

**LORD FAIRFAX COMMUNITY COLLEGE**  
**BOARD MEETING**  
**MINUTES NO. 247**  
**June 4, 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, June 4 at 12:00 p.m. The meeting was transmitted virtually via Zoom video and phone conference at <https://vccs.zoom.us/j/91563819126> or +1 301 715 8592 (Meeting ID 915 6381 9126). 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 Edwin C. Daley William C. Daniel Richard M. Galecki Brad A. Hodgson Michael A. Lake Pamela M. McInnis Bruce S. Short Michael Wenger	Fauquier County Lord Fairfax Community College Warren County Clarke County Fauquier County City of Winchester Frederick County Warren County Page County Rappahannock County
<b>Members Absent</b>	Jeffrey S. Boppe Benjamin C. Freakley Andrew C. Keller	Frederick County Shenandoah County Shenandoah 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. 246</b>	On a motion made by Pam McInnis, seconded by Mike Lake, Minutes No. 246 were unanimously approved.	

**NEW BUSINESS**

<b>LFCC Institutional Priorities AY 2019-20 progress report</b> (Information Item)	LFCC President Kim Blosser reviewed with board members the LFCC Institutional Priorities AY 2019-20 progress report (Attachment No. 1) and highlighted numerous goal progress areas.  A link to the president's performance evaluation electronic survey will be emailed to all board members. The survey must be completed by June 22, 2020. All survey responses remain anonymous. Survey
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	<p>responses will be tabulated by LFCC's research, analytics, and data systems unit and provided to Board Chair Bill Daniel for review and inclusion in the president's evaluation letter to the Chancellor. Bill Daniel will draft a letter of evaluation for board review. Upon board consensus, the evaluation letter will be sent to the Chancellor in early July 2020.</p> <p>This was an information item and required no further action.</p> <p>(Attachment No. 1; 10 pages)</p>
<p><b>LFCC return to campus planning</b> (Information Item)</p>	<p>Craig Short reviewed with board members a summary of a return to campus informal survey disbursed among employees, as well as the LFCC return to campus strategy guide (Attachment No. 2).</p> <p>This was an information item and required no further action.</p> <p>(Attachment No. 2; 8 pages)</p>
<p><b>Recommendation to approve LFCC 2020 Emergency Operations Plan</b> (Action Item)</p>	<p>Craig Short recommended the LFCC 2020 Emergency Operations Plan for approval. Board members reviewed the draft plan (Attachment No. 3). Board members were provided a link to the full draft plan prior to the meeting.</p> <p>Pursuant to §23.1-804 of the Code of Virginia, LFCC is required to prepare and maintain a current emergency operations plan. Every four years, the institution is required to conduct a comprehensive review and revision of the plan to ensure that it remains current. The revised plan shall be formally adopted by the board of visitors or other governing body of the institution for certification to the Virginia Department of Emergency Management. The plan is confidential and outlines who is responsible for various events that could occur on campus and how the college will respond. The original LFCC plan was developed by college staff in consultation with the Virginia Department of Emergency Management and last approved in the previous four-year cycles of 2012 and 2016, respectively.</p> <p>On a motion made by Rich Galecki, seconded by Brad Hodgson, the LFCC 2020 Emergency Operations Plan was unanimously approved.</p> <p>(Attachment No. 3; 1 page)</p>
<p><b>Recommendation to approve FY 2020-21 Local Funds Budget</b> (Action Item)</p>	<p>Craig Short recommended the FY 2020-21 Local Funds Budget for approval. Board members reviewed the proposed budget (Attachment No. 4).</p> <p>Local funds are those revenues received from auxiliary enterprises such as parking, vending, and bookstore commissions. The College Board has approval authority on how these funds are expended.</p>

	<p>Board members discussed in detail the attached FY 2019-20 approved budget, actual budget numbers through June 2020, and the proposed FY 2020-21 budget.</p> <p>On a motion made by Mike Wenger seconded by Brad Hodgson, the AY 2020-21 Local Funds Budget was unanimously approved.</p> <p>(Attachment No. 4; 3 pages)</p>
<p><b>Recommendation to approve FY 2020-22 Capital Parking Plan</b> (Action Item)</p>	<p>Craig Short recommended the FY 2020-22 Capital Parking Plan for approval. Board members reviewed the draft plan (Attachment No. 5).</p> <p>VCCS policy requires colleges to establish a two-year capital outlay plan for parking, funded through student parking fees. This plan covers the construction, alteration, repair, and maintenance of college parking facilities. Currently, existing facilities adequately address the parking needs for each campus with respect to the quantity of available parking. Projected expenditures are for alterations to address ADA compliance issues identified on both campuses during a recent review, repairs and maintenance of existing facilities as well as projected costs associated with Hazel Hall construction for sidewalks and a service drive on the Fauquier campus.</p> <p>On a motion made by Ed Daley, seconded by Pam McInnis the FY 2020-22 Capital Parking Plan was unanimously approved.</p> <p>(Attachment No. 5; 2 pages)</p>
<p><b>Report of the 2020-22 College Board Chair and Vice Chair Nominating Committee</b> (Information Item)</p>	<p>Board Chair Bill Daniel referenced the College Board Bylaws in that the officers of the board shall be elected biennially. The Bylaws also state that the vice chair will be considered the chair elect. The nominations committee shall be sensitive to locality representation and board rotation in its proposed nominations.</p> <p>The College Board chair and vice chair nominating committee, consisting of Board Chair Bill Daniel, Board Vice Chair Pam McInnis, former Board Chair Rich Galecki, and Kim Blosser, secretary to the board, presented Pam McInnis, representing Warren County, for election to serve as the College Board chair for the July 2020 – June 2022 term.</p> <p>The nominating committee presented Mike Wenger, representing Rappahannock County, for election to serve as the College Board vice chair for the July 2020 – June 2022 term.</p> <p>(Attachment No. 6; 1 page)</p>

<b>Recommendation to approve College Board Chair and Vice Chair nominations to serve 2020-22</b> (Action Item)	On a motion by Brad Hodgson, seconded by Mike Lake, the nominations for College Board chair and vice chair to serve 2020-22 as recorded in the nominating committee's report were unanimously approved.
<b>College Board meeting dates for 2020-21 term</b> (Information Item)	Board Chair Bill Daniel reviewed with board members the LFCC Board meeting dates for the 2020-21 term (Attachment No. 7).  This was an information item and required no further action.  (Attachment No. 7; 1 page)
<b>Presentation of Excellence In Service Award to retiring board members – William C. 'Bill' Daniel, representing Clarke County; Richard M. Galecki, representing Fauquier County; and Bruce S. Short, representing Page County.</b> (Information Item)	College Board member and current Board Chair William C. 'Bill' Daniel, College Board member and former board chair Rich Galecki, and College Board member and former LFCC Educational Foundation Board representative Bruce Short, were each presented with an excellence in service award for their commitment and outstanding service to the board and college.  This was an information item and required no further action.

