

**LORD FAIRFAX COMMUNITY COLLEGE**  
**BOARD MEETING**  
**MINUTES NO. 246**  
**May 7, 2020**

**CALL TO ORDER**

The Lord Fairfax Community College Board convened an electronic meeting in accordance with § 2.2-3708.2 of the Code of Virginia and Chapter 1283 of the 2020 Acts of Assembly to conduct regular business on Thursday, May 7 at 12:00 p.m. The meeting was transmitted virtually via Zoom video and phone conference at <https://vccs.zoom.us/j/94888293496> or +1 301 715 8592 (Meeting ID 948 8829 3496). A video recording of the meeting can be viewed by visiting <https://lfcc.edu/about-lfcc/college-board/>.

<b>Members Present</b>	Mary W. Barton Kimberly P. Blosser Jeffrey S. Boppe Edwin C. Daley William C. Daniel Richard M. Galecki Brad A. Hodgson Andrew C. Keller Michael A. Lake Pamela M. McInnis Michael Wenger	Fauquier County Lord Fairfax Community College Frederick County Warren County Clarke County Fauquier County City of Winchester Shenandoah County Frederick County Warren County Rappahannock County
<b>Members Absent</b>	Benjamin C. Freakley Bruce S. Short	Shenandoah County Page County
<b>Others Present</b>	Jeanian Clark, vice president of Workforce Solutions Chris Coutts, provost Fauquier campus and interim vice president of academic and student affairs Ashley Hansen, executive assistant to the president Liv Heggoy, associate vice president of institutional advancement Craig Short, vice president of financial and administrative services	
<b>Approval of Minutes No. 245</b>	On a motion made by Mary Barton, seconded by Mike Lake, Minutes No. 245 were unanimously approved.	

**NEW BUSINESS**

<b>Recommendation to approve <i>Lord Fairfax Community College Board Bylaws revision</i></b>  (Action Item)	Board chair Bill Daniel recommended the LFCC Board Bylaws revision for approval. Board members reviewed the proposed revisions (Attachment No. 1).  Board members Brad Hodgson, Mary Barton and Mike Lake served on a workgroup including board chair Bill Daniel, board vice chair Pam McInnis, board secretary Kim Blosser, and executive assistant to the
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	<p>president Ashley Hansen, to review the current board bylaws and propose revisions for the collective board approval.</p> <p>The only significant revision to the existing Bylaws, is moving the fall meetings traditionally held in October and December to September and November. The bylaws revision also includes language stating that the board must convene a minimum of four times per year.</p> <p>On a motion made by Rich Galecki, seconded by Mike Wenger, the Lord Fairfax Community College Board Bylaws revision was unanimously approved.</p> <p>(Attachment No. 1; 7 pages)</p>
<p><b>Recommendation to approve <i>College Board Chair and Vice Chair Nominating Committee</i></b> (Action Item)</p>	<p>Board chair Bill Daniel referenced the College Board Bylaws (Attachment No. 2) in that the officers of the Board shall be elected biennially by the Board at its June meeting to serve beginning July 1 immediately following. Nominations for the offices of chair and vice chair during an election year will be proposed by a nominations committee consisting of the chair, vice chair, a board member appointed by the chair (preferably a former chair), and the secretary to the board.</p> <p>The proposed nominations committee for the 2020 election year is:</p> <ul style="list-style-type: none"> <li>• Bill Daniel, chair</li> <li>• Pam McInnis, vice chair</li> <li>• Rich Galecki, board member appointed by chair; former board chair</li> <li>• Kim Blosser, secretary to the board</li> </ul> <p>The nominations committee shall be sensitive to locality representation and board rotation in its proposed nominations, which will be provided to the board prior to the election at the June board meeting. As a reminder, the vice chair will be considered to be the chair elect. Therefore, Pam McInnis (current board vice chair) will be presented for election to serve as College Board chair 2020-22 at the June College Board meeting along with the committee's vice chair nomination.</p> <p>On a motion made by Brad Hodgson, seconded by Mike Lake, the College Board Chair and Vice Chair Nominating Committee was unanimously approved.</p> <p>(Attachment No. 2; 1 page)</p>
<p><b>Recommendation to approve <i>Curriculum Advisory Committee</i></b></p>	<p>Chris Coutts recommended the curriculum advisory committee appointment process for approval. Board members reviewed the draft proposal (Attachment No. 3).</p>

<b><i>Appointment Process</i></b> (Action Item)	<p>On a motion made by Ed Daley, seconded by Mike Wenger, the Curriculum Advisory Committee Appointment Process was unanimously approved.</p> <p>(Attachment No. 3; 4 pages)</p>
<b><i>Recommendation to approve AY 2020-21 Student Code of Conduct</i></b> (Action Item)	<p>Chris Coutts recommended the AY 2020-21 Student Code of Conduct for approval. Board members reviewed the draft proposal summary statement (Attachment No. 4). Board members were provided a link to the full conduct statement prior to the meeting.</p> <p>It was noted that the changes to Title IX regulations published by the Department of Education one day prior to this meeting are not reflected in the proposed code of conduct. The VCCS chancellor will consult with legal counsel and provide guidance to VCCS colleges on what changes to include in their codes of conduct as an amendment through policy procedure.</p> <p>On a motion made by Pam McInnis, seconded by Andrew Keller, the AY 2020-21 Student Code of Conduct was unanimously approved.</p> <p>(Attachment No. 4; 2 pages)</p>
<b><i>Recommendation to approve Reduce College Board Budget FY 2020-21</i></b> (Action Item)	<p>Craig Short presented the recommendation to reduce the FY 2020-21 College Board Budget for approval. Board members reviewed the FY 2020-21 board budget request amendment and local formula locality approval (Attachment No. 5).</p> <p>The recommended reduction to scholarships from \$190,000 to \$186,183 (by \$3,817) is to offset a shortfall in allocations by the locality of Frederick County.</p> <p>On a motion made by Mike Lake, seconded by Ed Daley, the recommendation to reduce the College Board Budget FY 2020-21 was unanimously approved.</p> <p>(Attachment No. 5; 3 pages)</p>
<b><i>State budget update</i></b> (Information Item)	<p>President Kim Blosser reported the following:</p> <ul style="list-style-type: none"> <li>• All new spending in FY2021 (July 2020 - June 2021) is “paused” until revenue forecasts can be done in late summer/early fall and for now is ‘un- allotted’; this includes funding for G3, planned employee bonuses in this year’s budget, additional funding for state financial aid, and tuition moderation funding.</li> <li>• A hiring freeze is still in effect for classified staff positions, and all requests for exceptions must go through the VA Secretary of Education for approval.</li> <li>• A revenue reforecast will be done in late July/early August;</li> </ul>

