LORD FAIRFAX COMMUNITY COLLEGE
BOARD MEETING
MINUTES NO. 243
October 3, 2019

CALL TO ORDER	
Board Vice Chair Pamela M. McInnis convened a regular meeting of the Lord Fairfax Community College (LFCC) Board at 12:00 p.m., Thursday, October 3, 2019 in the Carl & Emily Thompson Conference Center at the Middletown campus.	
Members Present	Mary W. Barton — Fauquier County Kimberly P. Blosser — Lord Fairfax Community College Benjamin C. Freakley — Shenandoah County Richard M. Galecki — Fauquier County Brad A. Hodgson — City of Winchester 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 Michael Wenger — Rappahannock County
Members Absent	Jeffrey S. Boppe — Frederick County William C. Daniel — Clarke County Daryl L. Funk — Warren County Andrew C. Keller — Shenandoah County
Others Present	Jeanian Clark, vice president of Workforce Solutions; interim vice president of financial and administrative services 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 Bill Pence, coordinator of business and industry training, Workforce Solutions
Approval of Minutes No. 242	On a motion made by Mike Lake, seconded by Ben Freakley, Minutes No. 242 were unanimously approved.

OLD BUSINESS	
Approval to *Use Workforce Funds to Expand Alson H. Smith Building, Middletown Campus* (Information Item)	The recommendation to use Workforce funds to expand Alson H. Smith Building at the Middletown campus was submitted to board members for review and approval via electronic mail on August 8, 2019. Board members reviewed the recommendation and supporting documentation including architectural renderings of proposed new construction (Attachment No. 1).

	A quorum of votes to approve the recommendation was received.
	The first step in this process is to obtain local College Board approval to move forward with the use of workforce funds to support the expansion of the Smith Building adding facility space for three newly constructed labs. The project is expected to be less than 5,000 square feet of additional space and cost less than $3,000,000 to construct, thereby not needing DEB (Department of Engineering and Buildings) approval, but only local College Board and the State Board for Community College's approval. This project will follow state capital funding procedures and will be managed by the VCCS.
	(Attachment No. 1; 4 pages)
Approval to *Lease the Luray-Page County Center from the LFCC Foundation* (Information Item)	The recommendation to lease the Luray-Page County Center from the LFCC Educational Foundation was submitted to board members for review and approval via electronic mail on August 8, 2019. Board members reviewed the recommendation (Attachment No. 2). A quorum of votes to approve the recommendation was received. (Attachment No. 2; 2 pages)

NEW BUSINESS	
LFCC Institutional Priorities AY 2019-20 (Information Item)	Kim Blosser reviewed LFCC's institutional priorities for the 2019-20 academic year with board members (Attachment No. 3). Institutional priorities supporting enrollment stabilization, administrative strength, and leadership and innovation were determined through a process including faculty, staff and administration. Once determined by the College, the priorities were submitted to the VCCS Chancellor for review and approval. Near the conclusion of the 2019-20 academic year, the president will provide the College Board with an institutional priorities progress report as part of the president's annual evaluation by the board. This was an information item and required no further action. (Attachment No. 3; 4 pages)
Recommendation to approve *Name Change of Cyber Essentials Career Studies Certificate to Technology Essentials Career Studies Certificate* (Action Item)	Karen Kellison recommended to board members the name change of cyber essentials career studies certificate (CSC) to technology essentials career studies certificate for approval. Board members reviewed the curricular change proposal (Attachment No. 4). The term 'technology' rather than 'cyber' is more reflective of the overall purpose and content of this CSC. The courses in this program belong to multiple technology-related programs including computer science, cybersecurity, and information systems technology.

	On a motion made by Brad Hodgson, seconded by Mary Barton, the recommendation was unanimously approved. (Attachment No. 4; 4 pages)
Recommendation to approve *Applied Computer Science Career Studies Certificate* (Action Item)	Karen Kellison recommended to board members the applied computer science career studies certificate (CSC) for approval. Board members reviewed the curricular change proposal (Attachment No. 5). Due to the limited number of K-12 educators within our service region currently with master's degrees in computer science of 18 graduate credits in computer science to meet SACSCOC accreditation requirements, school systems are unable to provide computer science dual enrollment opportunities. The proposed CSC would allow the K-12 schools to provide a computer science foundation with existing IT courses. In addition, adult learners who want to enter or switch to the computer science field, who do not have prior technology experience, often struggle with the theory concepts within computer science. This certificate would offer them an entry level starting point. On a motion made by Mary Barton, seconded by Kathy Rosa, the applied computer science career studies certificate was unanimously approved. (Attachment No. 5; 6 pages)
Recommendation to approve *Cybersecurity and Networking Foundations Career Studies Certificate* (Action Item)	Karen Kellison recommended to board members the cybersecurity and networking foundations career studies certificate (CSC) for approval. Board members reviewed the curricular change proposal (Attachment No. 6). The proposed CSC is part of the VCCS-sponsored G3 (Get Skills, Get a Job, Give Back) Initiative that is the first of three levels. Level 1 is the proposed CSC which has been standardized within parameters across the VCCS. The G3 initiative focuses on training Virginians for high-demand jobs that meet employer demand in our community. Pathways include IT, cybersecurity and other high-demand areas. The rationale is that students learn skills first with multiple levels of training that will lead to careers. On a motion made by Mary Barton, seconded by Craig Lancto, the cybersecurity and networking foundations career studies certificate was unanimously approved. (Attachment No. 6; 6 pages)

