

**LORD FAIRFAX COMMUNITY COLLEGE**  
**BOARD MEETING**  
**MINUTES NO. 254**  
**September 2, 2021**

**CALL TO ORDER**

Board Vice Chair Michael Wenger convened a regular meeting of the Lord Fairfax Community College (LFCC) Board at 12:00 p.m., Thursday, September 2, 2021 in the Carl & Emily Thompson Conference Center at the Middletown campus.

<b>Members Present</b>	Kimberly P. Blosser Renard Carlos Michael Czinkota Edwin C. Daley Krista Farris Brad A. Hodgson Andrew C. Keller Michael A. Lake Pamela M. McInnis Brandon Monk Maryam Tabatabai Michael Wenger	Lord Fairfax Community College Fauquier County Page County Warren County Winchester City City of Winchester Shenandoah County Frederick County Warren County Frederick County Clarke County Rappahannock County
<b>Members Absent</b>	Benjamin C. Freakley Kim Jenkins Paul Johnson	Shenandoah County Fauquier County Page County
<b>Others Present</b>	Mary Barton, former College Board member representing Fauquier County Jeanian Clark, vice president of Workforce Solutions and Continuing Education Chris Coutts, provost Fauquier campus and vice president of communications and planning Anne Davis, vice president of academic and student affairs Ashley Hansen, executive assistant to the president Liv Heggoy, associate vice president of development Craig Short, vice president of financial and administrative services	
<b>Approval of Minutes No. 253</b>	On a motion made by Michael Lake, seconded by Ed Daley, Minutes No. 253 were unanimously approved.	

**NEW BUSINESS**

<b>Presentation of Excellence In Service Award to retired LFCC Board member, Mary Barton, former</b>	Former College Board member representing Fauquier County, Mary Barton, was presented with an excellence in service award for her commitment and outstanding service to the board and college.
--	---

<b>representative of Fauquier County</b> (Information Item)	This was an information item and required no further action.
<b>LFCC Board officer changes</b> (Information Item)	<p>Board Chair Pam McInnis informed board members that due to personal reasons, she will step down early from her role as chair of the College Board effective immediately. McInnis thanked Board Vice Chair Mike Wenger for his willingness and proven capability to serve as interim chair over the past few months and moving forward. McInnis will remain as a member of the board representing Warren County.</p> <p>Board Vice Chair Mike Wenger thanked McInnis for her two years of dedicated service as vice chair of the board from 2018-20 and as chair from 2020-21 during a very pivotal time of transition for the college including the 2018 presidential search and the college name review process.</p> <p>Per the College Board Bylaws (Article 3; 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. McInnis' term was to expire June 2022. Therefore, Board Vice Chair Mike Wenger will serve as interim chair until his official term of chair begins July 2022. A special early nomination and election for the office of vice chair will be carried out at the November 2021 board meeting.</p> <p>This was an information item and required no further action.</p>
<b>Recommendation to approve 2022-24 College Board Chair and Vice Chair Nominating Committee</b> (Action Item)	<p>Board Vice Chair Mike Wenger referenced the College Board Bylaws (Attachment No. 1) in that the officers of the Board shall be elected biennially by the Board at its June meeting to serve a two-year term beginning July 1 immediately following.</p> <p>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 2022-24 term is:</p> <ul style="list-style-type: none"> <li>• Pam McInnis, chair</li> <li>• Mike Wenger, vice chair</li> <li>• Ed Daley, board member appointed by chair</li> <li>• Kim Blosser, secretary to the board, college president</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 November board meeting. As a reminder, the vice chair will be considered the chair elect. Therefore, Mike Wenger (current board vice chair) will be</p>

