

LORD FAIRFAX COMMUNITY COLLEGE
BOARD MEETING
MINUTES NO. 236
June 7, 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, June 7, 2018 at the Luray-Page County Center.		
Members Present	Mary W. Barton William C. Daniel Benjamin C. Freakley Richard M. Galecki Paula L. Howland Fran L. Jeffries Andrew C. Keller Michael A. Lake Craig C. Lancto Pamela M. McInnis Kathryn K. Rosa Bruce S. Short Kimberly P. Blosser	Fauquier County Clarke County Shenandoah County Fauquier County Rappahannock County City of Winchester Shenandoah County Frederick County Page County Warren County City of Winchester Page County Lord Fairfax Community College
Members Absent	Jeffrey S. Boppe Daryl L. Funk	Frederick County Warren County
Others Present	Chris Boies, vice president of finance and administrative services 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 Karen Kellison, vice president of academic and student affairs	
Approval of Minutes No. 235	On a motion made by Mary Barton, seconded by Paula Howland, Minutes No. 235 were approved.	

NEW BUSINESS	
College Board member appointment representing Shenandoah County, Gen. Benjamin C. Freakley (Information Item)	Board Chair Fran Jeffries welcomed new board member, General Benjamin C. Freakley, representing Shenandoah County. Gen. Freakley was appointed to fill an unexpired term ending 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.

<p>Introduction of LFCC vice president of academic and student affairs, Dr. Karen Kellison (Information Item)</p>	<p>Dr. Kim Blosser introduced Dr. Karen Kellison as the new vice president of academic and student affairs at LFCC. Karen previously served LFCC as the dean of business, education and technology for six years. Prior to joining LFCC, Karen served as the director of the educational technology master's program at James Madison University as well as the director of education technology at the University of Richmond.</p> <p>This was an information item and required no further action.</p>
<p>Luray-Page County Center campaign update (Information Item)</p>	<p>Liv Heggoy reported that to date, the Luray-Page County Center (LPCC) campaign has raised \$1.8 million in cash and \$500,000 of in-kind donations.</p> <p>Dr. Kim Blosser reported that the Town of Luray has voted to support the LPCC campaign in the amount of \$400,000. In addition, the Page County Board of Supervisors has approved a donation of \$250,000 in support of the campaign.</p> <p>Blue Ridge Bank has given a firm verbal commitment to contribute \$200,000 to the campaign.</p> <p>This was an information item and required no further action.</p>
<p>College budget update (Information Item)</p>	<p>Chris Boies provided a high-level overview of the college budget process, highlighting the VCCS State Board as the governing body of the college budget as well as the state-wide tuition rate, and the local College Board as the approval authority of the local funds and College Board budgets.</p> <p>With the state budget being approved legislatively pending signage by the Governor, it is anticipated that LFCC's portion of the appropriated state budget for the VCCS will be approximately \$13 million with tuition revenue in the \$19-20 million range.</p> <p>This was an information item and required no further action.</p>
<p>Recommendation to approve FY2018-19 Local Funds Budget (Action Item)</p>	<p>Chris Boies proposed the FY2018-19 local funds budget beginning July 1, 2018 for approval.</p> <p>Local funds are those revenues received from auxiliary enterprises such as parking, vending, and bookstore commissions. The College Board has approval authority on how these funds are expended. The attached 2017-18 approved local funds budget, actual budget numbers through April 2018, and the proposed 2018-19 local funds budget was reviewed in detail.</p> <p>The proposed parking fund budget for 2018-19 reflects an increase due to a system-wide requirement for colleges to now charge dual enrolled</p>