Recommendation to approve *Discontinuance of Information Technology Foundations Career Studies Certificate* (Action Item)	Karen Kellison recommended to board members the discontinuance of information technology foundations career studies certificate (CSC) for approval. Board members reviewed the curricular change proposal (Attachment No. 7). A new CSC in cyber essentials was approved in 2018 that provides a broader set of exploratory courses for undecided students to help determine which specific area of technology they wish to pursue. The presence of two, introductory, exploratory CSC programs is redundant and potentially confusing for new students. In addition, as a feeder program, the information technology foundations CSC does not provide the breadth of exploratory courses for students to determine which technology pathway (information systems technology, cybersecurity, computer science, etc.) they should follow. On a motion made by Mary Barton, seconded by Craig Lancto, the discontinuance of information technology foundations career studies certificate was unanimously approved. (Attachment No. 7; 2 pages)
Recommendation to approve *FY 2020-21 College Board Budget* (Action Item)	Jeanian Clark, interim vice president of financial and administrative services, recommended to board members the FY 2020-21 College Board budget of $364,000 for approval. Board members reviewed the proposed budget (Attachment No. 8). The College's localities, which provide funding for this budget, begin requesting the College's budget proposals for the next 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, as well as funding for College Board scholarships rewarded to students in each of the localities. The FY2019-20 College Board budget proposes to maintain the same funding request as the previous year of $364,000. On a motion made by Mike Wenger, seconded by Rich Galecki, the FY 2020-21 College Board budget was unanimously approved. (Attachment No. 8; 1 page)

REPORT OF THE COLLEGE BOARD CHAIRMAN

There was no report of the College Board chairman.

REPORT OF THE EDUCATIONAL FOUNDATION BOARD REPRESENTATIVE

Michael Lake, newly appointed LFCC Educational Foundation Board representative, deferred to Liv Heggoy who reported on the following:

The October Educational Foundation Board meeting focused on the many building projects the Foundation is either overseeing or indirectly involved with due to reasons such as site work funding for Hazel Hall. The board also discussed how the Foundation can assist with securing rental space at Vint Hill for the next couple of years due to the delay in construction of Hazel Hall. Vint Hill currently houses the Fauquier area heavy equipment operator program as well as the surgical technology and electrical program. The Foundation has received a $130,000 grant that can be used to fund the Vint Hill lease payment.

The Foundation has recently received the site work budget for construction of the new Luray-Page County Center. It is anticipated to receive final architectural drawings mid-October. The final drawings enable the construction management company to solicit bids to determine guaranteed maximum price, which is needed to close on the loan for the project. The Foundation will move forward with selecting a lender.

The County of Fauquier will be transferring 50 acres of property adjacent to the Fauquier campus to the Foundation. The Foundation and Fauquier County have come to an agreement on the provisions of accepting the land donation. The Foundation will explore a feasibility and fundraising capacity study to determine path towards construction of a Foundation owned facility on the Fauquier campus within eight years of date of land transfer.

REPORTS OF THE COLLEGE

President	Kim Blosser reported on the following: In March 2019, the final price on the construction of Hazel Hall was determined. That price was approximately $20 million, but the state appropriation LFCC received was only $15 million resulting in a $5 million shortfall. Since that time, LFCC leadership worked with the VCCS to submit a request to the State for additional funding. Unfortunately, the Department of Planning and Budget denied the request, which will require the funding request to go back through the State Budget process during this upcoming legislative session. The new funding request will also include renovation of existing lab space in Wolk Hall. The VCCS feels confident the additional funding will be included in the budget, and LFCC leadership will work with our local legislators to ensure it remains part of the final budget bill. Assuming the request is approved as the VCCS anticipates, funding will be received effective July 1, 2020, to move forward with the construction. The president has been meeting with many stakeholders in the community communicating details of the project. A nation-wide search for the position of vice president of financial and administrative services is in process. The search committee will begin reviewing applicants in the coming week and anticipates holding interviews in November with a new hire beginning January 2020.

	Jeanian Clark has graciously and very successfully served as interim throughout the past year. The president has sent forward a one-time appropriation request in the amount of $475,000 to Delegate Todd Gilbert and Senator Mark Obenshain to fund interior furnishings of the new Luray-Page County Center. Both Gilbert and Obenshain have agreed to support this request through the upcoming budget process pending reelection.
Financial and Administrative Services	Jeanian Clark, interim vice president of financial and administrative services (FAS), reported on the following: The FAS unit is very intensely focused on facilities and building projects including Hazel Hall, the new Luray-Page County Center, the extension of the Smith Building at the Middletown campus, and scheduling major plumbing repair at the Fauquier campus. A construction project inspector was hired in September, and a director of facilities should be selected and brought on board in November. These positions will be pivotal support roles during the next few years of capital projects and major renovations.
Fauquier Campus	Chris Coutts, Fauquier campus provost, reported on the following: The Fauquier campus team is maintaining focus on servicing students in the midst of several facility projects including extensive plumbing maintenance and repair, a roof replacement project, and major VDOT roadway construction at the entrance of the campus. Enrollment at the Fauquier campus continues to grow and recently surpassed the goal of 2,000 and is currently at 2,005. New student enrollment is up 9 percent.
Institutional Advancement	Liv Heggoy, associate vice president of institutional advancement and executive director of the LFCC Educational Foundation reported on the following: The Foundation is currently interviewing candidates for the position of a fulltime development officer to be based at the Fauquier campus and focused on the counties of Fauquier and Rappahannock. The office of institutional advancement is preparing recognition and celebration of LFCC's upcoming 50th anniversary for the calendar year of 2020, as the LFCC Middletown campus first opened its doors in 1970. The institutional advancement unit will soon be searching for a director of grants.