#### REPORT OF THE COLLEGE BOARD CHAIRMAN

College Board Chair, Bill Daniel, thanked Rich Galecki and Bruce Short for their numerous years of service to the board. Daniel highly commended the college for consistently anticipating and meeting the needs of its students and the community. This accomplishment is a direct reflection of the excellence amount the college's faculty, staff and those in support roles. The LFCC Board is the finest advisory/governing group that Daniel has been a member of. The board's members clearly have a common interest in education to make individuals' lives better and to make LFCC's community better. Daniel thanked President Kim Blosser for her leadership and Ashley Hansen for her continual support and assistance. Daniel ensured members that the board was in a good leadership position with Pam McInnis and Mike Wenger as incoming board chair and vice chair.

#### REPORT OF THE EDUCATIONAL FOUNDATION BOARD REPRESENTATIVE

Michael Lake, LFCC Educational Foundation Board representative, reported on the following:

- The Foundation Board is working with legal counsel to establish a separate LLC to manage the Foundation's real estate holdings and how to properly maintain the LFCC Educational Foundation's tax-exempt status.
- The Foundation received a 6-acre Fauquier County land donation in 2012 (Catlett property). The County of Fauquier has declared a solution for the wastewater issue on the property that has existed since receipt of the property. The needed improvements to the property will improve the land value and make saleable, which was always the intent of the Foundation.
- The Luray-Page County Center construction is at 25 percent completion on vertical walls.
- The Foundation is establishing an emergency fund for LFCC employees. The Foundation Board unanimously voted to approve \$300,000 seed funding into the employee emergency fund.

Eligible employees can apply for a maximum of \$300 loan.

- The Foundation Board welcomed two new members – Irene Hardesty and Doug Stallard.
- LFCC Subway is losing money (a \$16,000 loss so far this fiscal year) with COVID campus restrictions in place. The Foundation Board voted to temporarily close the franchise until such time when foot traffic of students and employees returns to campus. Target date of possible reopening is January 2021.

#### REPORTS OF THE COLLEGE

##### President

Kim Blosser reported on the following:

##### Summer enrollment

- Overall enrollment is up 5 percent to 2,252 students from 2,149 at the same point in time in summer 2019. Full-time equivalent (FTE) students are up 12 percent to 864 from 773 last year.
- Dual enrollment (DE) headcount is up 27 percent, with 260 DE students taking mostly non-DE courses.
- Non-DE enrollment is up 2 percent in headcount to 1,992 and 9 percent in FTE to 783 from the same point last year.
- Middletown is up 7 percent in headcount and Fauquier is up 24 percent.
- The bulk of summer non-DE enrollment is made up of returning students, up 1 percent. Transfers are up 12 percent and new students are up 13 percent.
- Part-time students are flat, while full-time are up 46 percent (134 headcount).
- Under-represented students are up 21 percent and Hispanic up 15 percent.
- Some jurisdictions are up, most notably Fauquier County (13 percent), while others are down, including Rappahannock (-32 percent), Warren (-10 percent), and Frederick (-4 percent).
- In terms of award levels, AA&S enrollment is up 3 percent, AAS flat, AS up 13 percent, and Certificate enrollment down -20 percent. CSCs are down -41 percent (22 headcount) and non-degree is up 3 percent.
- For programs, the AA&S in business administration is up 40 percent to 153, while the AA&S in education is down -10 percent to 21 students. The two largest programs are the AA&S in general studies (-8 percent) and the AS Science: Health Professions (up 9 percent).

##### Dual enrollment credential completion

- Students who earn college credits through dual enrollment may be able to obtain a certificate in general education or an associate of arts and sciences degree by the time they graduate from high school. These students are designated as Governor's Scholars. 340 LFCC dual enrolled students earned a degree or certificate in May 2020; this total includes 81 degrees and 259 certificates.

	<p>Commencement</p> <ul style="list-style-type: none"> <li>• LFCC will celebrate its 2020 graduates with a virtual commencement ceremony. The ceremony will feature the national anthem, remarks from President Kim Blosser, a student speaker, student awards and the conferring of degrees. The ceremony will go live at 1 p.m., Saturday, June 6 at <a href="http://www.lfcc.edu/commencement">www.lfcc.edu/commencement</a>. A recording of the ceremony will also be available on the site for future viewing.</li> <li>• LFCC student Rebecca Hoffman will perform the national anthem, which will be followed by remarks from President Blosser and the presentation of the Outstanding Graduate Awards for the Fauquier campus and the Middletown campus. A faculty member from each campus will also address the Class of 2020.</li> <li>• The Class of 2020 consists of nearly 1,300 students: Clarke County, 47; Fauquier County, 188; Frederick County, 321; Page County, 85; Rappahannock County, 24; Shenandoah County, 160; Warren County, 146; City of Winchester, 164; other, 161.</li> <li>• Nursing graduates will have a virtual pinning ceremony that will go live on the site at 1 p.m., Sunday, June 7 at <a href="http://www.lfcc.edu/pinning">www.lfcc.edu/pinning</a></li> </ul> <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 was successfully managed through virtual platforms and received ample engagement from faculty and staff college-wide. Dr. Anne Davis has been selected as LFCC's next vice president of academic and student affairs and will begin serving in this role July 1.</li> </ul> <p>Dr. Davis started her career in community colleges in 2005 as a full-time biology faculty at Carroll Community College in Maryland. She later moved into an administrative role as department chair of the science division. In 2014, Dr. Davis became an associate dean and was later promoted to dean of Stevenson University Online (SUO). She is currently at Stevenson and shared that she is looking forward to returning to the community college world.</p> <p>Dr. Davis has a doctor of management from the University of Maryland University College, a master of science in animal science from Cornell University, and a bachelor of science in dairy science from Virginia Tech.</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>• WSCE will finalize summer plans to complete the 49 “paused” Spring Workforce classes by June 1, 2020. We will communicate with all instructors, students, and staff by June 5, pending the Governor’s approval to resume limited face-to-face classes by mid-June.</li> <li>• The WSCE Educational Consortium for teachers “in-service” professional development programs have been moved entirely online for Summer 2020. National speakers were cancelled and moved to next year for face-to-face delivery.</li> <li>• LFCC’s Workforce unit united the regional Economic Development directors and the Northern Shenandoah Valley Regional Commissions to apply for a Go Virginia grant focused on individuals who may have been furloughed or displaced due to the economic impact of COVID 19. The project is titled “Back to Work.” An abstract of the project is as follows: <p><i>Given the large number of low-wage retail, food service, and hospitality workers impacted by loss of work due to COVID-19, a significant portion of the Region’s labor pool is facing uncertainty in their livelihood. More importantly, many workers in these occupations will likely being permanently displaced. Therefore, time is of the essence for informing them of alternative opportunities that can provide for more sustainable, long-term employment. In turn, the scope and composition of Region 8’s employment and wage levels can be increased in less vulnerable industries like manufacturing, IT, transportation and logistics, construction or healthcare. Thus, the Back to Work project can help to catalyze this transition.</i></p> <p><i>Lord Fairfax Community College, through Workforce Solutions (LFCCWS), proposes two strategic elements with the goal of getting adults impacted by COVID-19 back to work. The program is intended to promote careers, pathways, and regional employers in IT, manufacturing, logistics, healthcare, and construction sectors. Specifically, the initiative will proactively target out of work 20-55-year-olds, located within a 50-mile radius of Middletown, Luray, and Warrenton, VA (the primary service areas of Lord Fairfax Community College), making less than \$70,000 annually.</i></p> </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> <ul style="list-style-type: none"> <li>• As reported previously, we made the decision to move all courses online this summer. We are currently up 5 percent in enrollment compared to this time last year, which indicates</li> </ul>

