

LORD FAIRFAX COMMUNITY COLLEGE
BOARD MEETING
MINUTES NO. 238
October 4, 2018

CALL TO ORDER		
Board Chair William C. 'Bill' Daniel convened a regular meeting of the Lord Fairfax Community College (LFCC) Board at 12:00 pm, Thursday, October 4, 2018 in Classroom 119 of the Student Union at the Middletown campus.		
Members Present	Jeffrey S. Boppe William C. Daniel Benjamin C. Freakley Richard M. Galecki Brad A. Hodgson Paula L. Howland Andrew C. Keller Pamela M. McInnis Kathryn K. Rosa Bruce S. Short Kimberly P. Blosser	Frederick County Clarke County Shenandoah County Fauquier County City of Winchester Rappahannock County Shenandoah County Warren County City of Winchester Page County Lord Fairfax Community College
Members Absent	Mary W. Barton Daryl L. Funk Michael A. Lake Craig C. Lancto	Fauquier County Warren County Frederick County Page County
Others Present	Chris Boies, vice president of finance and administrative services Brenda Byard, dean of business, education and technology 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. 237	On a motion made by Brad Hodgson, seconded by Rich Galecki, Minutes No. 237 were approved.	

NEW BUSINESS	
Luray-Page County Center campaign update and building architectural design presentation (Information Item)	<p>Kurt Wassenaar of Wassenaar Design Group presented video display of animated renderings of the exterior and interior proposed design for the new Luray-Page County Center. Kurt highlighted the following aspects of the current design:</p> <ul style="list-style-type: none"> • space for trades and Workforce training focus; • timber frame building construction for cost savings; • two-story design for increased long-term operational value ;

	<ul style="list-style-type: none"> • master plan of site allows for an additional 10,000 square foot building to be constructed with connector; • building designed to be expandable with four corridors surrounding a central space for student gathering; • lab space located near utility areas for efficient building expansion; • focus on storm water management with rainwater ponds added for additional drainage capacity; • 127 parking spaces with potential for additional 120 spaces to accompany any future building expansion; • first and second floor can operate independently; • focus on value engineering of building interiors; • focus on a design that engenders enthusiasm from both students and campaign/community supporters <p>This was an information item and required no further action.</p>
<p>President Transition update (Information Item)</p>	<p>Brenda Byard, LFCC dean of business, technology and education and LFCC president transition team chair, shared an update on the president transition process.</p> <p>Surveys were created by LFCC president transition team members to garner feedback from several constituency groups including adjunct faculty, special populations, and classified staff concerning current concerns and opportunities for the College. Members of the transition team also met with representative groups of full-time faculty and special student populations including veterans, TRiO, adult basic education to discuss concerns and opportunities at several meetings. President Blosser held several lunch and forum-style meetings at both campuses with current students and alumni.</p> <p>Feedback gathered from each of these constituency group engagements was compiled by the College’s planning and institutional effectiveness unit. A steering committee of the transition team meets regularly with President Blosser to share continual feedback and guidance. President Blosser is in the process of developing several defined strategies for the leadership to address.</p> <p>President Blosser’s action items include the following:</p> <ul style="list-style-type: none"> • identified and implemented multiple avenues to increase adjunct faculty integration, engagement and sense of appreciation; • instituted an All-College Day (in lieu of convocation) providing all employees with a professional day dedicated to a strategic focus on a current topic or theme affecting our local community and/or higher education;

	<ul style="list-style-type: none"> • developed an internal employee newsletter published at the beginning of each semester to aid with college-wide communication; • convened a service region wide meeting with all College locality K-12 superintendents; next meeting scheduled for October 18; • attended numerous welcome receptions and community partner organizational meetings <p>This was an information item and required no further action.</p>
<p>Fauquier County proposed land donation (Information Item)</p>	<p>Fauquier campus provost, Chris Coutts, presented the following information:</p> <p>Discussions of a potential land-donation agreement remain in the early stages. Fauquier County has proposed a land donation of 50 acres adjacent to the Fauquier campus south of Warrenton to the LFCC Educational Foundation. The agreement would require approval of the LFCC Foundation Board.</p> <p>County government conditions for any agreement will likely require the LFCC Foundation to return the 50-acre property to Fauquier County if the Foundation fails to use it for community college purposes. Another condition of the agreement may include the construction path through the site that would connect to a larger trail network.</p> <p>This is an exciting prospect that would essentially double the size of the Fauquier campus and allow the College to explore possibilities and projects we cannot currently consider as private donated property is more flexible in usage than state property.</p> <p>Fauquier County administrator, Paul McCulla, has presented the land donation idea to the Warrenton Town Council and received a good reception. The agreement will be reviewed by the Public Works and Utilities Committee to understand projected water and sewer needs.</p> <p>The Foundation Board has voted to approve moving forward with discussions with Fauquier County concerning a land donation agreement.</p> <p>This was an information item and required no further action.</p>
<p>Request to approve FY2019-20 College Board Budget (Action Item)</p>	<p>Chris Boies proposed the FY2019-20 College Board budget beginning July 1, 2019 for approval.</p> <p>Chris Boies presented the proposed FY2019-20 College Board Budget for approval. The College's localities, which provide funding for this budget, begin requesting the College's budget proposals for the next</p>