	<p>students a parking fee. \$250,000 of the parking fund budget will be applied to the parking and service drive construction cost associated with the Hazel building at the Fauquier campus. The remaining \$50,000 will support lighting improvements and security measures college wide.</p> <p>The 2018-19 local funds budget also includes a one-time contingency budget of \$200,000 to support any deficit in construction costs associated with the Hazel building at the Fauquier campus. These funds will be used as a last tier after all LFCC Foundation raised funding has been applied to any cost deficit created by reduced state funding for the building project.</p> <p>On a motion made by Craig Lancto, seconded by Pam McInnis, the FY 2018-19 Local Funds Budget was approved.</p> <p>(Attachment No. 1; 2 pages)</p>
<p>College Board meeting dates for AY 2018-19 (Information Item)</p>	<p>Board Chair Fran Jeffries highlighted the 2018-19 College Board meeting schedule distributed to all board members. The College Board will convene on August 2, 2018 as an opportunity to provide board members with an informational overview of various aspects of the college, particularly for the board members who have recently joined the board within the previous six months.</p> <p>This was an information item and required no further action.</p>
<p>Presentation of Excellence in Service Award to retiring board member Fran L. Jeffries representing the City of Winchester (Information Item)</p>	<p>College Board member and current Board Chair Fran L. Jeffries, representing the City of Winchester, was presented with an excellence in service award for her commitment and outstanding service to the College. Fran served the College Board for a total of 13 years as the representative of Frederick County from 1988 to 1992 and the City of Winchester from 2009 to 2018. In addition to her current term as board chair representing the City of Winchester from 2016 to 2018, she served as board chair representing Frederick County from 1991 to 1992. Fran will be retiring from the College Board effective June 30, 2018.</p>
<p>REPORT OF THE COLLEGE BOARD CHAIRMAN</p>	
<p>Board Chair Fran Jeffries reported on the following:</p> <p>The College Board presidential evaluation letter was submitted to the Chancellor in May. The evaluation letter included the 2017-18 president's goals progress report and Dr. Kim Blosser's proposed 2018-19 president's goals which were presented to the board at the April 2018 board meeting.</p> <p>The LFCC Appreciation Luncheon was held in late April and the Foundation was commended on yet another very successful event bringing together scholarship recipients and donors to the College.</p>	

Commencement ceremonies were held in May at Skyline High School and board members who were able to attend were thanked for their participation and support.

REPORT OF THE EDUCATIONAL FOUNDATION BOARD REPRESENTATIVE

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

The LFCC Educational Foundation endowment currently ranks in the top one-quarter of all educational foundations for performance.

The LFCC Foundation has awarded the 2018-19 Ross Fellowship to Ashley Pullman, a graduate of Millbrook High School who will study nursing at LFCC. Ashley's service project is with the Winchester Free Medical Clinic.

REPORTS OF THE COLLEGE

Academic and Student Affairs

Karen Kellison, vice president of academic and student affairs, reported on the following:

As a designated center of academic excellence in cyber security, LFCC is eligible to apply for grants offered through the Department of Defense. The College has applied for a \$250,000 capacity building grant to support the cyber security lab at LFCC's Vint Hill site. Awarding of this grant will be communicated by the end of June 2018.

LFCC has awarded 43 degrees and 176 general education certificates to dual enrolled students.

Virginia House Bill 454 requires that public institutions adapt OER strategies and policies to lower textbook costs for students. LFCC has been proactive in its efforts to reduce textbook costs for students implementing many OER course offerings over the past few years. The Fall 2018 course schedule offers numerous courses with zero or less than \$3 required textbook costs.

Summer 2018 FTE enrollment currently showing an increase of 2 students.

Financial and Administrative Services

There was no additional report on financial and administrative services in excess of the state and local budget updates that Chris Boies provided as new business information items.

The FAS unit is currently working on the Hazel building and Luray-Page County Center construction projects, as well as the college budget process.

Workforce Solutions and Continuing Education

Jeanian Clark reported on the following:

The Workforce Credential Grant, which is now being referred to as the 'FastForward' grant, was been funded an additional \$2 million per year equaling \$9.5 million for FY 2018-19. The General Assembly asked the