	<p>that we are serving a need for students.</p> <ul style="list-style-type: none"> <li>• We are awaiting further guidance from the Governor in early June, but are currently planning on a robust online schedule with essential face-to-face courses in health professions and career and technical programs following physical distancing and other safety requirements for the Fall 2020 semester. Using synchronous technology such as Zoom and scheduling for specific times for instructors and students to 'meet' and interact online, allows us the option to move these courses back to campus should conditions allow.</li> <li>• We are still recruiting for EMS/paramedic and cybersecurity instructors for fall.</li> <li>• Dozens of our nursing students are working together with students from George Mason University and the Rappahannock-Rapidan Department of Health to conduct COVID-19 contact tracing in The Barn facility at the Fauquier campus. Students receive training from Johns Hopkins in order to do this work, and they will get academic credit towards their program requirements. This effort was supported by generous donations from the PATH Foundation and the Claude Moore Foundation. LFCC is proud to host this effort and work with the health department to support the health of our community.</li> </ul>
<b>Institutional Advancement</b>	<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>• Continuing to award 2020-21 scholarships.</li> <li>• Raised \$1,800 from May 5 Give Local Piedmont online day of giving.</li> <li>• Previously scheduled in-person fall fundraisers have been cancelled (August 27 at Middletown and September 10 in Luray), and we are working on developing alternative "virtual" events.</li> <li>• Chris Coutts and Tami O'Brien attended the Town of Warrenton's virtual budget planning session on May 21, on behalf of the LFCC Foundation. For the past five years, the Warrenton Town Council has provided to the LFCC Foundation between \$6,000 - \$7,500 to fund scholarships (academic and trades). The Council will make funding decisions soon.</li> <li>• We have received a gift of 10 laptops from a donor and expect them to be delivered by May 27. COVID-19 has also shown how real the "digital divide" is. Since we anticipate that many fall classes will remain online, do our students have the right technology at home? Do they have dependable Wi-Fi?</li> </ul>

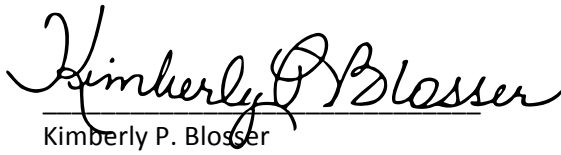


	<p>Grants</p> <ul style="list-style-type: none"> <li>• Dr. Melissa DeDomenico-Payne has been hired as LFCC’s full-time grants manager. She will begin June 25. She has extensive overall experience with public administration, nonprofits, and social services – in addition to grant writing (including federal grants). On May 12, LFCC received clarification from the VCCS that we can move forward with revenue generating positions without an exception request to the cabinet secretary.</li> </ul> <p>Marketing, outreach and publicity</p> <ul style="list-style-type: none"> <li>• Continuing to promote online programs, as well as summer and fall enrollment.</li> <li>• Continuing to offer online information sessions.</li> <li>• Sally Voth emailed the April online “news” on May 5, which included some highlights and feature stories about alumni, faculty, students and programs.</li> <li>• The printing services and web/graphic design departments have been very busy with large mailings including dual enrollment student mailing, commencement/student graduate mailing, employee appreciation mailing, and the nursing graduate mailing.</li> <li>• Our director of marketing, Brandy Boies, has taken the lead to work with Appeal Productions on the commencement video to be shown on June 6 and the nursing pinning video to be shown on June 7.</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>Operations</p> <ul style="list-style-type: none"> <li>• Since the last Board meeting, we have continued to monitor budget impacts.</li> <li>• Summer enrollment is meeting budget expectations; projected Fall enrollment remains low but yet to be determined.</li> <li>• Parts I and II of CARES Act funding have been received.</li> <li>• Student payments for Part I have been initiated and in process.</li> <li>• Institutional funds from Part II will likely be expended over the course of the next FY to cover shortfalls due to the move of course delivery to remote and online.</li> <li>• Continued implementation of the COOP and otherwise adjusting to operating remotely.</li> <li>• Chief Roy has been meeting with individual units to update plans and discuss strategies for opening later in the Summer and/or Fall.</li> <li>• Instructional Technology has been having design camps for instructors and several professional development trainings in</li> </ul>