	<p>presented for election to serve as College Board chair 2022-24 at the November College Board meeting along with the committee's vice chair nomination.</p> <p>On a motion made by Brad Hodgson, seconded by Brandon Monk, the 2022-24 College Board Chair and Vice Chair Nominating Committee was unanimously approved.</p> <p>(Attachment No. 1)</p>
<b>College name update</b> (Information Item)	<p>Kim Blosser, president, reported on the following.</p> <p>The Virginia State Board for Community Colleges approved the college's recommendation of Laurel Ridge Community College as the institution's new name at their July 2021 meeting.</p> <p>The college has begun work with a vendor on design of a new logo and branding suite. The renaming transition will carry on throughout the Fall 2021 and Spring 2022 semesters. Students graduating in May 2021 will graduate under the name Lord Fairfax Community College. Students enrolling in Fall 2022 will enroll under the new name of Laurel Ridge Community College. The official name changeover will occur on June 2, 2022.</p> <p>Craig Short is leading a renaming transition group who is working on identifying the processes needing to take place to transition the college name in all applicable areas, which is an enormous amount of work.</p> <p>This was an information item and required no further action.</p>
<b>Introduction to LFCC's Strategic Plan for AY 2022-27</b> (Information Item)	<p>Chris Coutts, vice president of communications and planning, reviewed the draft shell of the college's next six-year strategic plan titled Engage 2027 (Attachment No. 12) with board members. The finalized, comprehensive strategic plan will be proposed to the board for endorsement at the November meeting.</p> <p>This was an information item and required no further action.</p> <p>(Attachment No. 2 and No. 12)</p>
<b>Review of LFCC Institutional Priorities AY 2021-22</b> (Information Item)	<p>President Kim Blosser reviewed the LFCC Institutional Priorities for academic year 2021-22 with board members (Attachment No. 3).</p> <p>Institutional priorities include:</p> <ol style="list-style-type: none"> <li>1. To engage full-time and adjunct faculty in professional development and meaningful dialogue to broaden their understanding of equity gaps in student success; this will also include dialogue with student success personnel.</li> </ol>

	<ol style="list-style-type: none"> <li>2. To provide students with connections to programs and community resources that address non-academic barriers to success by expanding the use of SingleStop.</li> <li>3. Align curricular content with the expressed business needs of employers, including periodic review and updates by advisory committees; develop methods and schedules to update all credentialing programs with a frequency that ensures consistent alignment with industry changes.</li> <li>4. Build academic schedules to prioritize the needs of adult working students and expand access to underrepresented groups; fully utilize Ad Astra Platinum Analytics to build schedules that ensure students can get the courses they need when they need them.</li> <li>5. Diversity – review hiring processes to ensure candidates understand equity focus.</li> </ol> <p>These priorities were determined through a process including faculty, staff and administration. Once determined by the college leadership, the priorities were submitted to the VCCS Chancellor for review and approval. Near the conclusion of the 2021-22 academic year, the president will provide the College Board with an institutional priorities progress report as part of the president's annual evaluation by the board.</p> <p>This was an information item and required no further action.</p> <p>(Attachment No. 3)</p>
<b>State and College budgets update</b> (Information Item)	<p>Craig Short, vice president of financial and administrative services, presented an in-depth review of the current State and College budgets. (Attachment No. 13)</p> <p>This was an information item and required no further action.</p> <p>(Attachment No. 13)</p>
<b>Workforce Solutions quarterly performance update</b> (Information Item)	<p>Jeanian Clark, vice president of Workforce Solutions, reviewed the attached Workforce Solutions and Continuing Education Fourth Quarter Performance Update with board members. (Attachment No. 4)</p> <p>This was an information item and required no further action.</p> <p>(Attachment No. 4)</p>
<b>College Facility Naming Policy</b> (Information Item)	<p>Liv Heggoy, associate vice president of development, presented the following to board members.</p> <p>The college will establish a Facility Naming Policy that is aligned with current VCCS policy, which authorizes local college boards to provide names for any facilities on its campus(es) and adopt procedures regarding such naming.</p>