	The Foundation recently received donations to support dual enrollment scholarships for students ($150 per student to cover one dual enrollment course) in Warren, Frederick and Clarke counties. This type of giving is a great example of how a relatively modest donation can have great impact assisting multiple students.
Academic and Student Affairs	Karen Kellison, vice president of academic and student affairs, reported on the following: The LFCC computer science department has sponsored and coordinated a series of technology talks with industry experts (Tech Bytes) that will be held throughout the next several months. The Tech Bytes series has attracted an impressive array of speakers, including former Secretary of the Navy Richard Danzig, co-founder of the Berryville Institute of Machine Learning Gary McGraw and other cyber experts who will examine the future of technology and computer science. The series is being funded by a grant LFCC received as part of the 2019 NCWIT Academic Alliance Seed Fund, which is powered by the National Center for Women and Information Technology with support from Microsoft Research. The series are open to the public. A search for the position of dean of health professions is currently in process with final candidates participating in on-campus interviews throughout the coming weeks. LFCC is participating in a partnership with JMU to create a process for communication among K-12, two-year and four-year institutions, economic development leaders and industry in the early stages of program development. This partnership is being funded by a SCHEV grant. LFCC recently signed a 2+2 chemistry agreement with Radford University's Artis College of Science and Technology (two years at LFCC to earn an associate of science degree with a chemistry specialization, and two years at Radford University for a bachelor of science degree). The agreement provides students interested in pursuing a bachelor's degree in chemistry with a seamless transfer option with Radford University. It will allow students graduating from LFCC to pursue five different chemistry concentrations at Radford, including biochemistry, forensic chemistry and advanced professional chemist. LFCC previously established several 2+2 transfer agreements with Shepherd University that also offer a tuition discount for LFCC students.
Workforce Solutions and Continuing Education	Bill Pence, coordinator of business and industry training, reported on the following: The WSCE Fall 19 health care programs have launched at capacity with waiting lists of future enrollment. The HEO program recently brought to the Middletown campus has also launched at capacity.

| | The HEO Fast-Track career training program has also expanded as an online hybrid course in partnership with other community colleges throughout the state. Instruction is received online, while skill testing is held at several simulation sites located throughout the region.

WSCE is seeing success with the guarantee to interview program model, in which credentialed graduates of programs are guaranteed a job interview with a local partner employer. Guarantee-job-interview programs include HEO, IT, manufacturing technician, and certified personal trainer.

WSCE's CompTia prep and certification programs are also performing well with 35 students completing the fundamentals course that leads into the A+ program. This program also offers a guaranteed interview upon successful completion. |
|---|---|

IMPORTANT DATES

Date	Activity	Time	Location
Friday, October 11, 2019	LFCC All College Day	8:00 a.m. – 12:00 p.m.	Carl & Emily Thompson Conference Center, Corron Community Development Center, Middletown campus
Thursday, December 12, 2019	College Board meeting	12:00 p.m.; lunch served at 11:30 a.m.	Carl & Emily Thompson Conference Center, Corron Community Development Center, Middletown campus
Thursday, December 19, 2019	LFCC Employee Holiday Luncheon	12:00 p.m.	Carl & Emily Thompson Conference Center, Corron Community Development Center, Middletown campus
Thursday, February 6, 2020	College Board meeting	12:00 p.m.; lunch served at 11:30 a.m.	Carl & Emily Thompson Conference Center, Corron Community Development Center, Middletown campus

ADJOURNMENT

Board Vice Chair Pam McInnis declared the meeting adjourned at 1:17 p.m.

SUBMITTED BY: **APPROVED BY:**

_____   _____
Kimberly P. Blosser   William C. Daniel
President of the College and   Chair
Secretary to the Lord Fairfax   Lord Fairfax Community College Board
Community College Board

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

Copy of Approved MINUTES NO. 242 (June 6, 2019) filed with Glenn DuBois, Chancellor, Virginia Community College System.

LORD FAIRFAX COMMUNITY COLLEGE
P.O. Box 47
Middletown, VA 22645

TO: Kim Blosser, President

FROM: Jeanian Clark, Interim VP Financial and Administrative Services

DATE: July 29, 2019

SUBJECT: Recommended Item for College Board Agenda

_____

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

        Information Item: ____

        Action Item: _X_

        Agenda Item Title: **Approval to Use Workforce Funds to Expand Alson H Smith Building, Middletown Campus**

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

LFCC Workforce Solutions has been operating Trades Programs in multiple off-site locations over the past five years. There has been no available lab space at either the Middletown or Fauquier campuses to offer these programs. Presently, there are four levels of Electrical, Plumbing, and HVAC apprenticeship programs offered in both the Middletown and Fauquier service areas running twice per year. This totals 48 classes serving hundreds of students each year.