	<p>the use of technology to increase skillset in remote delivery.</p> <ul style="list-style-type: none"> <li>• Subway and Recreational Fitness Center remain closed.</li> <li>• Information Technology continues to support faculty and staff with a combination of on-site and remote delivery.</li> <li>• Facilities Management has transitioned back on campus at 100 percent and continues to back stock hand sanitizer, PPE, cleaning supplies/equipment, and make modifications to the physical plant to promote social distancing. <ul style="list-style-type: none"> <li>▪ Placement of signage throughout</li> <li>▪ Ordering and installation of stanchions</li> <li>▪ Installation of cough guards</li> <li>▪ Additional hand sanitizer stations</li> </ul> </li> </ul> <p>Capital project updates</p> <ul style="list-style-type: none"> <li>• LFCCEF Jenkins Hall; reported last month groundbreaking for vertical construction. Footings, foundation, slab and steel erection in progress. Overall project completion at 25 percent.</li> <li>• Hazel Hall was funded as part of the finalized caboose bill and is “back on the boards”, so to speak. VCCS is ushering them through the administrative process for updating cost reviews by the third party estimators/architect and the approval through the department of budget, as well as Division of Engineering and Building review for updates to ensure its in compliance with the current 2015 code revisions, followed by the process of establishing a new Guaranteed Maximum Price proposal with the General Contractor, Construction Manager Kjellstrom &amp; Lee. This process could take a few months and may be impacted by VCCS personnel transitioning.</li> <li>• Smith Hall addition continues 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 is underway. Work is currently in progress with off-site duct fabrication and field preparation for install taking place.</li> <li>• The terrazzo flooring at the Fauquier campus was to be complete by May 15. Schedule overrun caused a delay through the remainder of May with cleanup taking place now.</li> </ul>
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IMPORTANT DATES			
Date	Activity	Time	Location
Saturday, June 6, 2020	LFCC Virtual Commencement Ceremony	1:00 p.m.	www.lfcc.edu/commencement
Sunday, June 7, 2020	LFCC Virtual Nurse Pinning Ceremony	1:00 p.m.	www.lfcc.edu/pinning
Thursday, September 3, 2020	College Board meeting	12:00 p.m.	Carl & Emily Thompson Conference Center, Corron Community Development Center, Middletown campus

ADJOURNMENT
Board Chair Bill Daniel declared the meeting adjourned at 1:47 p.m.

**SUBMITTED BY:**


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

**APPROVED BY:**

William C. Daniel

William C. Daniel  
Chair  
Lord Fairfax Community College Board

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

Copy of Approved MINUTES NO. 246 (May 7, 2020) filed with Glenn DuBois, Chancellor, Virginia Community College System.

**Lord Fairfax Community College**  
**Status Report on Institutional Priorities for 2019-2020**

Enrollment Stabilization

**What are your college's enrollment management goals?**

1. Targeted outreach to adults to market online and compressed program structures

A hybrid evening program was created for adult learners to start in Fall 2020. Due to Coronavirus, this rollout is postponed until Spring or Fall 2021. An accelerated General Studies program was developed through creative scheduling that allows working adults to take more classes during academic sessions. Due to Coronavirus, this plan has been amended to begin (hopefully) in Spring 2021 or, more likely, Fall 2021.

2. Targeted outreach specifically to EAL community

For the 2019 - 2020 academic year there was actually a reduction in the total number of ESL students and a slight dip in ESL enrollment. (88 students in 2018-19 and 71 in 2019-20). There is some question about what the reduction says, however. The political climate has not been positive for many in this population and has had a decided impact on enrollment among non-native students and their families. It is also possible that the reduction is misleading. The data request was made after the campus switched to fully-online classes and some of these students dropped their classes for a variety of reasons, something which happened in non-ESL classes as well.

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

This academic year was the first for the ESL director and much of her time was spent learning about the program and developing ideas for strengthening it.

**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%

Fall to Spring retention for FTIC has not changed. The largest change is a decrease in retention for FTIC/Low Income students Fall 2019 to Spring 2020 as compared to Fall 2018-Spring 2019.

In Fall 2018, there were 746 FTIC Curricular Placed students (Minority 219; Low Income 278). The Fall 2018 to Spring 2019 Retention rate was 71% for FTIC (Minority: 68% FTIC/Low Income: 78%). The Fall 2018 to Fall 2019 Retention rate was 52% for FTIC (Minority: 53% FTIC/Low Income: 53%).

In Fall 2019, there were 667 FTIC Curricular Placed students (Minority 216; Low Income 247). The Fall 2019 to Spring 2020 Retention rate was 71% for FTIC: 71% FTIC (70% FTIC/Low Income: 70%).

LFCC Academic & Student Affairs will continue to address retention for FTIC students and examine initiatives that may be moving the needle, but needs more time. Some practices may not be effective and may need to be abandoned.

2. Close the gap in success between curricular placed FTIC and peers on targeted courses (program gatekeeper courses) by at least 2%

For *English*, results show that the gap between FTIC students and their peers was reduced for the gatekeeper course of ENG 111. In Fall 2018, 70.7% of FTIC students earned an A,B, or C in ENG 111, compared with 87% of their peers that same semester. In Fall 2019, 72.7% of FTIC students earned an A,B, or C in ENG 111, compared with 85% of their peers.

For *Accounting*, students are continuing to receive A,B, C grades. Tutors were embedded in ACC 211 in both semesters, fall 2019 and spring 2020. The syllabi for ACC 211 & 212 were standardized for all instructors and benchmark assessments were designed and administered. Students are performing well on strategic benchmark assessments to ensure mastery of content knowledge. This was a new step instituted with all ACC faculty to ensure students are mastering the content knowledge expected by 4-colleges and to continue in their pathways.

Chemistry faculty have worked closely in collaboration and a new instructor was hired this academic year who only taught CHM 111. This sample is not large, but the results are dramatic. There were 116 students in CHM111 in fall 2018 and 106 in 2019. In CHM 112, there were 32 students enrolled in fall 2018 and 31 in 2019. There was an 8.5% increase in the success rate in CHM 111 and a 15% increase in CHM 112.

**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

The HEO class was successfully expanded to the Middletown campus in Fall 2019. The class enrollment was at its maximum capacity of 12 students. Eleven students (92%) successfully completed their credential.

2. Expand heavy equipment operator program to a digital, hybrid platform to roll-out VCCS-wide Spring 2020

The Heavy Equipment Operator Program Online Course delivery model was successfully piloted by LFCC and GCC in Fall 2019, with full VCCS collegewide rollout in February, 2020.

3. Focus on Credit for Prior Learning - website revisions to simplify the process of requesting and exploring credit for prior learning (CPL)

This goal is in process and almost complete. The CPL guide this year provides more crosswalks from non-credit to credit, even though G3 will not fully launch this year. The website will be updated. The CPL form has been updated.

### **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.

AdAstra was used in combination with other methods by checking and monitoring enrollment very closely during registration. Strategizing in class schedule by looking at enrollment reports was instrumental. LFCC will continue to work on this. The SEMH division experienced a 1.01% FTE increase from Fall 2018 to fall 2019. After looking at course breakdown, the following highly enrolled courses also experienced a FTE increase: BIO 101 1.03%, BIO 141 1.10%, MTH 154 1.15%, and MTH 245 1.06%.

AdAstra is also being used for monitoring and revising scheduling strategies to increase velocity to degree and productive credits overall for LFCC students. Access off-campus with telework during the pandemic has been a problem. However, LFCC is picking it up again this next year.

2. Identify additional 2+2 specific transfer agreements with our primary transfer partners.

Several 2+2 agreements were developed during this year. These include: Recreation and outdoor leadership to Ferrum College; Chemistry to Radford University (five chemistry tracks); Outdoor recreation and Leadership to Shepherd University (three tracks); Forensic science to GMU (in the works), Cybersecurity Engineering program developed to transfer to GMU; and Data and Computational transfer program developed to transfer to GMU.