	<p>may have a special session of the legislature, if needed.</p> <ul style="list-style-type: none"> <li>• Caboose Bill (HB/SB29) still includes supplemental funding for Hazel Hall.</li> <li>• LFCC will receive \$2,319,604 in CARES Act relief from the federal government. 50% (or \$1,159,802) must be “reserved to provide students with emergency financial aid grants to help cover expenses related to the disruption of campus operations due to coronavirus. LFCC received guidance last week on how this should be distributed and which students are eligible. 50% for institutions use; guidance coming out now on how that can be used.</li> <li>• For the CARES Act funding earmarked for Education in Virginia, the VCCS Chancellor has sent the Governor’s office a request for \$10 million for last dollar scholarships for G3 programs, \$4 million for FastForward programs, and \$1 million to provide Internet access in community college parking lots and/or to help students with access at home.</li> <li>• There will be no increase in tuition for the fall semester. The State Board will wait to see if there are state funding cuts and make a decision regarding tuition in the fall. Any increase to tuition would be effective beginning spring 2021 semester.</li> <li>• Fee change requests will go forward including LFCC’s proposal to convert our flat auxiliary fee to a per-credit fee. If the fee change is approved, LFCC could see a change in overall per credit hour tuition/fees.</li> <li>• For the remainder of this year, LFCC asking budget managers to only use funds for essential purchases. The College will carry forward as much as possible to offset any state cuts that may come next year. LFCC is planning for decrease in summer and fall enrollment in regard to the budget. With the help of increased funding as a result of LFCC’s performance metric outcomes, the budget currently looks positive moving forward.</li> </ul> <p>This was an information item and required no further action.</p>
<p><b>College operations planning for Summer and Fall 2020</b> (Information Item)</p>	<p>Craig Short reported the following:</p> <p>All LFCC summer courses have been moved online. All employees, with the exception of essential workers (police, security, facilities and inventory), are working from home. College leadership is finalizing the ‘return to campus’ plan, which will be shared with the board once complete. Once the Governor’s stay at home order lifts, LFCC will begin safely bringing small groups of students onto campus for hands-on curriculum.</p> <p>The fall semester is currently a mix of class structures including online and hybrid, bringing only small groups of students to campus at coordinated times. Telework will continue into the fall as minimal employees are brought back to campus as needed. Physical distancing will be required and cleaning and PPE protocols will be greatly</p>

	<p>expanded.</p> <p>This was an information item and required no further action.</p>
<p><b>Revised 2019-20 Presidential Evaluation Procedures</b> (Information Item)</p>	<p>Board chair Bill Daniel reported that the President's evaluation process will be revised only in regard to the completion timeline. The President, Dr. Kim Blosser, will email a progress report on the 2019-20 institutional priorities that were approved by the Chancellor to all board members by mid-May. At the June 2020 College Board meeting, Dr. Blosser will give a verbal progress report on these goals. An electronic survey will be made available to all board members to provide feedback on the President's performance for the 2019-20 academic year. Board Chair Bill Daniel will review survey results and will draft a letter of evaluation to the Chancellor for board members to review. Upon review by the collective board, the letter of evaluation will be submitted to the Chancellor.</p> <p>This was an information item and required no further action.</p> <p>(Attachment No. 6; 1 page)</p>
<b>REPORT OF THE COLLEGE BOARD CHAIRMAN</b>	
<p>College Board Chair, Bill Daniel, reported on the following:</p> <p>The LFCC faculty and staff are commended and greatly appreciated for continuing to provide quality education during the COVID-19 public health situation.</p> <p>The following board members' terms will be expiring June 30 and will be retiring from the board. The College has sent notifications for reappointments to all respective locality jurisdictions.</p> <ul style="list-style-type: none"> <li>• Bill Daniel, representing Clarke County</li> <li>• Rick Galecki, representing Fauquier County</li> <li>• Bruce Short, representing Page County</li> </ul> <p>Board member Kathy Rosa, representing the City of Winchester, notified the board of her resignation from the board due to a residential relocation outside of the Winchester City locality. The Winchester City Manager and Council have been notified with a request for a board member replacement.</p>	
<b>REPORT OF THE EDUCATIONAL FOUNDATION BOARD REPRESENTATIVE</b>	
<p>Michael Lake, LFCC Educational Foundation Board representative, reported on the following:</p> <ul style="list-style-type: none"> <li>• The Foundation Board convened April 2 to discuss various legal items in consultation with Attorney Mike Brown including the requirement for insurance on the Warrenton/Fauquier 50 acre property for liability concerns due to the equestrian trail agreement with Fauquier County.</li> <li>• The Foundation will seek an alternate CPA group through an RFP for audit next year due to the current provider's last minute increasing of fees.</li> </ul>	

- LPCC Jenkins Hall loan closing is processing and the project supply chain is being analyzed with the current COVID-19 situation.
- With the Foundation's fiscal year running January to December, the Foundation is currently reporting \$221,000 in gifts with the 50-acre Warrenton/Fauquier property appraisal yet to be added to this total.

#### REPORTS OF THE COLLEGE

##### President

Kim Blosser reported on the following:

Campus community engagement during distanced operations

- The president will be holding biweekly virtual open forums open to all employees in an effort to keep everyone as informed as possible and to answer any questions or concerns our employees have. Video recordings of the open forums, documentation of all Q/As covered during the forum, and presentation files will be archived on the President's Office page of the college Intranet.
- The president is holding a virtual open forum with students on May 5 at 3 pm. The president's office is working with various departments to coordinate, communicate and implement this activity. Faculty are encouraged to share information of this opportunity with their students.

Commencement

- The Commencement Committee is finalizing details of LFCC's first Virtual Commencement 2020. LFCC will be celebrating 1,282 graduates through a Virtual Ceremony and several celebration videos. The president shared communication of the initial plans with LFCC Everyone on Friday, April 24. Virtual Commencement 2020 is scheduled for Saturday, June 6 at 1 pm at [www.lfcc.edu/commencement](http://www.lfcc.edu/commencement).
- LFCC will be working with Appeal Productions to create a professional quality video recording of the many pieces of our traditional ceremony (national anthem, president's remarks, student speaker, outstanding graduate award presentations, graduate recognition, and conferring of degrees). The video recording will go live on LFCC's commencement webpage on June 6 at 1 pm. LFCC will be providing all graduates who register to participate with virtual Commencement with a mortarboard, tassel, print program, diploma cover and letter from the president. Graduates are being asked to send photos of themselves in their caps/tassels with their family/friends to the college so that these images can be included in the virtual commencement video production or other celebratory digital productions created by the college. Faculty and staff are encouraged to visit [lfcc.edu/commencement](http://lfcc.edu/commencement) to submit words of encouragement and congratulations to our 2020 graduates via the form found there.
- Medallion of Recognition and Professor Emeritus 2020 honorees will be recognized through media release profiles and other recognition publications. They will also be invited to be recognized in person at the 2021 Commencement ceremony. Medallion