The Middletown trades programs have been running at two partner locations in the community. These partners are Goodwill Industries and Winchester City Public Schools. The facilities are adequate, but not desirable. Goodwill has provided us with an empty warehouse, which has security and infrastructure concerns. Winchester City Public Schools (WCPS) has allowed us to use a former elementary school that is 50 plus years old, which WCPS is presently scheduled to renovate over the next two years.

Recently, both Goodwill Industries and WCPS have informed us of changes to their plans, which has forced the college to relocate the trades programs from both of their facilities effective July 2019. Although a temporary plan has been identified, it is not a desirable long-term solution.

In 2014, the VCCS set up a non-verting cash account for Workforce Units to keep their accumulated surplus tuition funds to be reinvested locally in development and growth of future Workforce programs in agreement with the college mission, vision, and strategic goals. Over the past four years, LFCC's Workforce Solutions team has been strategically and aggressively generating additional program tuition revenues, above their direct and indirect costs, to invest in future facilities for their programs. This non-verting cash fund is what would be used to support this request.

The College has identified the current Smith Building at the Middletown campus as the ideal location to add additional laboratory space for these workforce programs. To help support our case with the State, and to determine the amount of space needed for an expansion, last year the college hired an architect to do preliminary designs.

In July 2019, the college initiated a request with the VCCS to use workforce funds to support building an addition onto the existing Smith Building. The VCCS is supportive of this request and is working with the college on the steps needed to move this request forward.

The first step in this process is to obtain local College Board approval to move forward with the use of workforce funds to support the expansion of the Smith Building adding facility space for three newly constructed labs. The project is expected to be less than 5,000 square feet of additional space and cost less than $3,000,000 to construct, thereby not needing DEB (Department of Engineering and Buildings) approval, but only local College Board and the State Board for Community College's approval.

This project will follow state capital funding procedures and will be managed by the VCCS. We will continue to provide updates on the status of the request and overall project at future College Board meetings.

Attachments (List supporting documents.):   Architect Renderings of Proposed New Construction

LORD FAIRFAX COMMUNITY COLLEGE
173 Skirmisher Lane
Middletown, VA 22645

TO: Kim Blosser, President

FROM: Jeanian Clark, Interim Vice President of Financial and Administrative Services

DATE: August 6, 2019

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: Approval to Lease the Luray-Page County Center from the LFCC
                      Foundation

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

The College leases 7,500 square feet of space at 334 N. Hawksbill St. in Luray to operate the
Luray-Page County Center. The annual lease payment is $55,000, and the existing lease ends in
July 2020. The new Luray-Page County Center will be owned by the LFCC Foundation, as is the
Student Union at the Middletown Campus.

We are planning for the new Luray-Page County Center to open in Fall 2020.

It is advised that the local board provide its approval for the College to lease the Luray-Page
County Center from the LFCC Foundation. The VCCS must approve the lease agreement. This
was the process followed for the Student Union lease.

The College has budgeted $110,000 annually for the new lease, to begin in July 2020. The
proposed initial lease term will be ten years with renewable options in five-year increments.

The LFCC Foundation received 8.3 acres of donated property in the Luray Landing development
behind Wal-Mart in Luray and has recently completed a capital campaign to support the project.

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In addition to more space (11,000 square feet), the new building will include science and trades labs and a board room, which we do not have at the current center.

On February 1, 2018, the College and Foundation boards approved naming the building Russell A. and Rodney A. Jenkins Hall. The architect shared the preliminary renderings of the new center with the College Board on October 4, 2018. The community gathered for a ceremonial groundbreaking at the site on May 16, 2019.

The Foundation's lender will require a copy of the lease agreement for the construction loan closing.

Lord Fairfax Community College
Institutional Priorities for 2019-2020

1. **Enrollment Stabilization**
   a. Enrollment Management
      i. What are your college's enrollment management goals?
         1. Targeted outreach to adults to market online and compressed program structures
         2. Targeted outreach specifically to EAL community
         3. Hire a new EAL program coordinator to be in the community, create relationships, and host events targeted at the EAL communities within our service region
   b. Retention
      i. What are your college's goals for improving fall-to-spring and fall-to-fall retention?
         1. Close the gap in fall-to-spring and fall-to-fall retention for curricular placed FTIC students with risk factors by at least 2%
         2. Close the gap in success between curricular placed FTIC and peers on targeted courses (program gatekeeper courses) by at least 2%
   c. Progress and Completion
      i. What are your college's goals for increasing completion of workforce credentials, certificates, and degrees?
         1. Expand heavy equipment operator program to new location at the Middletown campus in Fall 2019
         2. Expand heavy equipment operator program to a digital, hybrid platform to roll-out VCCS-wide Spring 2020
         3. Focus on Credit for Prior Learning - website revisions to simplify the process of requesting and exploring credit for prior learning (CPL)
      ii. What are your college's goals for increasing completion of AA/AS/AAS prior to transfer?
         1. Use AdAstra analytics and Navigate student plan data to set goals for increasing velocity to degree and increase the percentage of productive credits taken
         2. Identify additional 2+2 specific transfer agreements with our primary transfer partners
      iii. What are your college's goals for increasing retention and completion of underserved populations (first generation, minority, low-income, and adult students)?
         1. Increase/Track services to students who are native, minority and low income (excluding dual enrollment) to increase completion
         2. Implement a summer bridge program for underserved students that is free of charge, includes the SDV 100 content, and allows students to earn that credit prior to fall semester

       3. Create a textbook and supply lending library that includes textbooks, graphing calculators, and mobile hotspots for students to check out for one semester