	<p>VCCS to implement control measures to ensure funds will last through the entire year.</p> <p>WSCE is offering various youth camp programs through the summer months focusing on a variety of topics including outdoor recreation, introduction to trades skills with the Boys and Girls Club of Warrenton, and culinary for kids with Blue Ridge Tech Center. A copy of the 2018 WSCE summer catalog was distributed to board members.</p> <p>WSCE is currently holding its regional educational consortium teacher trainings. Approximately 2,000 local teachers attend these consortiums annually.</p>
Fauquier Campus	<p>Chris Coutts reported on the following:</p> <p>Fauquier leadership and the College's facilities team are working on multiple improvements to the Fauquier campus throughout the summer months including restroom renovations, new carpeting in the library, and updating student lounge furniture.</p> <p>Throughout the Spring 2018 semester, Fauquier has been focused on building internal capacity including additional faculty particularly in the area of cyber security, creating more flexible course scheduling, adding career coach services, and improving lab spaces. It is also anticipated that a director of Workforce Solutions and Continuing Education will soon be designated for the Fauquier campus and service area as WSCE programing is continuing to build in all areas.</p> <p>The number of enrolled students from Rappahannock County has doubled this past semester, which the College attributes to its continuing partnership with K-12 schools particularly in the area of dual enrollment.</p>
Institutional Advancement	<p>Liv Heggoy reported on the following:</p> <p>The College's office of institutional advancement currently oversees grants, public relations and marketing in addition to fundraising. The office will soon be adding alumni relations to its functions. LFCC has a pool of devoted alum wanting to be engaged. The College's current outreach specialist will be taking on this new focus.</p> <p>The College has recently garnered a lot of positive coverage from the local media. Sally Voth, LFCC public relations specialist, is a former journalist and has proven to be an invaluable asset to the College.</p> <p>LFCC director of marketing, Brandy Boies, has been engaged in increased digital marketing including video message communications. A recent video message campaign communicating the ease of LFCC's scholarship application process yielded a 24 percent increase in applicants.</p>

	A copy of the January – March 2018 LFCC highlights publication as well as the newly created locality snapshot publications were distributed to board members.
President	<p>Kim Blosser reported on the following:</p> <p>Board members were thanked for their participation with the College's 2018 commencement ceremonies. LFCC awarded a record number of degrees and certificates this year with a total of 1,184.</p> <p>As part of the president's recent performance evaluation with the VCCS Chancellor, system-wide performance metric data was reviewed with presidents. LFCC ranks at the top of a majority of performance measures. This outcome is a result of the hard work and dedication of many devoted faculty and staff. The College is committed to making its programs, costs, and access meet the needs of our students as much as possible.</p>

IMPORTANT DATES

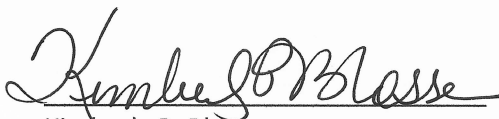
The following important dates were noted:

- LFCC ABE & GED Graduation and Student Recognition Ceremony – **Thursday, June 21, 2018; 7 p.m.**; Carl & Emily Thompson Conference Center, Corron Community Development Center, Middletown campus
- August College Board meeting – **Thursday, August 2, 2018; 12 p.m.**; Room 119, Student Union Building, Middletown campus
- LFCC Retiree Luncheon – **Tuesday, August 7, 2018; 11:30 a.m.**; Carl & Emily Thompson Conference Center, Corron Community Development Center, Middletown campus
- LFCC Foundation Evening With the Stars; **Thursday, September 13, 2018; 5 p.m.**; Luray Caverns and Burner Barn, Luray, VA
- LFCC Foundation Shrimp Feast; **Saturday, September 22, 2018; 5:30 p.m.**; Carl & Emily Thompson Conference Center, Corron Community Development Center, Middletown campus
- October College Board meeting – **Thursday, October 4, 2018; 12 p.m.**; American Woodmark Board Room, Corron Community Development Center, Middletown campus

ADJOURNMENT

Board Chair Fran Jeffries declared the meeting adjourned at 1:23 pm.

SUBMITTED BY:



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

APPROVED BY:



William C. Daniel
Chair
Lord Fairfax Community College Board

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

Copy of Approved MINUTES NO. 235 (April 5, 2018) filed with Glenn DuBois, Chancellor, Virginia Community College System.