	<p>recipients include: Mark Merrill, CEO/president Valley Health; Susan Brooks, Navy Federal Credit Union; and Andrea Ludwick, retired LFCC professor of speech communications. Professor Emeritus inductees are Ernie Grisdale and Frost McLaughlin.</p> <p>Vice president of academic and student affairs search</p> <ul style="list-style-type: none"> <li>LFCC welcomed five finalists for the position of vice president of academic and student affairs during the week of April 27 for interviews and college-wide open forums. The interview process has been successfully managed through virtual platforms and has seen ample engagement from faculty and staff college-wide. The College hopes to make a final selection announcement by May 15.</li> </ul> <p>Dean of professional programs</p> <ul style="list-style-type: none"> <li>Following a nationwide search, Dr. Craig Santicola was selected as the inaugural dean of professional programs at LFCC. The new school of professional programs includes business, HIM, IST and health professions programs that share a focus on applied technical, workforce and career preparation and a close relationship with regional business and industry. Most of our G3 program pathways, when implemented, will be coordinated through the school of professional programs.</li> </ul> <p>Dr. Santicola joins us from Gateway Community College in Phoenix, Arizona, where he is division chair for business and information technologies. He recently worked at Westmoreland County Community College in Youngwood, PA, where he was dean of distance education, education centers, and high school partnerships. Craig also has a health professions background in EMS in addition to his business, finance, and IT background. His first day as dean will be May 1, 2020.</p>
<p><b>Workforce Solutions and Continuing Education</b></p>	<p>Jeanian Clark, vice president of Workforce Solutions, reported on the following:</p> <ul style="list-style-type: none"> <li>COVID 19 Impact on Spring WSCE classes has resulted in 34 classes completely cancelled, 49 classes being postponed, and the cancellation of 3 of our major flagship events; Disney, Administrative Professionals Day, and Leadercast.</li> <li>A fair portion of WSCE classes have been able to move partially and/or fully online, including programs areas such as Heavy Equipment, healthcare, trades, IT programs, and we were even able to successfully start an ABE/Plugged in program for plumbers.</li> <li>Unique and creative ways have been used to help students who were very close to completing their classes and just needed to take their credential exams. We successfully implemented concepts such as "Parking Lot Proctoring" to finish out programs in Construction Project Management and Medical Assisting. On</li> </ul>

	<p>Friday, April 24, 2020, the DMV gave us permission to complete CDL students who just needed their final testing to obtain their CDL license. This will help us to complete 11 CDL students and get them into the local workforce.</p> <ul style="list-style-type: none"> <li>Multiple strategies are being proactively identified for whatever the new “return to normal” operations may look like for face-to-face classes. Smaller class sizes, rotational labs, and hybrid course delivery options are all being ramped up for Summer and Fall 2020 programs. We are also putting together multiple Fast Track Boot Camp programs for the unemployed, to quickly be able to retool them for new careers in local industries.</li> </ul>
<b>Academic and Student Affairs</b>	<p>Chris Coutts, provost Fauquier campus and interim vice president of academic and student affairs, reported on the following:</p> <p>Spring 2020 response to the COVID-19 crisis and stay-at-home order</p> <ul style="list-style-type: none"> <li>This has been a challenging spring semester for so many of our students. In March we were required to move all our classes that were in session to an online or remote format. Our faculty and staff pulled off this herculean feat with patience, flexibility, and a lot of Zoom sessions. So many of our students faced academic and social challenges when they were moved into online courses. We provided a great deal of emergency funding and support and resources to students. We called students frequently to check in on them. Progress on some of face-to-face courses was affected, including clinical work for our dental hygiene students, field skills for our paramedic students, and clinical rotations for our graduating nursing students. With help from local health care facilities, as well as state departments and different accrediting agencies, we have helped these students finish their field work safely so that they can graduate and get jobs at a time when our country greatly needs their help.</li> <li>In late March, the Virginia Community College System, of which we are a member college, decided to implement a default grading system of pass/withdraw in order to help students whose progress was affected by dealing with COVID-19 and the transition to online courses. We have worked very hard to implement this grading system this semester. Students will receive either a grade of P+ (which equates to an A, B, or C), a grade of P- (which equates to a D), or a grade of W, which withdraws the student from the course. We received confirmation that the P+ grade will transfer to every public university and almost all private universities in Virginia. To help students who are interested in applying for a competitive admissions program or who want to improve their GPA, students were given the option of choosing to use the traditional letter grade of A, B, C, D and F instead. We have surveyed every student in every class to get their selection for which grade scale they wish to use. We developed a document that provides lots of information to students about these grades, and which scale they</li> </ul>



	<p>may wish to use, hand you can find it here: <a href="https://bit.ly/LFCCStudentGradeSurvey">https://bit.ly/LFCCStudentGradeSurvey</a></p> <p>Summer 2020 courses online</p> <ul style="list-style-type: none"> <li>We have also made a decision to move all our Summer 2020 courses online. Many of these courses begin in the later part of May when we are still expecting to operate under social distancing guidelines. Enrollment in these summer courses is growing nicely.</li> </ul> <p>Fall 2020 planning</p> <ul style="list-style-type: none"> <li>We are planning for the potential for further disruptions in fall. We are building a range of online courses, hybrid courses that have a component on-campus but can be moved online if needed, and synchronous courses where students and instructors meet together at the same day and time online using Zoom. For any courses that have an on-campus meeting pattern, we are working on plans for safe physical and social distancing.</li> </ul>
<p><b>Institutional Advancement</b></p>	<p>Liv Heggoy, associate vice president of institutional advancement and executive director of the LFCC Educational Foundation reported on the following:</p> <p>Development (LFCC Foundation)</p> <ul style="list-style-type: none"> <li>Beginning to award 2020-21 scholarships, starting with the ones awarded at the high school ceremonies. We are still encouraging students to apply for scholarships – we have fewer scholarship applications this year compared to last year.</li> <li>Participating in the May 5 national online day of giving through Give Local Piedmont</li> <li>Keeping a close eye on our investments and endowment in a volatile market</li> <li>21 emergency grant payments have been made to students, since COVID-19</li> <li>The LFCC Foundation will close on the loan for the Luray-Page County Center on May 4. Construction has already begun.</li> <li>We have two fall fundraisers scheduled – to be determined whether they will continue as planned:             <ul style="list-style-type: none"> <li>August 27 – 50th Anniversary Party with Robbie Limon Band, Middletown Campus</li> <li>September 10th Evening with the Stars, Luray</li> </ul> </li> <li>The April 28th Spring Celebration Reception at the Fauquier Campus will have to be rescheduled. At that event, we plan to celebrate LFCC's 50th anniversary, Hazel Hall funding being back on track, and the 50 acres of property given to the LFCC Foundation by Fauquier County</li> <li>Middletown Campus Development Officer position – waiting for direction from VCCS, related to the hiring freeze</li> </ul>

	<p>Grants</p> <ul style="list-style-type: none"> <li>Grants Manager position – waiting for direction from the VCCS on hiring</li> </ul> <p>Marketing, Outreach, Publicity</p> <ul style="list-style-type: none"> <li>Promoting our online programs, as well as summer and fall enrollment</li> <li>Reaching out to high school graduates, some of whom may change their fall college plans and stay close to home</li> <li>Scheduling and promoting a variety of online information sessions – including sessions about specific programs at LFCC and sessions with our university transfer partners (ex. JMU)</li> <li>Working on the commencement video and nurse pinning videos</li> <li>Creating an online directory of small businesses owned by LFCC alum – “Shop Local. Play Local. Learn Local!”</li> <li>Sally Voth sends a monthly email with featured stories and other LFCC news</li> </ul>
<p><b>Financial and Administrative Services</b></p>	<p>Craig Short, vice president of financial and administrative services, reported on the following:</p> <p>Budget and Coop planning</p> <ul style="list-style-type: none"> <li>Since the last Board meeting, our primary focus has been on budget development, implementation of the COOP and otherwise adjusting to operating remotely.</li> <li>The first iteration of the budget has been developed and the preliminary distribution report was sent out by VCCS on 4/24/20. Within the outcomes-based model from VCCS, LFCC was grouped in the “out-perform” side of the equation based on our metrics. From a preliminary standpoint, our revenues and expenses are both projected to be reduced. Total projected revenues of \$31.8 million are down by \$1.3 million and our total projected expenses are at \$31.5 million; down by \$1.2 million. Funding associated with the CARES act (\$2.3 million) is considered budget neutral in our projections due to the uncertainty surrounding eligible uses. Our projected revenue also assumes a 15% drop for Summer and 5% drop for Fall/Spring FTE enrollment. On the College Board Budget front, one locality reduced their contribution by \$3K, all other localities have indicated full funding.</li> <li>Despite the fluidity and rapid evolution of the situation, the COOP implementation was successful. The efforts of the entire faculty, staff and students who executed the plan helped reduce turbulence in mission critical activities. The bulk of initial efforts (behind the scenes) fell on the shoulders of our IT folks to facilitate the move to alternative and remote delivery. Faculty and staff really stepped up to the challenge and made the move in a very short window and minimized impact to the students. Some</li> </ul>

