / substantive change- n/a**
   I. **Any students currently enrolled in the program (if applicable)-**
   > 4 students have this program in their plan:
   > 1 – last enrollment SP2016
   > 1 – last enrollment SP2017
   > 1 – finishing SP2018
   > 1 – started FA 2017 – can finish within 1 year.

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4. Input from curriculum advisory committee(s) (and other persons "in the field"):
   LFCC workforce includes a similar program. There is no industry requirement for college credit. LFCC credit has limited ability to monitor internship.

5. Examples from other colleges (if appropriate):

_____*Karen Kellin*_____   *2-27-2018*
Signature of Proposer   Date

6. Comments/Support by Dean:

_____*Karen Kellin*_____   *2-27-2018*
Signature of Dean   Date

7. Comments/Support by other Academic Deans where there will be an impact on another division and/or campus **(if appropriate)**:

_____   _____
Signature of Dean   Date

8. Comments/Support by Associate VP of Instruction:

_____   _____
Signature of AVP   Date

This proposal, as stated and in terms of potential impact on other academic programs, has been reviewed by the Curriculum and Instruction Committee and the following action recommended:

___Approved   ___Disapproved   *Summer 2018* Effective Date of Change

_____*Dan Wilbride*_____   *2/27/18*
Signature of C&I Chair   Date

Action by Vice President of Academic and Student Affairs:

___Approved   ___Disapproved

_____   *3-22-18*
Signature of Vice President   Date

Curriculum Action Routed to President for Review:

_____*Kimberly Blosser*_____   *3/15/18*
Signature of President   Date

FOR INTERNAL USE ONLY:
Proposal Number Assigned: _____*217*_____Date____*2/20/19*____
Curriculum Code Affected/Assigned (if new): ____*221- 990 - 10*

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