       4. Implement effective practices for adult students based upon the results of LFCC and CAEL surveys of adult students

2. Administrative Strength
   a. Sustainability
      i. What efforts will your college undertake to enhance its financial sustainability?
         1. Revamp the college-wide budget process to drive unit/area financial sustainability and accountability practices
         2. Establish new strategic guidelines and processes for unplanned staffing and compensation requests, which arise throughout the fiscal year, against the approved fiscal year budget to analyze the current and future financial sustainability of these requests
   b. Fundraising/Resource Development
      i. What are your college's fundraising goals for the upcoming year? For what purposes?
         1. Develop an Annual Fundraising Plan
         2. Complete the Fundraising Campaign for the Luray-Page County Center
         3. Obtain a Rural Horseshoe grant for "Path to Success" program at the Fauquier Campus
         4. Apply for Claude Moore Foundation grant to support health professions programs
         5. Request funding from Anverse Foundation to support an academic support center for underrepresented and veteran or military-affiliated students at the Fauquier Campus
      ii. What are your college's other resource development goals?
         1. Board development for our Educational Foundation
         2. Obtain PATH Foundation funding to hire a development officer for the Fauquier Campus
         3. Dedicate resources to developing an Alumni Website and targeted outreach to alumni
   c. Shared Services
      i. How will your college contribute to the goal of achieving efficiencies through shared services?
         1. Maintain compliance at the college-level through procurement best practices and additional buyer training
         2. Identify and pilot 2-3 college-wide purchasing activities to streamline into a single centralized function to strategically prepare for SSC transition to transactional charges in 2021

3. **Leadership and Innovation**
   a. Innovation
      i. What will your college do to support the strategic direction(s) of VCCS during the upcoming year? (i.e., direct enrollment pilot, talent pipeline development, innovative partnerships)
         1. Participate in a partnership with JMU to create a process for communication among K-12, 2-year and 4-year institutions, economic development leaders and industry in the early stages of program development
         2. Submit and follow through with Tech Talent Pipeline and G3 program development and marketing
   b. Community and Civic Engagement
      i. How are you providing leadership in your community? How will this change in the next two years?
         1. LFCC has partnered with a successful program launched by Shenandoah University called "Town Hall". This program encourages civic engagement via local issues related to course curricula. In 2020, LFCC faculty will serve as facilitators during the spring town hall meeting.
         2. Identify administrators to serve on boards and participate in local economic and workforce committees
   c. New Program Development
      i. Where do you see opportunities for new certificate, degree, and FastForward programs to meet workforce and transfer needs in your community?
         1. Conduct business and industry needs assessments and labor market Information research to identify a new flagship program for the new Luray Page Center
         2. Use G3 framework to develop clear pathways to degree while meeting workforce needs in the region
         3. Use Tech Talent Pipeline framework to develop Computer Engineering and Software Engineering degrees
   d. Diversity
      i. What are your long-term plans for diversifying faculty, staff, and administrative leadership at your college?
         1. Increase recruitment efforts of diverse faculty, staff, and administrators to reflect our diverse and inclusive communities. Activities include:
            a. Expand search resources to identify and hire qualified administrators from a diverse and inclusive pool;
            b. For each search, complete an analysis of national applicant pool data in comparison to position applicant pools;
            c. Review availability of funds for applicant travel reimbursement for final interviews to ensure true national search initiative;
            d. Participation in and execution of search advocate training college wide;

e. Ensure execution of newly revised hiring and recruitment policy in support of LFCC's values: Integrity, Diversity, Positive Culture, Performance, and Learning.

4. **Other Goals (optional)**
   a. Please add other institutional goals as appropriate

LFCC
Lord Fairfax Community College

Curricular Change Proposal

Preparer: Please complete the following curricular change proposal form, and be certain to respond to all areas that apply to your proposed changes, and be prepared to elaborate during your presentation to Curriculum and Instruction Committee (C&I).

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

Proposed by:	Art Lee
Email address and contact no.	alee@lfcc.edu; 868-7207
Date:	8/16/2019
Program(s) Affected:	Cyber Essentials Career Studies Certificate
Semester Change to Take Affect:	Summer 2020

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):

   Change the name of the Cyber Essentials CSC to "Technology Essentials Career Studies Certificate"

2. Rationale for proposed change:

   The term "Technology" rather than "Cyber" is more reflective of the overall purpose and content of this CSC. The courses in this program belong to multiple technology-related programs (Computer Science, Cybersecurity, Information Systems Technology).

3. Impact of the proposed change on the following:

   A. Transferability and/or employability **N/A**
   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. SACSCOC accreditation / substantive change **N/A**
   I. Any students currently enrolled in the program (if applicable) **The name change does not change any of the requirements; therefore no impact on student.**

4. Input from curriculum advisory committee(s) (and other persons "in the field"):

   The Information Systems Technology Curriculum Advisory Committee has endorsed this proposal.