	<p>courses were impacted, primarily in Workforce but overall LFCC has operated at capacity with modifications. We are currently making plans for implementing the “return to home” phase of the plan, pending directives from the Governor’s “Forward Virginia” plan. Implementation of that phase of on the back of house will fall primarily on other areas of FAS since the IT component is already in motion.</p> <p>Project updates</p> <ul style="list-style-type: none"> <li>• Ground broke for the LFCCEF Jenkins Hall vertical construction; anticipate erecting steel and ground floor slab by next week.</li> <li>• Hazel Hall funding remains in the Caboose bill but has yet to be signed by the Governor. That said, working drawings were forwarded for second review by DEB in early April. Anticipate sending them to K+L for preliminary cost estimates once the bill is signed.</li> <li>• Smith Hall addition is in the preliminary design phase, moving into the working drawings phase with plans of completing the design through DEB approval. Once a level of certainty has been reached with COVID-19 impacts, we’ll be at a decision point on scheduling of construction.</li> <li>• Health Sciences ductwork project has been authorized and submittals underway, work in progress and anticipated to be on site in the next two weeks.</li> <li>• The Terrazzo flooring at the Fauquier campus is underway, anticipated to be complete by May 15.</li> </ul>
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IMPORTANT DATES			
Date	Activity	Time	Location
Tuesday, May 12, 2020	<b>LFCC Student Awards and Recognition Ceremony (Middletown)</b>	5:00 p.m.	Virtual ceremony held via Zoom; connection details will be sent to board members via email
Wednesday, May 13, 2020	<b>LFCC Student Awards and Recognition Ceremony (Fauquier)</b>	6:30 p.m.	Virtual ceremony held via Zoom; connection details will be sent to board members via email
Thursday, June 4, 2020	<b>College Board meeting</b>	12:00 p.m.	Video and phone conference call (Zoom); connection details will be sent to board members via email
Saturday, June 6, 2020	<b>LFCC Virtual Commencement Ceremony</b>	1:00 p.m.	<a href="http://www.lfcc.edu/commencement">www.lfcc.edu/commencement</a>

ADJOURNMENT
Board Chair Bill Daniel declared the meeting adjourned at 1:22 p.m.

**SUBMITTED BY:**

**APPROVED BY:**

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

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William C. Daniel  
Chair  
Lord Fairfax Community College Board

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

Copy of Approved MINUTES NO. 245 (February 6, 2020) filed with Glenn DuBois, Chancellor, Virginia Community College System.



**BYLAWS OF**  
**LORD FAIRFAX COMMUNITY COLLEGE BOARD**

President's Office  
173 Skirmisher Lane  
Middletown, VA 22645  
(540) 868-7101

**ARTICLE ONE**

**Section 1.** These Bylaws are subject to all rules, regulations, directives, policies and procedures as established by the State Board for Community Colleges of the Commonwealth of Virginia.

**ARTICLE TWO**

**COLLEGE BOARD**

**Section 1.** The local affairs of the College shall be managed by its College Board.

**Section 2.** The Lord Fairfax Community College Board shall exercise the responsibilities prescribed for local community college boards by the Code of Virginia and the State Board for Community Colleges.

**Section 3.** The number of Board members shall be fourteen (14). The Board members shall be appointed by the political subdivisions participating in the support of the College. These political subdivisions are the Counties of Clarke, Fauquier, Frederick, Page,

Rappahannock, Shenandoah and Warren and the City of Winchester. Each political subdivision shall be represented by two members on the Board, with the exceptions of the Counties of Clarke and Rappahannock, which shall have one member, each subject, however, to the provisions for reallocation of Board members as established by the State Board for Community Colleges. Each member shall serve for a term of four (4) years and may serve two successive terms.

**Section 4.** Regular meetings of the Board shall be held during the months of ~~September, November,~~ February, April, and June, the time and place for holding said regular meetings to be as directed by resolution of the Board. ~~The College Board shall deem that a meeting is unnecessary by a majority vote. At no time, however, shall the College Board meet less than four times annually.~~

**Section 5.** Special meetings of the Board may be called by or at the request of the Chair, the President of the College, or any two Board members.

**Section 6.** All meetings, both regular and special, shall be held at the Middletown or Fauquier Campus of the College, or at such other place as the members of the Board may determine.

**Section 7.** Notice of any special meeting of the Board shall be given at least five (5) days previously thereto by written notice delivered personally, ~~electronically,~~ or sent by ~~postal~~ mail, to each Board member at his/her address as shown by the records of the College. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail in a sealed envelope so addressed, with postage thereon prepaid. Any Board member may waive notice of any meeting. The attendance of a Board member at any meeting shall constitute a waiver of notice of such meeting except where a Board member attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is

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not lawfully called or convened. The business to be transacted at the meeting need not be specified in the notice or waiver of notice of such meeting, unless specifically required by law, by these Bylaws, or by order of the State Board for Community Colleges.

**Section 8.** A majority of the members of the Board shall constitute a quorum for the transaction of business at any meeting of the Board; but if less than a majority of the Board members are present at any meeting, a majority of the Board members present may adjourn the meeting from time to time without further notice.

**Section 9.** The act of a majority of the Board members present at a meeting at which a quorum is present shall be the act of the Board, unless the act of a greater number is required by law or by these Bylaws.

**Section 10.** Any vacancy occurring in the Board shall be filled by the political subdivision that the vacating Board member represented. Any College Board member who misses three (3) consecutive regularly scheduled meetings, may be dismissed by the College Board. For purposes of this section, attendance during any part of the official meeting is considered attending the meeting. The Secretary of the Board shall notify the Chair of the Board of any member who has missed three (3) consecutive regular meetings. The Chair shall investigate to determine if there were extenuating circumstances that caused the member to miss the three (3) meetings. The investigation must include a discussion with the member and the Chair may consult the Vice Chair concerning the member and the circumstances. If after consultation, it is the opinion of the Chair that the member does not have good cause for missing the meetings, the Chair shall request the Board to consider whether replacement of the member is in the best interest of the college. If the Board votes to replace the member, the Board shall notify the sponsoring subdivision of the need for a replacement.