	<p>The draft policy document is being shared with the College Board for feedback.</p> <p>The current Naming Opportunities Policy does provide guidance on the issue of facility naming. However, it is not sufficiently comprehensive, and the approval process outlined in the policy is inconsistent. The Facility Naming Policy will replace the Naming Opportunities Policy.</p> <p>As a college-wide policy, the college facility naming policy will undergo review through the college governance process, beginning with the FAS committee. After the policy has been approved by the College President, it will be shared with the College Board.</p> <p>This was an information item and required no further action.</p> <p>(Attachment No. 5)</p>
<p><b>Recommendation to approve FY 2021-22 Local Funds Budget</b> (Action Item)</p>	<p>Craig Short recommended the FY 2021-22 Local Funds Budget for board approval.</p> <p>Local funds are comprised of revenues received from auxiliary enterprises like parking, vending, and bookstore commissions. The College Board has approval authority on how these funds are expended. The attachment includes the FY 2020-21 approved budget, actual budget numbers through end of FY21, and the proposed FY 2021-22 budget.</p> <p>On a motion made by Brad Hodgson, seconded by Pam McInnis, the FY 2021-22 Local Funds Budget was unanimously approved.</p> <p>(Attachment No. 6)</p>
<p><b>Recommendation to approve FY 2022-23 College Board Budget</b> (Action Item)</p>	<p>Craig Short recommended the FY 2022-23 College Board Budget for board approval.</p> <p>The localities, which provide funding for this budget, start requesting our budget proposals for the next fiscal year in the fall. (this budget runs July 1, 2022 through June 30, 2023). The College Board Budget consists of various funds spent by different departments within the college including scholarships set aside for each of the localities. Recognizing the economic impacts of COVID-19 and the current uncertainties in the economy, the attached budget proposes to maintain the same funding request as the originally approved fiscal year 21 and fiscal year 22 (notwithstanding any interim reductions during the current fiscal year).</p> <p>Note that the original FY 22 College Board Budget request was subsequently reduced by \$3,817 at the April 2020 Board Meeting, in response to a locality funding shortfall. We are requesting that the</p>

	<p>original amounts approved remain intact in order to maintain the originally anticipated levels of scholarship and student support funding.</p> <p>On a motion made by Ed Daley, seconded by Brad Hodgson, the FY 2022-23 College Board Budget was unanimously approved.</p> <p>(Attachment No. 7)</p>
<p><b>Recommendation to approve <i>Lease Agreement with LFCC Educational Foundation Facility for Fauquier Campus Trades Lab Building</i></b> (Action Item)</p>	<p>Craig Short recommended the Lease Agreement with LFCC Educational Foundation Facility for Fauquier Campus Trades Lab Building for board approval</p> <p>The LFCC Foundation is planning on constructing a permanent “Trades Lab” building on a parcel of land donated by Fauquier County. The parcel is directly adjacent to existing LFCC campus facilities at the Fauquier Campus at 6480 College Street in Warrenton, VA. The new facility is primarily intended to replace the current facility that is located in modular mobile units at 4151 Weeks Drive in Warrenton, VA known as the “Vint Hill” site.</p> <p>The licensing agreement at the Vint Hill site is scheduled to expire in June, 2022. Current base payment costs of \$60,000 per year are proposed to increase to \$62,400 per year thereafter. Additional costs associated with the Vint Hill Site include approximately \$15,000 per year in franchise wireless internet costs and efficiency costs associated with traveling to and from the site for maintenance and repairs. Minimally, the base cost for operating at the Vint Hill site exceed \$75,000 per year.</p> <p>During the recent and ongoing COVID-19 pandemic, the issues of indoor air quality and adequate space for facilitating social distancing have become a prominent factor in LFCC’s ability to continue the mission critical activity of the delivery of instruction; particularly in the areas of building trades and lab-based learning where the expectation of mobility and student interaction are high. This facility will provide high confidence in the introduction of fresh air into and exhaust out of the classroom spaces and provide adequate space for distancing that is not possible in the current site, but critical in the post-pandemic environment. Moving this location to the adjoining site will also provide opportunities for LFCC to expand the use of the facility for future programming.</p> <p>We have reviewed comparable spaces close to campus that range in lease costs from \$11.50sf on the low end to as much as \$23.50sf on the high end, not including build-out costs, to meet the needs of LFCC programming. Projected lease payments to the LFCC Educational Foundation for the new facility are anticipated at \$70,000 per year.</p>