5. Examples from other colleges (if appropriate):

Arthur Lee   _8/28/2019_

Signature of Proposer   Date

6. Comments/Support by Dean/Provost:

Brenda Byard   _08/28/19_

Signature of Dean/Provost   Date

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

_____   _____

Signature of Dean/Provost   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   _____Effective Date of Change

_____   _____

Signature of C&I Chair   Date

Action by Vice President of Academic and Student Affairs:

___Approved   ___Disapproved

_____   _____

Signature of Vice President   Date

Curriculum Action Routed to President for Review:

_____   _____

Signature of President   Date

Career Studies Certificate: Technology Essentials *(Name change only)*

First Semester

CSC 110	Introduction to Computing	3
ENG 111	English Composition I	3
ITN 100	Introduction to Telecommunications	3
SDV 101	Orientation to the IT Professions	1
	Total	10

Second Semester

ITE 120	Principles of Information Systems	3
ITN 260	Network Security Basics	3
ITP 100	Software Design	3
	Total	9
	Program Total	19

2020-21

Career Studies Certificate: Technology Essentials

Course	Title	Cr	Offered	Pre-Req	Mode	Options & Notes
First Semester						
CSC 110	Introduction to Computing	3	F		F	
ENG 111	English Composition I	3	F SP SU	*	F H O	
ITN 100	Introduction to Telecommunications	3	F SU		F H O	
SDV 101	Orientation to the IT Professions	1	F SP SU		O	SDV 100
Second Semester						
ITE 120	Principles of Information Systems	3	SP SU	*	F O	
ITN 260	Network Security Basics	3	SP SU	*	F O	
ITP 100	Software Design	3	F SP SU	*	F O	
	Program Total	**19**				

*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

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:	**Melissa Stange**
Email address and contact no.	**mstange@lfcc.edu**
Date:	**January 18, 2017**
Program(s) Affected:	**Associates of Science: Computer Science Specialization**
Semester Change to Take Affect:	**Summer 2020**

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):
   Add an Applied Computer Science Career Studies Certificate

2. Rationale for proposed change:
Justification of Need:
   1. Due to the limited number of K-12 educators within our service region currently with Masters degrees in Computer Science or 18 graduate credits in Computer Science to meet SACSCOC accreditation requirements, school systems are unable to provide computer science dual-enrollment opportunities. The proposed Applied Computer Science Career Studies Certificate would allow the K-12 schools to provide a CS foundation with existing IT course.
   2. Adult learnings who want to enter or switch to the CS field, who do not have prior technology experience often struggle with the theory concepts within computer science. This certificate would offer them an entry (L1) starting point.

How this certificate helps:
These courses would allow a dual-enrolled student or non-technical adult learner to enter into the CS program more confident and technology sound. The certificate will prepare students to gain the skills and knowledges in programming, software design, databases, research, security, and computer networks to obtain an entry level technology job within our service region.

3. Impact of the proposed change on the following:
A. Transferability and/or employability- **The courses feed into the A.A.S. in Information Systems Technology degree. This certificate would prepare a student to obtain an entry level technology job as a help desk technician or support specialist in our service region. Some courses do transfer, such as ITE 120 transfers to JMU and ITE 119 transfers to GMU. ITN106 credit given for A+ Certification per Credit for Prior Learning document on page 9.**
B. Personnel / Instructional load - **None**
C. Scheduling of classes – **Courses already on schedule to be offered**
D. Overall credit hours in the program(s)- **19 credit hours**
E. Instructional resources - **None**
F. Facilities – **Existing classrooms**
G. National, state, or regional associations - **None**
H. SACS accreditation / substantive change- **None**
I. Any students currently enrolled in the program (if applicable)- **No student currently enrolled, but some current students may qualify for the certificate once approved.**

4. Input from curriculum advisory committee(s) (and other persons "in the field"):
There is no CAC for Computer Science. However, because the certificate is applied focused the applied technology CAC was solicited for feedback and support. Approval was given from the applied technology CAC and a few response have been included in this proposal as evidence of input.

5.   Examples from other colleges (if appropriate):

_____   _____
Signature of Proposer   Date

6.   Comments/Support by Dean:

Brenda Byard   _08/28/19_
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   _____Effective Date of Change

_____   _____
Signature of C&I Chair   Date

Action by Vice President of Academic and Student Affairs:

___Approved   ___Disapproved

_____   _____
Signature of Vice President   Date

Curriculum Action Routed to President for Review:

_____   _____
Signature of President   Date

FOR INTERNAL USE ONLY:
Proposal Number Assigned: ____257_____Date____8/28/19_____
Curriculum Code Affected/Assigned (if new): _____

AWARD: Career Studies Certificate

AREA: Applied Computer Science

The certificate exposes students to foundational topics in computer science, which are of practical importance: programming, software design, web design, databases, and computer networks. This certificate will prepare a student to obtain an entry level technology job as a help desk technician or support specialist.

First Semester:

Course	Title	Credits
ITD 110	Web Page Design I	3
ITD 130	Database Fundamentals	3
ITP 120	Java Programming I	4
	Total:	**10**

Second Semester:

Course	Title	Credits
ITN 106	Microcomputer Operating Systems	3
ITE 120	Principles of Information Systems	3
ITE 119	Information Literacy	3
	Total:	**9**
	Program Total:	**19**

Industry Certifications – Credit for Prior Learning (Certification not older than 2 years):

- ITD 110 - CIW Web Design Specialist
- ITD 130 - Microsoft Technology Associate, Database Fundamentals (98-364)
- ITN 106 - CompTia A+ Software Exam 220-1002.
- ITP 120 - Oracle Java SE Certification or Microsoft Technology Associate, Introduction to Programming Using Java (98-388)

LFCC
Lord Fairfax Community College

Curricular Change Proposal

Preparer: Please complete the following curricular change proposal form, and be certain to respond to all areas that apply to your proposed changes, and be prepared to elaborate during your presentation to Curriculum and Instruction Committee (C&I).