## **ARTICLE THREE**

### **OFFICERS**

**Section 1.** The officers of the Board shall be a Chair, Vice Chair, a Secretary and such other officers as may be elected in accordance with the provisions of this article. The Vice Chair will be considered to be the Chair Elect. The Secretary shall be the President of the College. The Board may elect or appoint such other officers as it shall deem desirable, such officers to have the authority and perform the duties prescribed, from time to time, by the Board.

**Section 2.** The officers of the Board shall be elected biennially by the Board at its June meeting to serve from July 1 immediately following. If the election of officers is not held at such meeting, such election shall be held as soon thereafter as is convenient. Nominations for the offices of Chair and Vice Chair during an election year will be proposed by a nominations committee consisting of the Chair, Vice Chair and a Board member appointed by the Chair, preferably a past Chair if available. The nominations committee shall be sensitive to locality representation and Board rotation in its proposed nominations which will be provided in writing to the Board prior to the election. New offices may be created and filled at any meeting of the Board. Each officer shall hold office until his successor has been duly elected and qualifies, except that an officer whose term of office on the Board has expired and who is not eligible for re-appointments shall hold office only until his term has expired.

**Section 3.** Any officer elected or appointed by the Board may be removed by the



Board by a two thirds vote of the Board whenever in its judgment the best interest of the College would be served thereby.

**Section 4.** A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by the members of the Board for the unexpired portion of the term.

**Section 5.** The several officers shall have such powers and perform such duties as may from time to time be specified in resolutions or other directives of the Board or of the State Board for Community Colleges or the Commonwealth of Virginia and that publication in the Minutes shall constitute sufficient notice.

#### **ARTICLE FOUR**

##### **COMMITTEES**

**Section 1.** The Board, by resolution adopted by a majority of the members of the Board-in office, may designate one or more committees, not having and exercising the authority of the Board in the management of the College. Except as otherwise provided in such resolution, members of each such committee shall be members of the Board and the Chair of the Board shall appoint the members thereof. Any member thereof may be removed by the Chair whenever in his/her judgment the best interests of the College shall be served by such removal.

#### **ARTICLE FIVE**

##### **EDUCATIONAL FOUNDATION BOARD MEMBER**

The College Board will recommend a College Board member, to be considered for membership on the Foundation Board to serve a one-year term. The recommendation will be made after the College Board member is approached by the chair and vice chair and agrees to be nominated for membership on the Foundation Board. The Foundation Board will follow its normal Board member selection process. The Foundation Board chair will inform the nominated College Board member and College Board chair of the Foundation Board's decision in writing. For College Board members who do not serve full terms on the Foundation Board, their successors will be selected using the aforementioned process.

## **ARTICLE SIX**

### **WAIVER OF NOTICE**

Whenever any notice is required to be given under the provisions of the law, these Bylaws or under any provision or regulation formulated by the State Board for Community Colleges, a waiver thereof signed by the person or persons entitled to such notice whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

## **ARTICLE SEVEN**

### **AMENDMENT OF BYLAWS**

These Bylaws may be altered, amended, or repealed, and new Bylaws may be adopted by a majority of the Board members present at any regular meeting or at any special meeting, if at least ten (10) days notice is given of intention to alter, amend, or repeal or to adopt new Bylaws at such meeting.

I, Kimberly P. Blosser, Secretary of the College Board of Lord Fairfax

Ashley Hansen 3/10/2020 12:28 PM

**Deleted:** Cheryl Thompson-Stacy

Ashley Hansen 3/10/2020 12:30 PM

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Community College, do certify that the foregoing is a true and correct copy of the Bylaws of the Board duly adopted at a meeting of the Board held on the seventh day of May, 2020. I further certify that a quorum was present at said meeting.

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

- Ashley Hansen 3/10/2020 12:29 PM  
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William C. Daniel  
College Board Chair

- Ashley Hansen 3/10/2020 12:30 PM  
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Revised May 7, 2020  
Revised June 14, 2007  
Revised February 8, 2007  
Revised February 9, 2006  
Revised January 14, 1988

- Ashley Hansen 3/10/2020 12:30 PM  
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## **ARTICLE THREE**

### **OFFICERS**

**Section 1.** The officers of the Board shall be a Chair, Vice Chair, a Secretary and such other officers as may be elected in accordance with the provisions of this article. The Vice Chair will be considered to be the Chair Elect. The Secretary shall be the President of the College. The Board may elect or appoint such other officers as it shall deem desirable, such officers to have the authority and perform the duties prescribed, from time to time, by the Board.

**Section 2.** The officers of the Board shall be elected biennially by the Board at its June meeting to serve from July 1 immediately following. If the election of officers is not held at such meeting, such election shall be held as soon thereafter as is convenient. Nominations for the offices of Chair and Vice Chair during an election year will be proposed by a nominations committee consisting of the Chair, Vice Chair and a Board member appointed by the Chair, preferably a past Chair if available. The nominations committee shall be sensitive to locality representation and Board rotation in its proposed nominations which will be provided in writing to the Board prior to the election. New offices may be created and filled at any meeting of the Board. Each officer shall hold office until his successor has been duly elected and qualifies, except that an officer whose term of office on the Board has expired and who is not eligible for re-appointments shall hold office only until his term has expired.

**Section 3.** Any officer elected or appointed by the Board may be removed by the Board by a two thirds vote of the Board whenever in its judgment the best interest of the College would be served thereby.

LORD FAIRFAX COMMUNITY COLLEGE  
173 Skirmisher Lane  
Middletown, VA 22645

RECOMMENDATION FOR COLLEGE BOARD

TO: Kimberly P. Blosser, President  
FROM: Chris Coutts, Provost Fauquier Campus, Interim Vice President Academic &  
Student Affairs  
DATE: 4/27/2020  
SUBJECT: Item Recommendation for College Board Agenda

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

Information Item: ☐ or Action Item: ☒

Item Title for Agenda (be specific): Procedure for Appointing Curriculum Advisory Committees. Currently, there is not a consistent process being followed. Once final approval, this procedure will be widely disseminated to deans and faculty.

Initiating Administrator's Recommendation (If funding is involved, please indicate appropriate budget line item number and title.) [Click or tap here to enter text.](#)

Attachments (List supporting documents): Draft of procedure for Curriculum Advisory Committee Appointment

**SOP # 11xx**

**Revision:**

**Prepared by:** Chris Coutts, Interim Vice President of Academic & Student Affairs

**Effective Date:** May 7, 2020

**Approved by:** LFCC Local Board

**Title:** **Curriculum Advisory Committees (CAC)**

**Purpose:** Curriculum advisory committees act in an advisory capacity to advise college personnel regarding instructional programs in specific occupational or technical areas.

**Scope:** Procedures for appointment and responsibilities of LFCC CAC members.

**Overview:**

**Relevant Policy -**

**Local Advisory Committees (Section 5.2.4 [VCCS Policy Manual](#))**

Local advisory committees must be consulted for the establishment and review of all career/technical degree and stand-alone certificate programs. These committees shall be appointed by the community college president with the approval of the local college board.

**Local Advisory Committees for Specialized Programs (Section 2A IX.E. [VCCS Policy Manual](#))**

Local advisory committees for specialized programs and occupational/technical curricula shall be utilized in the establishment and evaluation of such programs and curricula.