LORD FAIRFAX COMMUNITY COLLEGE BOARD MEETING AGENDA

Thursday, June 7, 2018 at 12:00 p.m.
Luray-Page County Center

Call to Order

Approval of Minutes

Minutes No. 235 – meeting of April 5, 2018

New Business

1. Introduction of LFCC vice president of academic and student affairs, Dr. Karen Kellison. (INFORMATION)
2. Luray-Page County Center update. (INFORMATION)
3. College budget update. (INFORMATION)
4. Recommendation to approve *FY 2018-19 Local Funds Budget*. (ACTION) (Attachment No. 1)
5. College Board meeting dates for AY 2018-19. (INFORMATION)
6. Presentation of Excellence in Service Award to retiring board member – Fran L. Jeffries representing the City of Winchester. (INFORMATION)

Report of the College Board Chair

- Fran Jeffries

Report of the LFCC Educational Foundation Representative

- Mary Barton

Reports of the College

- Chris Boies, 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
- Karen Kellison, vice president of academic and student affairs
- Kim Blosser, president

Informational Handouts

- Locality snapshots
- *2018-19 Lord Fairfax Community College Board Calendar of Scheduled Meetings*
- *2018-19 Lord Fairfax Community College Board Member Directory*

Important Dates

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Adjournment

Lord Fairfax Community College

Local Funds Budget

2018-19

General Fund	Approved FY 17-18	Actual as of 4-30-18	Proposed FY 18-19
<u>Revenues</u>			
Fax Machines	\$ 200	\$ 125	\$ 150
Copier Machines	\$ 600	\$ 248	\$ 300
Interest Income	\$ 150	\$ 217	\$ 200
Total Revenues	\$ 950	\$ 590	\$ 650
<u>Expenditures</u>			
Copier Lease	\$ 3,500	\$ 1,442	\$ 1,800
Total Expenditures	\$ 3,500	\$ 1,442	\$ 1,800
Beginning Fund Balance	\$ 8,190	\$ 8,190	\$ 7,000
Budget Increase or Decrease	\$ (2,550)	\$ (852)	\$ (1,150)
Ending Fund Balance	\$ 5,640	\$ 7,338	\$ 5,850
Parking Fund	Approved FY 17-18	Actual as of 4-30-18	Proposed FY 18-19
<u>Revenues</u>			
Parking Fines	\$ 750	\$ 450	\$ 500
Parking Fees	\$ 310,000	\$ 227,515	\$ 370,000
Interest Income	\$ 3,000	\$ 5,688	\$ 6,000
Total Revenues	\$ 313,750	\$ 233,653	\$ 376,500
<u>Expenditures</u>			
Campus Security	\$ 80,000	\$ 1,239	\$ 80,000
Parking Lot Maintenance	\$ 100,000	\$ 76,017	\$ 100,000
Parking Improvements	\$ -	\$ -	\$ 300,000
Total Expenditures	\$ 180,000	\$ 77,256	\$ 480,000
Beginning Fund Balance	\$ 216,402	\$ 216,402	\$ 500,000
Budget Increase or Decrease	\$ 133,750	\$ 156,397	\$ (103,500)
Ending Fund Balance	\$ 350,152	\$ 372,799	\$ 396,500

Other Local Funds

	Approved FY 17-18	Actual as of 4-30-18	Proposed FY 18-19
<u>Revenues</u>			
Student Activities Fee	\$ 220,000	\$ 215,938	\$ 250,000
Bookstore Commissions	\$ 330,000	\$ 227,523	\$ 250,000
Food Service	\$ 70,000	\$ 57,860	\$ 65,000
Interest Income	\$ 9,000	\$ 15,837	\$ 18,000
Total Revenues	\$ 629,000	\$ 517,158	\$ 583,000
<u>Expenditures</u>			
Student Activities	\$ 95,000	\$ 52,433	\$ 100,000
Food Operations	\$ 105,000	\$ 69,372	\$ 80,000
Bank Charges	\$ 1,500	\$ 999	\$ 1,500
Employee Retirement	\$ 3,000	\$ -	\$ 3,000
Student Union	\$ 450,000	\$ 450,000	\$ 450,000
Hazel Construction (one-time)	\$ -	\$ -	\$ 200,000
Operations & Maintenance	\$ 13,550	\$ 5,077	\$ 10,000
Total Expenditures	\$ 668,050	\$ 577,881	\$ 844,500
Beginning Fund Balance	\$ 2,111,522	\$ 2,111,522	\$ 2,100,000
Budget Increase or Decrease	\$ (39,050)	\$ (60,723)	\$ (261,500)
Ending Fund Balance	\$ 2,072,472	\$ 2,050,799	\$ 1,838,500
 Total Local Fund Balance	 \$ 2,428,264	 \$ 2,430,936	 \$ 2,240,850