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

Proposed by:	Art Lee
Email address and contact no.	alee@lfcc.edu
Date:	8/15/2019
Program(s) Affected:	Cybersecurity and Networking Foundations Career Studies Certificate (New)
Semester Change to Take Affect:	Summer 2020

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):

Cybersecurity and Networking Foundations CSC

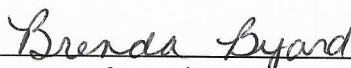|		
ITN 100 Introduction to Telecommunications		**3 credits**
ITN 107 Personal Computer Hardware & Troubleshooting		**3 credits**
ITN 170 Linux		**3 credits**
ITN 260 Network Security Basics		**3 credits**
ITP 100 Software Design		**3 credits**
SDV 101 Orientation to IT Professions		**1 credit**
	Total	**16 credits**

2. Rationale for proposed change:

This CSC is part of the VCCS-sponsored "G3" (Get Skills, Get a Job, Give Back) initiative that is the first of three levels. Level 1 is this CSC which has been standardized within parameters across the VCCS. The G3 initiative focuses on training Virginians for high-demand jobs that meet employer demand in our community. Pathways include IT and cybersecurity and other high-demand areas The rationale is that students learn skills first, with multiple levels of training that will lead to careers.

3. Impact of the proposed change on the following:
   A. Transferability and/or employability **The Governor's plan is for this to have a positive impact on employment.**
   B. Personnel / Instructional load **N/A**
   C. Scheduling of classes **N/A**
   D. Overall credit hours in the program(s) **16 credits**
   E. Instructional resources **already in place**
   F. Facilities **N/A**
   G. National, state, or regional associations **This is a state government/VCCS sponsored initiative.**
   H. SACSCOC accreditation / substantive change **N/A**

I.	Any students currently enrolled in the program (if applicable) **New program; no students currently enrolled**

4. Input from curriculum advisory committee(s) (and other persons "in the field"):

The Information Systems Technology Curriculum Advisory Committee has endorsed this proposal.

5. Examples from other colleges (if appropriate):

_____Arthur Lee_____   8/28/2019

Signature of Proposer   Date

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6. Comments/Support by Dean/Provost:

_____Brenda Byard_____   08/28/19

Signature of Dean/Provost   Date

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

_____   _____

Signature of Dean/Provost   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   _____Effective Date of Change

_____   _____

Signature of C&I Chair   Date

Action by Vice President of Academic and Student Affairs:

___Approved   ____Disapproved

_____   _____

Signature of Vice President   Date

Curriculum Action Routed to President for Review:

_____   _____

Signature of President   Date

AWARD: **CAREER STUDIES CERTIFICATE**

AREA: **Cybersecurity and Networking Foundations**

This Career Studies Certificate leads to entry-level employment opportunities in the cybersecurity and networking fields. This curriculum prepares students for introductory IT knowledge and skills and to recognize, prevent and defend against threats to information and information systems. Students need to be introduced to the basic topics of operating systems, computer hardware, networking concepts, programming, and cybersecurity core topics in order to be well prepared and successful in all areas of IT including cyber security and networking.

Cybersecurity and Networking Foundations

Course No.	Title	Credit(s)
First Semester		
ITN 100	Introduction to Telecommunications	3
ITP 100	Software Design	3
SDV 101	Orientation to IT Professions	1
	Total	**7**
Second Semester		
ITN 107	Personal Computer Hardware & Troubleshooting	3
ITN 170	Linux	3
ITN 260	Network Security Basics	3
	Total	**9**
	PROGRAM TOTAL	**16**

2020-21

Career Studies Certificate: Cybersecurity & Networking Foundations

Course	Title	Cr	Offered	Pre-Req	Mode	Options & Notes
First Semester						
ITN 100	Introduction to Telecommunications	3	F SU		F H O	
ITP 100	Software Design	3	F SP SU		F H O	
SDV 101	Orientation to the IT Professions	1	F SP SU		O	SDV 100
Second Semester						
ITN 107	Personal Computer Hardware & Troubleshooting	3	SP SU	*	F O	
ITN 170	Linux System Administration	3	SP	*	F O	
ITN 260	Network Security Basics	3	SP SU	*	F O	
	Program Total	**16**				

*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 in Cybersecurity and Networking Foundations
Curricular Template-Level 1
CIP Code: 11.0101

Purpose: This Career Studies Certificate leads to entry-level employment opportunities in the cybersecurity and networking fields. This curriculum prepares students for introductory IT knowledge and skills and to recognize, prevent and defend against threats to information and information systems. Students need to be introduced to the basic topics of operating systems, computer hardware, networking concepts, programming, and cybersecurity core topics in order to be well prepared and successful in all areas of IT including cyber security and networking.[1]

Software	
ITE 221 PC Hardware and OS Architecture	3-4
ITN 106 Microcomputer Operating Systems	3-4
ITN 170 Linux System Administration	3-4
ITN 245 Network Troubleshooting	3-4

Hardware	
ITN 107 Personal Computer Hardware and Troubleshooting	3-4
ITE 221 PC Hardware and OS Architecture	3-4

Networking[2]	
ETR 225 Data Communications	4-5
ITN 100 Introduction to Telecommunications	3-4
ITN 101 Introduction to Network Concepts	3-4
ITN 109 Internet and Network Foundations	3-4
ITN 111 Server Administration (Specify Version)	3-4
ITN 154 Network Fundamentals, Router Basics, and Configuration (ICND1) – Cisco	3-4
ITN 200 Administration of Network Resources	3-4
ITN 208 Protocols and Communications TCP/IP	3-4
ITN 245 Network Troubleshooting	3-4

Security	
ITN 260 Network Security Basics	3-4

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[1] Colleges must select at least one course from each category below and the minimum credit total must be 16 credits with a maximum of 20 credits; however, it is permissible for a college to use ITE 221 as the selected course for both the software and the hardware categories. If there are any local prequisites, the curriculum must align with the 16 to 20 credit range.