### **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.

Due to challenges with implementation of the Navigate software, this pilot was not begun until the

beginning of the Spring 2020 semester. LFCC staff identified and tagged in Navigate a cohort of 35 minority and underserved students and advisors began a targeted reach out process that included additional touch-points and utilization of the texting feature in Navigate. Out of 35 students, 29 are still enrolled. Staff continued to encourage these students to finish out the spring semester and enroll for fall 2020.

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

A summer bridge program was run at the Fauquier Campus in summer 2019. Of the 24 total participants, 16 are still enrolled in the spring semester (67%). Half are enrolled full-time (12+ credits) and half are enrolled part-time. Two will graduate in May. Four of the eight students who are not enrolled in the spring semester are on academic warning. One student who is still enrolled is on academic warning. Discussions are being held about improvements for this year.

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

In Fall 2019, LFCC loaned 31 textbooks/access codes to 17 students. In Spring 2020, this increased to 48 textbooks/access codes/calculators to 23 students. LFCC loaned out 7 hotspots to students in Fall 2020 and staff used hotspots during winter break construction at the Fauquier Campus. In Spring 2020, LFCC loaned out 11 hotspots to students to work from home.

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

LFCC has spent the last six months developing a cohort style adult degree completion track for the General Studies Program. This track will allow adult students to complete the degree taking two courses at a time in six semesters (including summer), one night a week (always the same night each semester), in a hybrid format. LFCC was scheduled to launch this cohort in the Fall 2020 semester. However, due to Coronavirus response, it may launch in the spring 2021 semester.

#### Administrative Strength

#### **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.

Quarterly reports have been made to units illustrating budget-to-actual positions and reporting out to the President's leadership team. Units have been apprised of their budget positions at points throughout the fiscal year that have provided a forecasting environment for use in planning and

adherence to budgets.

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.

Fiscal resources for unanticipated new position postings will be identified prior to approval and analyzed by LFCC senior leadership for sustainability. No new positions are created without corresponding budgets identified and having gone through an approval process. HR forwards the PAR through an approval chain that includes the Vice President of Administrative and Financial Services, along with a requirement for identification of the budget to be populated on the request. Positions are only created after careful analysis of budget availability and prior approvals before Presidential review and approval.

**What are your college's fundraising goals for the upcoming year? For what purposes?**

1. Develop an Annual Fundraising Plan

Some goals of the 2020 plan are being modified because of COVID-19. The 50th anniversary events and fundraising mailings, for example, will likely extend into Spring 2021. The impact of COVID-19 has underscored the importance of key goals of the 2020 plan -- for example, improving LFCC's back-end functions, such as migrating our database to a more effective platform in order to coordinate targeted email and print mailing campaigns and promote and manage online donations. Foundations cannot be dependent on large gatherings.

2. Complete the Fundraising Campaign for the Luray-Page County Center

Construction has begun. The loan was scheduled to close on May 4 and the estimated completion date is 12/25/20. The experience we have had with fundraising, financing, and construction of this project will be very helpful as we begin to develop a plan for the 50 acres of property in Warrenton given to the LFCC Foundation.

3. Obtain a Rural Horseshoe grant for "Path to Success" program at the Fauquier Campus.

LFCC received a RVHI (VFCCE) grant in August 2019 and matching funds from the PATH Foundation in Fall 2019.

4. Apply for Claude Moore Foundation grant to support health professions programs

CMCF changed the proposal deadline from September 2019 to February 2020. Two proposals were submitted. As of May 5<sup>th</sup>, the Foundation has written that LFCC's grant application is complete. Grant confirmation letters are expected at the end of May, with funds scheduled for distribution in



June 2020.

5. Request funding from an anonymous foundation to support an academic support center for underrepresented and veteran or military-affiliated students at the Fauquier Campus.

A grant was received in summer 2019 and the funds have been expended to create a space for Veterans at the Fauquier Campus for work, relationship building, and student veteran organization meetings. Staff have kept in touch with the funder regarding our progress and have requested another grant for 2020.

**What are your college's other resource development goals?**

1. Board development for our Educational Foundation

One new board member was welcomed in April and several are pending review by the board in June. To improve the process of identifying and evaluating prospective board members, the Foundation executive director met with three colleagues to discuss their approach and process.

2. Obtain PATH Foundation funding to hire a development officer for the Fauquier Campus.

LFCC received a grant and this is the first, full-time development officer at the Fauquier Campus. The position was filled in December 2019.

3. Dedicate resources to developing an Alumni Website and targeted outreach to alumni.

The alumni web site is up and being promoted. The April 30 alumni reception was postponed because of COVID-19. The impact of COVID-19 has inspired additional alumni outreach strategies, which will certainly be helpful post-pandemic. Examples include creating a directory of alumni owned business and connecting through LinkedIn, where more than 9,000 individuals have noted their affiliation as an LFCC alum.

**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.

Multiple trainings have been held in the last fiscal year with department heads and purchasers. Email updates and reminders have been sent regarding SSC policy and procedures with an emphasis on compliance. LFCC has experienced a reduction in non-compliant purchases through SSC.

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

Initial projects are copier, office and printer supplies, and ordering, along with a reduction or stabilization of the number of purchase cards at the college. A campus-wide copier inventory is underway for re-allocation to a single management and budget point for FY 2021 within printing services. Office supplies are generally routed through an administrative assistant in the Dean's office so as to facilitate the aggregation of purchases for single-order transactions. Toner and printer cartridges are ordered on a single order form through a share-point form that is routed to the warehouse inventory manager for a single-order transaction on a monthly basis when possible. The number of transactions has been reduced for printer and copier toner/cartridges. The budgeting for copiers college-wide has been identified for use as a base-line moving forward into future fiscal years. The number of office supply order transactions has been reduced.

### Leadership and Innovation

#### **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

LFCC participated in three on-site meetings and several conference calls to work on a SCHEV Innovation Grant. The VP for Academic and Student Affairs, Provost, Dean of Humanities and Social Sciences, Fauquier Economic Development officials, and K12 reps from Frederick Co Public Schools attended the summit. A process was developed whereby partners aligned the calendar of events from considering a new program to the process for having the program fully vetted and approved.