The following procedures and cycle have been established by LFCC to ensure best practices for selecting curriculum advisory committee members and incorporating their feedback into curriculum development and review.

**Appointment:**

Curriculum Advisory Committee members are officially appointed by the Lord Fairfax Community College Board, upon recommendation of the President. The members are selected from lists of nominees that are recommended to the Vice President of Academic & Student Affairs by the School Deans who have supervisory responsibility over the college's occupational and technical programs. Effort is made to have equity in locality representation and diversity of membership. Curriculum Advisory Committee members serve staggered, three-year appointments, which begin in January and end in December. A Curriculum Advisory Committee member finishing a three-year term may be reappointed.

**Responsibilities:**

1. Assist the community college in the establishment of occupational/technical programs and curricula.
  - Help identify present and future occupational needs within the college service area and the skills and knowledge required by prospective employees.
  - Advise the community college concerning employment practices; specific certification and licensure requirements; and job entry educational levels required by business and industry.
  - Review and submit recommendations regarding specific program proposals, specialized equipment and facility requirements for new or innovative

- programs.
- Review curriculum and recommend changes based on current industry needs.
2. Participate in the evaluation of community college programs as they relate to the educational and occupational needs of the region.
  3. Assist in the recruitment of students.
    - Publicize the college programs and employment opportunities.
    - Encourage student scholarships and other financial aids.
  4. Assist the community college in the recruitment of faculty. Upon request, the committee may recommend competent personnel from business and industry as potential lecturers, adjunct faculty, or instructors.
  5. Promote understanding and support of the community college and its programs.
  6. Assist the community college in the conduct of regional studies or surveys.

**Meetings:**

Curriculum Advisory Committee meetings will be held at least once annually. Unexpected business may be conducted via email at other times during the year.

### Process Cycle:

Timeline	Activity	Procedure
1 <sup>st</sup> week of September	Review of CAC memberships / Nominations for open terms	Deans, in conjunction with program coordinators, review current CAC membership to recommend new and continuing members. Effort is made to have equity in locality representation and diversity of membership.
2 <sup>nd</sup> week of September	Submit draft committee membership to Vice President of Academic & Student Affairs	Dean will review nominees with Vice President and work to ensure locality and diverse representation.
3 <sup>rd</sup> week of September	Outreach to CAC nominees	Dean and program coordinators reach out to nominees (new, continuing, and exiting) to confirm interest or inform of term end.
4 <sup>th</sup> week of September	Submission of nominees to Vice President of Academic & Student Affairs	Deans submit list of proposed membership (to include name, professional position/qualification, email address and phone numbers; new members are identified by asterisk; members reappointed after 3 years identified by double asterisk)
2 <sup>st</sup> week of October	Distribution to President and College Board	Vice President of Academic & Student Affairs submits list of nominees to President and reports back to Deans any comments or suggestions from the President and College Board.
4 <sup>th</sup> week of October	CAC membership submitted as part of College Board Agenda	President submits CAC nominations to College Board for approval.
2 <sup>nd</sup> week of November	Review and approval by College Board	Vice President of Academic & Student Affairs reports recommendations to Board and requests approval.
1 <sup>st</sup> week of December	Notification of appointment	President sends letter of appointment to new members, letter of continuing appointment to those reappointed after 3 previous years of service, and letter of appreciation to departing members. Copies to appropriate Dean.

**Keywords:** curriculum, advisory



LORD FAIRFAX COMMUNITY COLLEGE  
173 Skirmisher Lane  
Middletown, VA 22645

RECOMMENDATION FOR COLLEGE BOARD

TO: Kimberly P. Blosser, President  
FROM: Chris Coutts, Interim VP of Academic and Student Affairs  
DATE: 4/27/2020  
SUBJECT: Item Recommendation for College Board Agenda

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

Information Item: ☐ or Action Item: ☒

Item Title for Agenda (be specific): Approval of 2020-21 Student Code of Conduct. The Student Code of Conduct is unchanged from last year. A summary statement and link to the Code of Conduct is provided in the attached memo.

Initiating Administrator's Recommendation (If funding is involved, please indicate appropriate budget line item number and title.) Recommend approval of the 2020-21 Student Code of Conduct.

Attachments (List supporting documents): LFCC Student Code of Conduct 2020-21

# LFCC Student Code of Conduct 2020-21

## Summary Statement:

### Short Title

These rules shall be known as the Lord Fairfax Community College Code of Conduct.

### Bill of Rights

The following enumeration of rights shall not be construed to deny or disparage others retained by students in their capacity as members of the student body or as citizens of the community at large:

1. Free inquiry, expression, and assembly are guaranteed to all students consistent with the First Amendment to the United States Constitution.
2. Students are free to pursue their educational goals and appropriate opportunities for learning in the classroom and on the campus shall be provided by the institution.
3. The right of students to be secure in their persons, papers, and effects against unreasonable searches and seizures consistent with the Fourth Amendment of the United State Constitution.
4. No disciplinary sanctions may be imposed upon any student without notice to the accused of the nature and cause of the charges and an opportunity for a fair hearing.

The College has the right to set and expect reasonable standards for behavior and conduct that safeguard the College, College property, and all additional components of the educational process.

The full LFCC Student Code of Conduct can be found in the LFCC Student Handbook 2020-21 at : <http://catalog.lfcc.edu/content.php?catoid=4&navoid=76>

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

TO: Kimberly Blosser, President

FROM: Craig Short,  
Vice President of Financial and Administrative Services

DATE: April 24, 2020

SUBJECT: Recommended Item for College Board Agenda

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

Information Item: \_\_\_\_\_

Action Item:   X  

Agenda Item Title: Reduce College Board Budget

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

Recommend the College Board reduce the College Board Budget for scholarships from \$190,000 to \$186,183 (by \$3,817) to offset a shortfall in allocations by the localities

Attachments (List supporting documents.):

FY2020-21 Board Budget Request Amended  
FY2020-21 Local Formula Locality Approval