[2] Colleges may use another course not listed in this content area but it must cover networking.

1

Programming[3]

CSC 110 Introduction to Computing	3
CSC 200 Introduction to Computer Science	3-4
ITP 100 Software Design	3-4
ITP 112 Visual Basic.NET I	3-4
ITP 120 Java Programming I	3-4
ITP 132 C++ Programming I	3-4

Other Program Requirements[4]

SDV 100 College Success Skills	1-3
SDV 101 Orientation to (Specify the Discipline)	1-3
SDV 106 Preparation for Employment	1-2
SDV 107 Career Education	1-3

TOTAL CREDIT HOURS	**16-20**

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[3] Colleges may use another course not listed in this content area but it must cover programming.
[4] Only if required by college in career studies certificate and/or needed to meet 16 credit minimum.

2

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:	**Art Lee**
Email address and contact no.	**alee@lfcc.edu**
Date:	**8/16/2019**
Program(s) Affected:	**Information Technology Foundations Career Studies Certificate (221-299-08)**
Semester Change to Take Affect:	**Summer 2020**

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):
   To discontinue the Information Technology Fundamentals CSC. A new CSC ("Cyber Essentials") was approved last year and provides a broader set of exploratory courses for undecided students as to which specific area of technology they wish to pursue. The presence of two introductory, exploratory CSC programs is redundant and potentially confusing for new students.

2. Rationale for proposed change:
   As a feeder program, this CSC does not provide the breadth of exploratory courses for students to determine which technology pathway (IST, Cybersecurity, Computer Science) they should follow.

3. Impact of the proposed change on the following:

   A. Transferability and/or employability- NA
   B. Personnel / Instructional load - NA
   C. Scheduling of classes – **courses already regularly offered in degree program areas**
   D. Overall credit hours in the program(s)- **19 credit hours**
   E. Instructional resources - **None**
   F. Facilities
   G. National, state, or regional associations
   H. SACS accreditation / substantive change- **None**
   I. Any students currently enrolled in the program (if applicable)- **There are currently students who are enrolled in the IT Foundations CSC who could be moved to the Cyber Essentials CSC. Also, the courses currently in the IT Foundations CSC are part of the IST degree which will allow students to maintain credit for those courses if enrolled in IST the degree program.**

3. Input from curriculum advisory committee(s) (and other persons "in the field"):

   The IST Curriculum Advisory Committee is in favor of the discontinuation of the IT Foundations CSC.

5. Examples from other colleges (if appropriate):

Signature of Proposer   Date

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6. Comments/Support by Dean:

Brenda Byard   08/28/19

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   _____Effective Date of Change

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Signature of C&I Chair   Date

Action by Vice President of Academic and Student Affairs:

___Approved   ____Disapproved

Signature of Vice President   Date

Curriculum Action Routed to President for Review:

Signature of President   Date

FOR INTERNAL USE ONLY:
Proposal Number Assigned: ___*260*___   Date___*8/28/19*___
Curriculum Code Affected/Assigned (if new): ___*221-299-08*___

LORD FAIRFAX COMMUNITY COLLEGE
BOARD BUDGET REQUESTS
ORIGINAL AND PROPOSED BUDGETS
FOR FY 2019-20 AND FY 2020-21

ACCOUNT NUMBER	TITLE	ORIGINAL 2019-20 BUDGET	PROPOSED 2020-21 BUDGET	INCREASE/ (DECREASE)
	ADVISORY COMMITTEES, BOARD ACTIVITIES, AND PRESIDENT'S OFFICE			
440000	Advisory Committees	$ 1,500	$ 1,500	$ -
460020	Board Activities	$ 5,000	$ 5,000	$ -
460040	President's Office	$ 9,000	$ 9,000	$ -
	Total College Board, President's Office and Advisory Committees	$ 15,500	$ 15,500	$ -
	EMPLOYEE DEVELOPMENT			
440010	Employee Professional Development	$ 50,000	$ 50,000	$ -
	STUDENT FINANCIAL ASSISTANCE			
480000	Scholarships	$ 190,000	$ 190,000	$ -
	STUDENT SERVICES			
450000	Student Outreach	$ 21,000	$ 21,000	$ -
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	$ -
	Total Student Services	$ 54,000	$ 54,000	$ -
	SPONSORED PROJECTS			
430010	Theatrical Productions/Fairfax Follies	$ 2,000	$ 2,000	$ -
430040	Student Competitions	$ 2,500	$ 2,500	$ -
450230	Student Success Initiatives	$ 50,000	$ 50,000	$ -
	Total Sponsored Projects	$ 54,500	$ 54,500	$ -
	Total Budget	**$ 364,000**	**$ 364,000**	**$ -**