	<p>Because of the favorable location and lease terms, the potential for meeting LFCC needs for the delivery of instruction in the post-pandemic environment, and the unique circumstance of adjacency to our existing campus, this space offers an ideal arrangement for the college to relocate its trades programming. For those reasons, we request College Board approval to enter into the lease agreement for this off-campus facility to house the trades lab.</p> <p>On a motion made by Krista Farris, seconded by Brandon Monk, the Lease Agreement with LFCC Educational Foundation Facility for Fauquier Campus Trades Lab Building was unanimously approved.</p> <p>(Attachment No. 8)</p>
<p><b>Recommendation to approve <i>Waterline Easement to the City of Winchester</i></b> (Action Item)</p>	<p>Craig Short recommended the Waterline Easement to the City of Winchester for board approval.</p> <p>Construction of the Smith Hall addition requires the establishment of waterline easement with the City of Winchester as illustrated on sheets 7 and 8 of the attached drawing. Additional waterline installations on campus, heretofore unregistered with the City of Winchester through easement, were also discovered and were therefore included in the engineer's contract to illustrate in plats and record as well. The waterline easements are 20' wide with two sections totaling 1,218.6' long and 1,185' long, respectively. Total amount of waterline easement created is 48,072SF or 1.104 acres. Approval to grant easements on VCCS property has been delegated from the State Board, to the Chancellor, to the VCCS Associate Vice Chancellor, Facilities Services. This request is for local board recommendation for approval.</p> <p>On a motion made by Brad Hodgson, seconded by Andrew Keller, the Waterline Easement to the City of Winchester was unanimously approved.</p> <p>(Attachment No. 9)</p>
<p><b>Recommendation to approve <i>Electric Utility Easement to Rappahannock Electric Cooperative</i></b> (Action Item)</p>	<p>Craig Short recommended the Electric Utility Easement to Rappahannock Electric Cooperative for board approval.</p> <p>Construction of the Smith Hall addition received building permit on May 7, 2021 and notice to proceed given to Lance Construction on May 24, 2021. The project addition requires the relocation of an existing transformer and therefore, the establishment of electric utility easement with the Rappahannock Electric Cooperative as illustrated on their field sketch dated 7/2/2021. Total amount of electric utility easement created is approximately 1,575 sf at 15' wide by approximately 105' long. Approval to grant easements on VCCS property has been delegated from the State Board, to the Chancellor,</p>

	<p>to the VCCS Associate Vice Chancellor, Facilities Services. This request is for local board recommendation for approval.</p> <p>On a motion made by Michael Lake, seconded by Brandon Monk, the Electric Utility Easement to Rappahannock Electric Cooperative was unanimously approved.</p> <p>(Attachment No. 10)</p>
--	--

#### REPORT OF THE COLLEGE BOARD CHAIRMAN

College Board Vice Chair Mike Wenger reported on the following:

Mike Wenger attended the 2021 VCCS Chancellor's Retreat and Meeting of the Boards held in early August, and he came away with two strong observations.

1. Found this group of community college leaders to be an excited, energized and engaged group considering the post-pandemic landscape, who are very much looking forward to future success in higher education.
2. After introducing himself as a board member from LFCC, all responses reflected a reputation of a great institution within the system. Renowned programmatically, LFCC is a known entity within the system as an exemplary institution.

#### REPORT OF THE EDUCATIONAL FOUNDATION BOARD REPRESENTATIVE

Brad Hodgson, LFCC Educational Foundation Board representative, reported on the following:

- Sharon Hetland, LFCC interim director of adult education, presented on the college's adult education program at the Foundation Board's September meeting.
- The Foundation Board approved the lease agreement between the college and the LFCC Educational Foundation for the new Trades Lab facility to be built on Foundation property adjacent to the Fauquier campus.
- Anne Hall was approved as a new member of the Foundation Board.
- To date, the LFCC Foundation has \$1.8 million in donations for FY 2021.

#### REPORTS OF THE COLLEGE

<b>President</b>	<p>Kim Blosser reported on the following:</p> <p>The president will hold two virtual open forums during the Fall 2021 semester, which are scheduled for September 30 at 10 a.m. and November 8 at 2 p.m. via Zoom.</p> <p>The college is hosting joint student/staff fall picnics at each campus, which are scheduled for September 14 from 12 p.m. to 2 p.m. at the Fauquier Campus and September 28 from 11 a.m. to 2 p.m. at the Middletown Campus. The college will celebrate the dedication of Dr. Cheryl's Pavilion at the Fauquier Campus during the picnic scheduled on September 14.</p>
------------------	---