**LORD FAIRFAX COMMUNITY COLLEGE  
BOARD BUDGET REQUEST  
FOR FY 2020-21  
LORD FAIRFAX COMMUNITY COLLEGE**

<b>ACCOUNT NUMBER</b>	<b>TITLE</b>	<b>APPROVED 2020-21 BUDGET</b>	<b>AMENDED 2020-21 REVISED</b>	<b>INCREAS E (DECREA</b>	<b>PERCENT CHANGE</b>
	<b><u>ADVISORY COMMITTEES, BOARD ACTIVITIES, AND PRESIDENT'S OFFICE</u></b>				
440000	Advisory Committees	\$ 1,500	\$ 1,500	\$ -	0.00%
460020	Board Activities	\$ 5,000	\$ 5,000	\$ -	0.00%
460040	President's Office	\$ 9,000	\$ 9,000	\$ -	0.00%
	<i>Total College Board, President's Office and Advisory Committees</i>	\$ 15,500	\$ 15,500	\$ -	0.00%
	<b><u>EMPLOYEE DEVELOPMENT</u></b>				
440010	Employee Professional Development	\$ 50,000	\$ 50,000	\$ -	0.00%
	<b><u>STUDENT FINANCIAL ASSISTANCE</u></b>				
480000	Scholarships	\$ 190,000	\$ 186,183	\$ (3,817)	-2.01%
	<b><u>STUDENT SERVICES</u></b>				
450000	Student Outreach	\$ 21,000	\$ 21,000	\$ -	0.00%
450010	Orientation / First Year Experience	\$ 8,000	\$ 8,000	\$ -	0.00%
480050	TRIO Discretionary/Crisis Funds	\$ 13,000	\$ 13,000	\$ -	0.00%
450060	Student Wellness Support	\$ 2,000	\$ 2,000	\$ -	0.00%
460010	Commencement	\$ 5,000	\$ 5,000	\$ -	0.00%
450070	Violence Prevention Education	\$ 5,000	\$ 5,000	\$ -	0.00%
	<i>Total Student Services</i>	\$ 54,000	\$ 54,000	\$ -	0.00%
	<b><u>SPONSORED PROJECTS</u></b>				
430010	Theatrical Productions/Fairfax Follies	\$ 2,000	\$ 2,000	\$ -	0.00%
430040	Student Competitions	\$ 2,500	\$ 2,500	\$ -	0.00%
450230	Student Success Initiatives	\$ 50,000	\$ 50,000	\$ -	0.00%
	<i>Total Sponsored Projects</i>	\$ 54,500	\$ 54,500	\$ -	0.00%
	<b>Total Budget</b>	<b>\$ 364,000</b>	<b>\$ 360,183</b>	<b>\$ (3,817)</b>	<b>-1.05%</b>

**LORD FAIRFAX COMMUNITY COLLEGE LOCALITY PRORATA REQUEST FOR FY2020 - 21**

<b>County/City</b>	<b>Fall, 2018 Student Enrollment</b>	<b>Percent of Enrollment (rounded)</b>	<b>FY2020-21 Prorata Request (based on actual %)</b>	<b>Funded</b>	<b>Difference</b>
Clarke	285	4.79%	\$17,441	\$17,441	\$0
Fauquier	1,266	21.28%	\$77,475	\$77,475	\$0
Frederick	1,391	23.39%	\$85,125	\$81,308	-\$3,817
Page	353	5.94%	\$21,603	\$21,603	\$0
Rappahannock	121	2.03%	\$7,405	\$7,405	\$0
Shenandoah	826	13.89%	\$50,549	\$50,549	\$0
Warren	648	10.89%	\$39,656	\$39,656	\$0
Winchester	1,058	17.79%	\$64,746	\$64,746	\$0
<b>TOTAL</b>	<b>5,948</b>	<b>100.00%</b>	<b>\$364,000</b>	<b>\$360,183</b>	<b>-\$3,817</b>

LORD FAIRFAX COMMUNITY COLLEGE  
173 Skirmisher Lane  
Middletown, VA 22645

RECOMMENDATION FOR COLLEGE BOARD

TO: LFCC College Board

FROM: Office of the President

DATE: April 2020

SUBJECT: Recommended Item for College Board Agenda

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

Information Item: ☒ or Action Item: ☐

Item Title for Agenda (be specific): Revision to Procedures for President's Evaluation

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

The President's evaluation process will be revised only in regard to the completion timeline. The President, Dr. Kim Blosser, will email a progress report on the 2019-20 institutional priorities that were approved by the Chancellor to all board members by mid-May. At the June 2020 College Board meeting, Dr. Blosser will give a verbal progress report on these goals. An electronic survey will be made available to all board members to provide feedback on the President's performance for the 2019-20 academic year. Board Chair Bill Daniel will review survey results and will draft a letter of evaluation to the Chancellor for board members to review. Upon review by the collective board, the letter of evaluation will be submitted to the Chancellor.

Attachments (List supporting documents.):

## Reports of the College

College Board meeting No. 246

May 7, 2020

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### a. Kim Blosser, president

#### Campus community engagement during distanced operations

- The president will be holding biweekly virtual open forums open to all employees in an effort to keep everyone as informed as possible and to answer any questions or concerns our employees have. Video recordings of the open forums, documentation of all Q/As covered during the forum, and presentation files will be archived on the President's Office page of the college Intranet.
- The president is holding a virtual open forum with students on May 5 at 3 pm. The president's office is working with various departments to coordinate, communicate and implement this activity. Faculty are encouraged to share information of this opportunity with their students.

#### Commencement

- The Commencement Committee is finalizing details of LFCC's first Virtual Commencement 2020. LFCC will be celebrating 1,282 graduates through a Virtual Ceremony and several celebration videos. The president shared communication of the initial plans with LFCC Everyone on Friday, April 24. Virtual Commencement 2020 is scheduled for Saturday, June 6 at 1 pm at [www.lfcc.edu/commencement](http://www.lfcc.edu/commencement).
- LFCC will be working with Appeal Productions to create a professional quality video recording of the many pieces of our traditional ceremony (national anthem, president's remarks, student speaker, outstanding graduate award presentations, graduate recognition, and conferring of degrees). The video recording will go live on LFCC's commencement webpage on June 6 at 1 pm. LFCC will be providing all graduates who register to participate with virtual Commencement with a mortarboard, tassel, print program, diploma cover and letter from the president. Graduates are being asked to send photos of themselves in their caps/tassels with their family/friends to the college so that these images can be included in the virtual commencement video production or other celebratory digital productions created by the college. Faculty and staff are encouraged to visit [lfcc.edu/commencement](http://lfcc.edu/commencement) to submit words of encouragement and congratulations to our 2020 graduates via the form found there.
- Medallion of Recognition and Professor Emeritus 2020 honorees will be recognized through media release profiles and other recognition publications. They will also be invited to be recognized in person at the 2021 Commencement ceremony. Medallion recipients include: Mark Merrill, CEO/president Valley Health; Susan Brooks, Navy Federal Credit Union; and Andrea Ludwick, retired LFCC professor of speech communications. Professor Emeritus inductees are Ernie Grisdale and Frost McLaughlin.

#### Vice president of academic and student affairs search

- LFCC welcomed five finalists for the position of vice president of academic and student affairs during the week of April 27 for interviews and college-wide open forums. The interview process has been successfully managed through virtual platforms and has seen ample engagement from faculty and staff college-wide. The College hopes to make a final selection announcement by May 15.

#### Dean of professional programs

- Following a nationwide search, Dr. Craig Santicola was selected as the inaugural dean of professional programs at LFCC. The new school of professional programs includes business, HIM, IST and health professions programs that share a focus on applied technical, workforce and career preparation and a close relationship with regional business and industry. Most of our G3 program pathways, when implemented, will be coordinated through the school of professional programs. Dr. Santicola joins us from Gateway Community College in Phoenix, Arizona, where he is division chair for business and information technologies. He recently worked at Westmoreland County Community College in Youngwood, PA, where he was dean of distance education, education centers, and high school partnerships. Craig also has a health professions background in EMS in addition to his business, finance, and IT background. His first day as dean will be May 1, 2020.