	<p>fiscal year in the fall of the current fiscal year. The College Board budget consists of various funds spent by different departments within the College along with approximately half of the funds going towards College Board scholarships in each of the localities.</p> <p>The FY2019-20 College Board budget proposes to increase funding for employee professional development as state funding for this purpose becomes more difficult to find. The budget also proposes to increase the scholarship amount requested, which helps to maintain the 'buying power' of the College Board scholarships given annual increases to the state set tuition rate. In addition, the student services departments have requested to move \$5,000 from student life to student outreach to aid funding of LFCC's 8th grade campus visits, an outreach activity garnering continual proven success. Student activity funds will cover the \$5,000 removed from the student life program budget.</p> <p>On a motion made by Jeff Boppe, seconded by Paula Howland, the FY2019-20 College Board budget was approved.</p> <p>(Attachment No. 1; 1 page)</p>
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REPORT OF THE COLLEGE BOARD CHAIRMAN

Board Chair Bill Daniel reported on the following:

Appreciation was expressed for the media release communicating Bill Daniel's transition into role of LFCC Board chair and Pam McInnis' transition into role of board vice chair and chair-elect. All board members were encouraged to seek more opportunities to better understand student experience. Chair Bill Daniel has committed to enrolling in a Spring 2019 course at LFCC in an effort to lead by example.

The LFCC institutional advancement office was complimented on a successful Shrimp Feast Fundraiser held at the Middletown campus in September. Board members are encouraged to support as many College funding and awareness raising events and engagements as their schedules allow.

Ms. Paula Howland, College Board member representing Rappahannock County, will be resigning from her seat on the local board due to a resident relocation. Paula has been a very active and supportive member of the LFCC board and Rappahannock County for over six years and her committed service is greatly appreciated.

Concern was expressed and discussion was held regarding current SACSCOC standards review of dual enrollment courses and high school advanced placement (AP) courses being delivered concurrently in high schools.

REPORT OF THE EDUCATIONAL FOUNDATION BOARD REPRESENTATIVE

Liv Heggoy, LFCC Educational Foundation director, reported on the following:

The Foundation Board is very positive about the opportunity the potential gift of land property from Fauquier County could provide, however the Board is in the very premature phase of discussing details of the scope of project as well as details of the agreement to accept the property. A feasibility study

gauging the higher education needs of the community, as well as a fundraising feasibility study, would also need to be carried out for the project.

At the October meeting of the Foundation Board, the board voted to approve moving forward to pursue discussion with Fauquier County regarding potential land donation.

REPORTS OF THE COLLEGE

<p>Financial and Administrative Services</p>	<p>Chris Boies reported on the following:</p> <p>The \$1 million roof replacement project of Fairfax Hall at the Middletown campus, which was funded by the state, has been completed.</p> <p>The most-recent estimate on when construction will begin on Hazel Hall at the Fauquier campus is March or April of 2019, with a possible Fall 2020 opening. This is a tight schedule that is also dependent on work with the LFCC Foundation to raise funds to cover construction budget deficits.</p> <p>The next step for the Luray-Page County Center project is to obtain a site plan approval from the Town of Luray, which the College is working on with Racey Engineering; finalize building design cost estimate with architect; and finalize contract for architectural design to develop final design. The College also needs to determine interim financing of the project as many of the project campaign gifts are approximately five-year pledges and will not yield full amount of available cash for the project upfront. Hopes are to select a construction contract by the end of the year.</p>
<p>Workforce Solutions and Continuing Education</p>	<p>Jeanian Clark reported on the following:</p> <p>LFCC is one of only two colleges to win a state-wide institute of excellence grant of \$1.4 million to expand its Workforce Solutions heavy equipment operator (HEO) program over the next two years. The grant will allow for the HEO program to be offered at the Middletown campus as well as an unnamed location in the Shenandoah Valley. The grant will also allow for LFCC's Workforce HEO program content to be digitized in order to mobilize the program state-wide.</p> <p>LFCC Workforce had a 12 percent increase in industry credentials generated year over year, going from 897 in 2017 to 1,002 credentials generated in 2018.</p>
<p>Fauquier</p>	<p>Chris Coutts reported on the following:</p> <p>Fauquier campus enrollment is currently up 5 percent over 2017. Vint Hill enrollment continues to see growth with a current 8 percent increase over 2017.</p>