2. Submit and follow through with Tech Talent Pipeline and G3 program development and marketing

LFCC VP for Academic and Student Affairs completed the grant proposal and participated in grant refinement via conference calls with the VCCS Vice Chancellor. Once submitted, it was determined that, while LFCC does have enough students participating in these programs at the 2-year level, LFCC does not have enough students transferring INTO the appropriate CIP-coded programs at the 4-year institutions. LFCC has taken steps to define 2+2 pathways with George Mason and University of Virginia so that a direct transfer pathway for the Tech Talent CIP Coded programs exists and students can transfer without losing credits.

LFCC participated in the G3 planning process during March-October and created pathways.

#### **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.

LFCC had two full time faculty implement the Town Hall project into their classes. This exceeds our target of three classes. Much of the Town Hall project involves student research and application to the many sides of a discussion around a “hot” topic, such as gun control. Much of this can still be implemented; however, the culminating event that takes place at the end of April was re-imagined as an online/live virtual event.

2. Identify administrators to serve on boards and participate in local economic and workforce committees

This topic was discussed at a meeting of the President’s direct reports and it was determined that a number of administrators and other staff are already involved in this way. If there is a specific board or committee needing representation, this will be addressed.

**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.

A Business & Industry Education Summit was held over the summer in Luray with 30+ representatives of business, education, and the community in attendance. New program initiatives were identified for exploration in areas such as Logistics, Massage Therapy, Agricultural Techs, and Conveyor Systems Techs. LPCC leadership consulted with community business and industry to identify a new flagship program for the Luray Page center and Physical Therapist Assistant (PTA) was identified. Research and a needs analysis, as well as accrediting body considerations, were used to identify the strategy for new program development. LFCC will partner with Germanna Community College (GCC) to offer this program to LFCC's students with clinicals taking place at Page Memorial Hospital. A signed MOU is in place and LFCC has submitted paperwork to SACSCOC.

2. Use G3 framework to develop clear pathways to degree while meeting workforce needs in the region

LFCC participated in the G3 planning process during March-October and created the following pathways: AAS HIM; AAS Emergency Medical Services; AAS Early Childhood Development; AAS Information Systems Technology; AAS Cybersecurity; AAS Technical Studies/Process Control Technician. Additionally, LFCC updated the CSC Patient Care Technician to become the financial aid eligible, entry level program for health professions 'pre-admit' status.

3. Use Tech Talent Pipeline framework to develop Computer Engineering and Software Engineering degrees

LFCC introduced one new degree that will fall within the Tech Talent Pipeline ask, as well as proposed a spin-off of computer science for the 2020-21 catalog. The AS in Science: Cybersecurity Engineering and the AS in Computer Science are in the approval process.

**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;

LFCC reviewed applicant pool data to identify advertising venues to identify and hire qualified applicants from a diverse and inclusive pool. Availability/utilization reports for full time searches were evaluated for the past year. There were 32 searches performed between March 2019 to April 2020. The data were reviewed in two, six month time periods to provide a before and after comparison to document applicant pool diversity. For staff searches, the number of minority applicants in the six month time periods went from 54 to 98, an 81% increase. For faculty searches, the number of minority applicants per search went from 8 to 10 , a 25% increase.

- b. For each search, complete an analysis of national applicant pool data in comparison to position applicant pools.

Every full time position included the analysis of the national pool data for the position and was shared with the President, CHRO, search committee, and hiring manager. The CHRO has identified a need for an increase in applications from African Americans based on the national availability pools.

- c. Review availability of funds for applicant travel reimbursement for final interviews to ensure true national search initiative;

Hiring managers have been asked to review their budget and offer travel funds for candidates wishing to interview as a finalist. The College has also been able to provide travel funds based on actual cost and not a flat figure for Vice President level roles. This ensured that all finalists were able to participate in the final round of interviews, thereby increasing the diversity and inclusivity of finalist screenings.

- d. Participation in and execution of search advocate training college wide;

This goal is in progress. Unfortunately, delays in our search advocate trainers receiving necessary guidance and materials impacted the start of this initiative. A search advocate served on two recruitments this academic year: Vice President of FAS and Vice President of ASA. The first cohort of search advocates was set to be trained in March. However, the college's COVID-19 response required that the curriculum be changed to an online format. The training is now being proposed to be completed online in May. The search advocate trainers are serving on a recruitment rubric ad hoc committee which will further LFCC's processes in support of the search advocate program. Establishing the foundation will be key in a successful implementation in the academic year ahead.

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

All positions resulted in recommendations to the hire from the hiring manager, VP, CHRO, and President. This indicates that these recruitments followed the revised policy in support of LFCC's values. However, continued focus on the Governor's equity initiative and the search advocate program is needed to augment and support the cultural changes resulting from the hiring policy. A recruitment rubric ad hoc committee has been formed to review the recruitment process and implement tools/recommendations in support of the search advocate initiative.

# LFCC “Return to Campus” Informal Survey Results

51 total responses; 22 faculty and 29 staff

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# Question 1: What concerns do you have about your work environment when LFCC resumes on-campus operations?

Category	Comment
PPE	<b>Masks</b> ; is LFCC providing them, are faculty/staff required to wear them, are students required to wear and questions regarding enforcement
PPE	<b>Available supply</b> of cleaning wipes, paper towels, hand sanitizer, etc. and assurances that they will be available to all faculty and staff alike
Behavior	Concerns about <b>students not following guidelines</b> , social distancing
Behavior	Community members or <b>too many people using the facility</b> for non-essential reasons
Behavior	Daily screenings of employees and students for COVID signs and symptoms
Behavior	Would like to see a clear direction on what to do if exposed to or identified as COVID +
Engineering Controls	Public facing computers that will need to be cleaned
Engineering Controls	Concerns about the cleaning process; staff, adequate training
Engineering Controls	HVAC transmission concerns
Engineering Controls	Zoom security issues
Combination	Sharing office space and close quarters and visitors
Combination	<b>Faculty office space</b> size not conducive to social distancing with one another or while meeting with students.
Combination	Challenges associated with social distancing in the <b>labs</b>
Other	Concerns about getting or transmitting the virus
Other	Child Care availability or other conditions that make coming to work difficult (elderly parents, ect)
Other	Mental health and well being of students
Other	Faculty support for distance and online delivery

## Question 2: What ideas do you suggest be considered for implementation before we all return to work on campus?

Category	Comment
Engineering Controls	Would like to have the option for virtual classes
Engineering Controls	Modifying spaces by removing furniture, signage and pedestrian control
Engineering Controls	No touch sinks and doors in restrooms
Engineering Controls	More hand sanitizing stations, wipes, etc.
Engineering Controls	deep cleaning, clean between classes and communication of cleaning tactics
Engineering Controls	Signage
Engineering Controls	Provide laptops to replace outdated or old ones
Behavior	<b>Enforce ppe use</b> with students and staff
Behavior	More electronic communication and updates
Behavior	Lodge restroom restrictions
Behavior	Continue telework arrangements where possible
Behavior	Limit class size
Behavior	Provide training to reinforce safe practices
Behavior	Screen employees and students for symptoms prior to entry
Behavior	Curbside service for laptop, fin aid, etc.
Behavior	Alternating schedules for offices and classes to minimize potential for transmission to "all"
PPE	Require face covering by all



## Question 3: What information will you need from your academic unit/ department head or supervisor before we return to work on campus?