#### **b. Jeanian Clark, vice president of Workforce Solutions and Continuing Education**

- COVID 19 Impact on Spring WSCE classes has resulted in 34 classes completely cancelled, 49 classes being postponed, and the cancellation of 3 of our major flagship events; Disney, Administrative Professionals Day, and Leadercast.
- A fair portion of WSCE classes have been able to move partially and/or fully online, including programs areas such as Heavy Equipment, healthcare, trades, IT programs, and we were even able to successfully start an ABE/Plugged in program for plumbers.
- Unique and creative ways have been used to help students who were very close to completing their classes and just needed to take their credential exams. We successfully implemented concepts such as “Parking Lot Proctoring” to finish out programs in Construction Project Management and Medical Assisting. On Friday, April 24, 2020, the DMV gave us permission to complete CDL students who just needed their final testing to obtain their CDL license. This will help us to complete 11 CDL students and get them into the local workforce.
- Multiple strategies are being proactively identified for whatever the new “return to normal” operations may look like for face-to-face classes. Smaller class sizes, rotational labs, and hybrid course delivery options are all being ramped up for Summer and Fall 2020 programs. We are also putting together multiple Fast Track Boot Camp programs for the unemployed, to quickly be able to retool them for new careers in local industries.



**c. Chris Coutts, provost Fauquier campus; interim vice president of academic and student affairs**

Spring 2020 response to the COVID-19 crisis and stay-at-home order

- This has been a challenging spring semester for so many of our students. In March we were required to move all our classes that were in session to an online or remote format. Our faculty and staff pulled off this herculean feat with patience, flexibility, and a lot of Zoom sessions. So many of our students faced academic and social challenges when they were moved into online courses. We provided a great deal of emergency funding and support and resources to students. We called students frequently to check in on them. Progress on some of face-to-face courses was affected, including clinical work for our dental hygiene students, field skills for our paramedic students, and clinical rotations for our graduating nursing students. With help from local health care facilities, as well as state departments and different accrediting agencies, we have helped these students finish their field work safely so that they can graduate and get jobs at a time when our country greatly needs their help.
- In late March, the Virginia Community College System, of which we are a member college, decided to implement a default grading system of pass/withdraw in order to help students whose progress was affected by dealing with COVID-19 and the transition to online courses. We have worked very hard to implement this grading system this semester. Students will receive either a grade of P+ (which equates to an A, B, or C), a grade of P- (which equates to a D), or a grade of W, which withdraws the student from the course. We received confirmation that the P+ grade will transfer to every public university and almost all private universities in Virginia. To help students who are interested in applying for a competitive admissions program or who want to improve their GPA, students were given the option of choosing to use the traditional letter grade of A, B, C, D and F instead. We have surveyed every student in every class to get their selection for which grade scale they wish to use. We developed a document that provides lots of information to students about these grades, and which scale they may wish to use, and you can find it here: <https://bit.ly/LFCCStudentGradeSurvey>

Summer 2020 courses online

- We have also made a decision to move all our Summer 2020 courses online. Many of these courses begin in the later part of May when we are still expecting to operate under social distancing guidelines. Enrollment in these summer courses is growing nicely.

Fall 2020 planning

- We are planning for the potential for further disruptions in fall. We are building a range of online courses, hybrid courses that have a component on-campus but can be moved online if needed, and synchronous courses where students and instructors meet together at the same day and time online using Zoom. For any courses that have an on-campus meeting pattern, we are working on plans for safe physical and social distancing.

**d. Liv Heggoy, associate vice president of institutional advancement; executive director of LFCC Educational Foundation**

Development (LFCC Foundation)

- Beginning to award 2020-21 scholarships, starting with the ones awarded at the high school ceremonies. We are still encouraging students to apply for scholarships – we have fewer scholarship applications this year compared to last year.
- Participating in the May 5 national online day of giving through Give Local Piedmont
- Keeping a close eye on our investments and endowment in a volatile market
- 21 emergency grant payments have been made to students, since COVID-19
- The LFCC Foundation will close on the loan for the Luray-Page County Center on May 4. Construction has already begun.
- We have two fall fundraisers scheduled – to be determined whether they will continue as planned:
  - August 27 – 50th Anniversary Party with Robbie Limon Band, Middletown Campus
  - September 10th Evening with the Stars, Luray
- The April 28th Spring Celebration Reception at the Fauquier Campus will have to be rescheduled. At that event, we plan to celebrate LFCC's 50th anniversary, Hazel Hall funding being back on track, and the 50 acres of property given to the LFCC Foundation by Fauquier County
- Middletown Campus Development Officer position – waiting for direction from VCCS, related to the hiring freeze

Grants

- Grants Manager position – waiting for direction from the VCCS on hiring

Marketing, Outreach, Publicity

- Promoting our online programs, as well as summer and fall enrollment
- Reaching out to high school graduates, some of whom may change their fall college plans and stay close to home
- Scheduling and promoting a variety of online information sessions – including sessions about specific programs at LFCC and sessions with our university transfer partners (ex. JMU)
- Working on the commencement video and nurse pinning videos
- Creating an online directory of small businesses owned by LFCC alum – “Shop Local. Play Local. Learn Local!”
- Sally Voth sends a monthly email with featured stories and other LFCC news

**e. Craig Short, vice president of financial and administrative services**

Budget and Coop planning

- Since the last Board meeting, our primary focus has been on budget development, implementation of the COOP and otherwise adjusting to operating remotely.
- The first iteration of the budget has been developed and the preliminary distribution report was sent out by VCCS on 4/24/20. Within the outcomes-based

model from VCCS, LFCC was grouped in the “out-perform” side of the equation based on our metrics. From a preliminary standpoint, our revenues and expenses are both projected to be reduced. Total projected revenues of \$31.8 million are down by \$1.3 million and our total projected expenses are at \$31.5 million; down by \$1.2 million. Funding associated with the CARES act (\$2.3 million) is considered budget neutral in our projections due to the uncertainty surrounding eligible uses. Our projected revenue also assumes a 15% drop for Summer and 5% drop for Fall/Spring FTE enrollment. On the College Board Budget front, one locality reduced their contribution by \$3K, all other localities have indicated full funding.

- Despite the fluidity and rapid evolution of the situation, the COOP implementation was successful. The efforts of the entire faculty, staff and students who executed the plan helped reduce turbulence in mission critical activities. The bulk of initial efforts (behind the scenes) fell on the shoulders of our IT folks to facilitate the move to alternative and remote delivery. Faculty and staff really stepped up to the challenge and made the move in a very short window and minimized impact to the students. Some courses were impacted, primarily in Workforce but overall LFCC has operated at capacity with modifications. We are currently making plans for implementing the “return to home” phase of the plan, pending directives from the Governor’s “Forward Virginia” plan. Implementation of that phase of on the back of house will fall primarily on other areas of FAS since the IT component is already in motion.

#### Project updates

- Ground broke for the LFCCEF Jenkins Hall vertical construction; anticipate erecting steel and ground floor slab by next week.
- Hazel Hall funding remains in the Caboose bill but has yet to be signed by the Governor. That said, working drawings were forwarded for second review by DEB in early April. Anticipate sending them to K+L for preliminary cost estimates once the bill is signed.
- Smith Hall addition is in the preliminary design phase, moving into the working drawings phase with plans of completing the design through DEB approval. Once a level of certainty has been reached with COVID-19 impacts, we’ll be at a decision point on scheduling of construction.
- Health Sciences ductwork project has been authorized and submittals underway, work in progress and anticipated to be on site in the next two weeks.
- The Terrazzo flooring at the Fauquier campus is underway, anticipated to be complete by May 15.