	<p>The Fauquier Campus is part of a consortium with Germanna and Piedmont Virginia on a GoVirginia grant to support cybersecurity education and help us align our programs with jobs across the region. Also, thanks to support from Karen Kellison, we received funding from the Department of Defense, as part of our Cyber P3 Scholarship Grant, to equip the lab at Vint Hill and partner with the national guard and veterans' groups on cyber training.</p> <p>LFCC began offering a few classes in Rappahannock County through a partnership with RappU. Enrollment in these classes is positive and encouraging towards expanding program offerings in the Sperryville, VA area.</p>
<p>Institutional Advancement</p>	<p>Liv Heggoy reported on the following:</p> <p>College Board members were thanked for their attendance and support of recent College events including the Dr. Cheryl Patio Dedication, Shrimp Feast Fundraiser, Luray-Page Evening With the Stars, and several welcome events for LFCC President Kim Blosser that have been held throughout the service region.</p> <p>The LFCC Foundation recently received a \$2,500 grant from a community foundation of the northern Shenandoah Valley to support dual enrollment scholarships. The community foundation of the Shenandoah Valley is also supporting dual enrollment scholarships. Dual enrollment scholarships are \$150 and can enable a student to complete a dual enrollment course for college credit.</p>
<p>President</p>	<p>Kim Blosser reported on the following:</p> <p>College Board members were provided a handout on LFCC dual enrollment breakout statistics by locality. Current enrollment shows an increase of 77 students taking dual enrollment courses over this time last year.</p> <p>Total enrollment for the College is projected to be flat year-over-year for the Fall 2018 semester. There is a 9 percent increase in new student enrollment. Of this 9 percent increase in new students, 4 percent are first-time college students that have never taken a college course. In response to this increase in new and first-time college students, the College's student support team is working to ensure mechanisms are in place to provide support for this group as they are generally the most at-risk students.</p> <p>LFCC's Hispanic student population has increased 13 percent over last year.</p>

	The College has developed an internal employee communication publication titled 'The Current' that will be issued at the beginning of each semester. Board members provided with a copy of the Fall 2018 publication.
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IMPORTANT DATES

The following important dates were noted:

- All College Day; **Friday, October 12, 2018**; 8:00 a.m.; Carl & Emily Thompson Conference Center, Corron Community Development Center, Middletown campus
- Next College Board meeting – **Thursday, November 29, 2018**; 12 p.m.; American Woodmark Board Room, Corron Community Development Center, Middletown campus
- LFCC Employee Holiday Brunch; **Friday, December 14, 2018**; 10:00 a.m.; Carl & Emily Thompson Conference Center, Corron Community Development Center, Middletown campus
- 2019 LFCC Commencement Ceremonies – **Saturday, May 11, 2019**; 1:00 p.m.; Skyline High School, Front Royal, Virginia (*Medallion of Recognition & Professor Emeritus Ceremony begins at 11:30 a.m.*)

ADJOURNMENT

Board Chair Bill Daniel declared the meeting adjourned at 1:47 pm.

SUBMITTED BY:

APPROVED BY:

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

William C. Daniel
 Chair
 Lord Fairfax Community College Board

Copy + Attachments to: All College Board Members and Cabinet members.
 Copy of Approved MINUTES NO. 237 (August 2, 2018) filed with Glenn DuBois, Chancellor, Virginia Community College System.

**LORD FAIRFAX COMMUNITY COLLEGE
BOARD BUDGET REQUESTS
ORIGINAL AND PROPOSED BUDGETS
FOR FY 2018-19 AND FY 2019-20**

ACCOUNT NUMBER	TITLE	ORIGINAL 2018-19 BUDGET	PROPOSED 2019-20 BUDGET	INCREASE/ (DECREASE)
	<u>ADVISORY COMMITTEES, BOARD ACTIVITIES, AND PRESIDENT'S OFFICE</u>			
440000	Advisory Committees	\$ 1,500	\$ 1,500	\$ -
460020	Board Activities	\$ 5,000	\$ 5,000	\$ -
460040	President's Office	\$ 9,000	\$ 9,000	\$ -
	<i>Total College Board, President's Office and Advisory Committees</i>	\$ 15,500	\$ 15,500	\$ -
	<u>EMPLOYEE DEVELOPMENT</u>			
440010	Employee Professional Development	\$ 45,000	\$ 50,000	\$ 5,000
	<u>STUDENT FINANCIAL ASSISTANCE</u>			
480000	Scholarships	\$ 185,000	\$ 190,000	\$ 5,000
	<u>STUDENT SERVICES</u>			
450000	Student Outreach	\$ 16,000	\$ 21,000	\$ 5,000
450010	Orientation / First Year Experience	\$ 8,000	\$ 8,000	\$ -
480050	TRIO Discretionary/Crisis Funds	\$ 13,000	\$ 13,000	\$ -
450060	Student Wellness Support	\$ 2,000	\$ 2,000	\$ -
460010	Commencement	\$ 5,000	\$ 5,000	\$ -
450070	Violence Prevention Education	\$ 5,000	\$ 5,000	\$ -
	<i>Total Student Services</i>	\$ 49,000	\$ 54,000	\$ 5,000
	<u>SPONSORED PROJECTS</u>			
430010	Theatrical Productions/Fairfax Follies	\$ 2,000	\$ 2,000	\$ -
430040	Student Competitions	\$ 2,500	\$ 2,500	\$ -
450020	Student Life Program	\$ 5,000	\$ -	\$ (5,000)
450230	Student Success Initiatives	\$ 50,000	\$ 50,000	\$ -
	<i>Total Sponsored Projects</i>	\$ 59,500	\$ 54,500	\$ (5,000)
	Total Budget	\$ 354,000	\$ 364,000	\$ 10,000