Category	Comment
Behavior	How to manage behavior, and what responsibilities we each have
Behavior	Telecommuting arrangements and how often people are needed on campus
Behavior	PPE and behavior Guidelines for individuals and others clearly communicated
Behavior	Decision on fall classes
Behavior	Details on handling in-person appointment and walk-ins
Behavior	Protocol for what to do for known infection of self or others
PPE	Supplies and PPE availability
Engineering Controls	Clearly communicated cleaning protocols

# LFCC “Return to Campus” Strategy Guide

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# Physical Distancing and Engineering Controls

- Utilize signage to encourage everyone to maintain a safe distance, wash hands, and other safe practices.
- Install cough guards at visitor and transaction desks where face to face interactions generally take place between LFCC employees and the public-at-large.
- Re-arrange furniture throughout the campus common areas to facilitate the natural maintenance of safe distancing.
- Install stanchions and floor demarcations for guides to facilitate social distancing.
- Provide additional hand sanitizer stations in high foot traffic locations.
- Review classrooms for new occupancy loads that accommodate the spatial distancing recommendations set forth by the CDC.
- Continue to seek opportunities for online and alternative delivery methods for Summer and Fall courses
- Review opportunities for increasing fresh air intake and indoor exhaust with HVAC systems.

# Enhanced Cleaning and Disinfection

- Deep cleaning of campus prior to resuming operations.
- Incorporation of more diligent and frequent cleaning of high touch areas.
- Implementation of electrostatic sprayers for disinfection using safe but equally effective alternatives to bleach.
- Enhanced training for custodial staff and an increase in cleaning frequency protocol.
- Cleaning of classrooms in between class changes.

# Workplace Safety and PPE

- Install trash cans at restroom doors where possible.
- Install foot pulls on restroom doors where possible.
- Maintain restrictions on college sponsored travel.
- Provide officers and workforce instructors with a means for safely checking temperatures for individuals who request it and/or for students who attend class that requires close-proximity with one another.
- Provide disinfectant wipes and gloves in classrooms where hands-on training occurs.
- Use [pre-screening notice](#) to limit access to those who may pose a greater risk as seen on this document and take measures to pro-actively plan for providing assistance for contact tracing.
- Continue to recommend use of employee and student PPE to cover mouth and nose.
- Provide [guidance to instructors](#) about classroom practices that promote the safety and well-being of students, faculty and staff in classroom settings.
- Develop training modules to help outline roles, responsibilities and expectations of individuals during these periods of limitation (students and faculty/staff)
- Unit Managers to identify strategies for minimizing contact through scheduling, distance meetings, and alternating shifts of telework and in person during COOP meetings with Chief Roy

## **Resolution of Adoption**

**WHEREAS**, the College Board of Lord Fairfax Community College (LFCC) is concerned with the health and well- being of its students, faculty and staff and desires that the best possible emergency service be available to them as well as protecting its property, assets and natural resources; and, the President is concerned with the health and well- being of its students, faculty and staff and desires that the best possible emergency service be available to them as well as protecting its property, assets and natural resources; and

**WHEREAS**, the §23.1-804 of the Code of Virginia requires that any public institution of higher education shall develop, adopt, and keep current a written crisis and emergency management plan; and every four years, each institution shall conduct a comprehensive review and revision of its crisis and emergency management plan to ensure the plan remains current, and the revised plan shall be adopted formally by the board of visitors or other governing body. Such review shall also be certified in writing to the Virginia Department of Emergency Management; and

**WHEREAS**, such a plan has been presented by the LFCC Vice President for Finance and Administrative Services; developed by the LFCC Chief of Police in coordination with the requirements of the Virginia Department of Emergency Management, and with input from the Virginia Community College System (VCCS) and neighboring jurisdictions.

**NOW THEREFORE BE IT RESOLVED** that the LFCC College Board, on this 4th day of June 2020, does hereby officially adopt the LFCC Emergency Operations Plan, to include plans and procedures for both natural and human caused disasters.

**Lord Fairfax Community College**  
**Local Funds Budget**  
**2020-21**

**General Fund**

	<b>Approved FY 19-20</b>	<b>Actual 19-20 as of April</b>	<b>Proposed FY 20-21</b>
<b><u>Revenues</u></b>			
Fax Machines	\$ 75	\$ 28	\$ 75
Copier Machines	\$ 175	\$ 62	\$ 175
Interest Income	\$ 300	\$ 208	\$ 250
<b>Total Revenues</b>	\$ 550	\$ 298	\$ 500
<b><u>Expenditures</u></b>			
Copier Lease	\$ 1,800	\$ 1,141	\$ 1,800
<b>Total Expenditures</b>	\$ 1,800	\$ 1,141	\$ 1,800
Beginning Fund Balance	\$ 6,000	\$ 6,030	\$ 5,000
Budget Increase or Decrease	\$ (1,250)	\$ (843)	\$ (1,300)
<b>Ending Fund Balance</b>	\$ 4,750	\$ 5,187	\$ 3,700

**Parking Fund**

	<b>Approved FY 19-20</b>	<b>Actual 19-20 as of April</b>	<b>Proposed FY 20-21</b>
<b><u>Revenues</u></b>			
Parking Fines	\$ 500	\$ 749	\$ 500
Parking Fees	\$ 370,000	\$ 231,119	\$ 300,000
Interest Income	\$ 6,000	\$ 6,218	\$ 6,500
<b>Total Revenues</b>	\$ 376,500	\$ 238,086	\$ 307,000
<b><u>Expenditures</u></b>			
Campus Security	\$ 80,000	\$ -	\$ 80,000
Parking Lot Maintenance	\$ 100,000	\$ 1,066	\$ 150,000
Parking Improvements	\$ 300,000	\$ -	\$ 350,000
<b>Total Expenditures</b>	\$ 480,000	\$ 1,066	\$ 580,000
Beginning Fund Balance	\$ 625,000	\$ 573,161	\$ 850,000
Budget Increase or Decrease	\$ (103,500)	\$ 237,020	\$ (273,000)
<b>Ending Fund Balance</b>	\$ 521,500	\$ 810,181	\$ 577,000

**Other Local Funds**

	<b>Approved FY 19-20</b>	<b>Actual 19-20 as of April</b>	<b>Proposed FY 20-21</b>
<b><u>Revenues</u></b>			
Student Activities Fee	\$ 245,000	\$ 181,239	\$ 245,000
Bookstore Commissions	\$ 125,000	\$ 194,701	\$ 225,000
Food Service	\$ 65,000	\$ 37,374	\$ 40,000
Interest Income	\$ 20,000	\$ 15,153	\$ 20,000
<b>Total Revenues</b>	<b>\$ 455,000</b>	<b>\$ 428,467</b>	<b>\$ 530,000</b>
<b><u>Expenditures</u></b>			
Student Activities	\$ 100,000	\$ 48,680	\$ 100,000
Food Operations	\$ 92,500	\$ 48,035	\$ 50,000
Bank Charges	\$ 1,500	\$ 43	\$ 250
Employee Retirement	\$ 3,000	\$ -	\$ 3,000
Student Union	\$ 450,000	\$ 450,000	\$ 450,000
Hazel Construcrtion (one-time)	\$ 200,000	\$ -	\$ 200,000
Operations & Maintenance	\$ 13,550	\$ 81	\$ 13,550
<b>Total Expenditures</b>	<b>\$ 860,550</b>	<b>\$ 546,839</b>	<b>\$ 816,800</b>
Beginning Fund Balance	\$ 980,000	\$ 1,146,756	\$ 950,000
Budget Increase or Decrease	\$ (405,550)	\$ (118,372)	\$ (286,800)
<b>Ending Fund Balance</b>	<b>\$ 574,450</b>	<b>\$ 1,028,384</b>	<b>\$ 663,200</b>
 <b>Total Local Fund Balance</b>	 <b>\$ 1,100,700</b>	 <b>\$ 1,843,752</b>	 <b>\$ 1,243,900</b>



College: **Lord Fairfax Community College**

A. Projected FY '20 Parking Reserve Balance (June 30, 2020) \$ 810,000.00

**FY '21 Planned Use of Funds (thru June 30, 2021)**

Project Description

Budget

1	ADA improvements for walkways and parking all campuses	\$ 250,000.00
2	Sealcoat, striping and island landscaping at multiple	\$ 100,000.00
3	Miscellaneous general maintenance	\$ 150,000.00
4		
5		
6	Additional Projects (See Continuation Sheet)	\$ -

B. FY '21 Planned Use of Funds Total \$ 500,000.00

**FY '21 Projected Revenue (thru June 30, 2021)**

Revenue Source Description

1	Mandatory Non-E&G Student Parking Fees	\$ 300,000.00
2	Permit Parking Fees, Fines & Event Sales	\$ 500.00
3	Local Government Contributions	\$ -
4	Interest	\$ 6,500.00
5	Other (Please Specify)	\$ -
6	Other (Please Specify)	\$ -
7	Other (Please Specify)	\$ -

C. FY '21 Projected Revenue Total \$ 307,000.00

D. Projected FY '21 Available Parking Fund Total (A+C) \$ 1,117,000.00

Projected FY '21 (June 30, 2021) Parking Fund  
Ending Balance (D-B) \$ 617,000.00



**Virginia Community College System**  
**Auxiliary Reserve Plan for College Parking Facilities**  
**2020-22 Biennium (FY 2021 and FY 2022)**  
**FY 2022**

College: Lord Fairfax Community College

A. Projected FY '21 Parking Reserve Balance (June 30, 2021) \$ 617,000.00

**FY '22 Planned Use of Funds (thru June 30, 2022)**

Project Description

Budget

1	Hazel Hall sidewalks and service drive	\$ 300,000.00
2	Sealcoat, striping and island landscaping at multiple	\$ 100,000.00
3		\$ -
4		\$ -
5		\$ -
6	Additional Projects (See Continuation Sheet)	\$ -

B. FY '22 Planned Use of Funds Total \$ 400,000.00

**FY '22 Projected Revenue (thru June 30, 2022)**

Revenue Source Description

1	Mandatory Non-E&G Student Parking Fees	\$ 240,000.00
2	Permit Parking Fees, Fines & Event Sales	\$ -
3	Local Government Contributions	\$ -
4	Interest	\$ 5,200.00
5	Other (Please Specify)	\$ -
6	Other (Please Specify)	\$ -
7	Other (Please Specify)	\$ -

C. FY '22 Projected Revenue Total \$ 245,200.00

D. Projected FY '22 Available Parking Fund Total (A+C) \$ 862,200.00

<b>Projected FY '22 (June 30, 2022) Parking Fund Ending Balance (D-B)</b>	<b>\$ 462,200.00</b>
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<b>Summary</b>	
2018-20 Projected Reserve Balance (June 30, 2020)	\$ 810,000.00
2020-22 Planned Use of Funds	\$ 900,000.00
2020-22 Projected Revenue	\$ 552,200.00
2020-22 Projected Reserve Balance (June 30, 2022)	\$ 462,200.00

Date Approved by Local Board: \_\_\_\_\_

Signed by: \_\_\_\_\_

Title: President, Lord Fairfax Community College

Date: \_\_\_\_\_

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

TO: LFCC Board

FROM: LFCC Board Chair and Vice Chair Nominating Committee 2020

DATE: May 26, 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: 2020-22 LFCC Board Chair and Vice Chair Nominations

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

Pursuant to the LFCC Board Bylaws Article Three, 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. Article Three, Section 1 states 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; and that the vice chair will be considered to be the chair elect.

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.

The board approved nominations committee consisting of Bill Daniel, Pam McInnis, Rich Galecki and Kim Blosser propose the following board officer nominations for approval:

2020-22 LFCC Board Chair, Pamela M. McInnis, representing Warren County  
2020-22 LFCC Vice Chair, Michael S. Wenger, representing Rappahannock County

Attachments (List supporting documents.):



## LORD FAIRFAX COMMUNITY COLLEGE BOARD

### 2020-21 Calendar of Scheduled Meetings

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<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>
September 3, 2020	12:00 p.m.	Carl & Emily Thompson Conference Center, Corron Community Development Center, Middletown Campus
November 12, 2020	12:00 p.m.	Carl & Emily Thompson Conference Center, Corron Community Development Center, Middletown Campus
February 4, 2021	12:00 p.m.	Carl & Emily Thompson Conference Center, Corron Community Development Center, Middletown Campus
April 1, 2021	12:00 p.m.	The Barn, Fauquier Campus
June 3, 2021	12:00 p.m.	Luray-Page County Center

***Note: All College Board meetings are scheduled to begin at 12:00 p.m.; a light lunch is served at 11:30 a.m. Dates, times and meeting locations are subject to change due to unforeseen circumstances.***