	<p>LFCC All College Day 2021 is scheduled for Monday, November 22 from 8 a.m. - 12 Noon in the Carl &amp; Emily Thompson Conference Center, Corron, Middletown campus. This year's topic will be focusing on how the college can recruit and engage the Gen Z and millennial generations in a post-Covid world. We will also review the college's next strategic plan. The event is tentatively planned to occur in-person, but we may need to pivot to a virtual event if Covid mitigation efforts require so as we progress into the fall semester.</p> <p>As of the end of August 2021, our HR office had received 125 employee requests for telework. Of those, 83% telework agreements are for hybrid (more than 32 hours per month but less than full-time), 15% for limited (less than 32 hours per month), and less than 2% are for full-time telework.</p> <p>The college is preparing to submit its "One Virginia" (the ONE Virginia Strategic Plan for Inclusive Excellence in Higher Education) plan at the end of August. This plan will be shared with the local board once it is complete. Details about what must be included in the plan are included here: <a href="https://www.governor.virginia.gov/diversity/one-virginia/">https://www.governor.virginia.gov/diversity/one-virginia/</a></p> <p>The college has received guidance from the State and the VCCS concerning Governor Northam's Executive Directive 18. The college will soon have data regarding our employee vaccination rates, which will be shared with the local board, as well as the college's process for implementing the weekly testing requirement.</p>
<b>Workforce Solutions and Continuing Education</b>	<p>Jeanian Clark reported on the following:</p> <p>Report provided in <i>Fourth Quarter LFCC Workforce Solutions Performance Update</i>. (Attachment No. 4)</p>
<b>Communications and Planning; Fauquier campus</b>	<p>Chris Coutts reported on the following:</p> <p><u>LFCC Website Redesign</u> LFCC's website received a fresh new look, consistent with our focus on the students we serve. The clean design of the website is optimized for mobile devices, since very few of our students access the website through a computer browser. The search function has been updated, and now items can be easily searched for, rather than asking visitors to navigate through complex menus.</p> <p><u>College Publications</u> Our suite of college publications, which includes regular newsletters, an annual viewbook, an annual impact report, and a fact sheet, has been redesigned to be consistent with the new name, logo and branding of Laurel Ridge, and we look forward to sharing our new newsletter, <i>The Laureate</i>, with you later in September.</p>

<b>Academic and Student Affairs</b>	<p>Anne Davis, vice president of academic and student affairs, reported on the following:</p> <p><u>LFCC's Cybersecurity Associates of Applied Science</u> Received accreditation from the computing accreditation commission of the accrediting body ABET. LFCC is one of only two community college programs in the nation to receive this distinction.</p> <p><u>Inaugural PTA Cohort</u> Classes began at the LPCC with 7 students. This unique partnership with Germanna CC will allow LFCC to meet the demand in our region for healthcare providers.</p> <p><u>Instructional Technology Office at LFCC</u> LFCC's ITO team was asked to create and present an online seminar as part of the VCCS summer webinar series. The topic was responsive and substantive interaction (RSI), including a review of the new federal guidelines for frequent, scheduled, and predictable instructor interactions. The webinar was offered to 23 community colleges across the state of VA and had over 300+ in attendance.</p> <p><u>Transfer Virginia</u> Transfer Virginia is preparing to launch a statewide portal that will provide students with resources for more seamless transfer pathways from VCCS colleges to Virginia 4-year institutions. Much work is being done by faculty at 2 and 4-year institutions to examine curricula and standardize learning outcomes to ensure maximal transfer of credits.</p> <p><u>New Faculty</u></p> <ul style="list-style-type: none"><li>• Kellie Anderson, Nursing, has an ASN from Aultman College of Nursing, a BSN from Kent State, and an MSN from Robert Morris University, with a concentration in simulation instruction and management certification. She has been a nurse for over 12 years, and has worked orthopedics, medical surgical, and has also worked as a clinical adjunct and teaching assistant at Kent State.</li><li>• Mary Catts, Nursing, brings vast experience to our faculty team. Mary has been an adjunct instructor in Medical-Surgical Nursing acute care setting and has worked in School Nursing. She also has expertise in Staff Development, Quality Assurance, Home Health, and Intensive Care Nursing. Mary has an ADN from Germanna Community College and a BSN/MSN in Nursing from George Mason University.</li><li>• Paul Cissel, Emergency Medical Services, has worked for LFCC for almost a decade, and has assisted with</li></ul>
-------------------------------------	--

teaching and accreditation efforts. Paul has an Associates from Camden County College and a BS from George Washington University. He carries with him a vast amount of experience, including over 20 years serving in Prince George's County Fire/EMS Department in roles ranging from shift supervisor, senior medic, field trainer, sector supervisor, quality assurance officer and Paramedic Captain.

- Melissa Flenniken, Nursing, has a BSN from the University of Texas and an MSN from the University of Phoenix. She has 16 years of nursing experience, three of those in academia. She has a background in leadership, intensive care, renal, orthopedics, cardiac and bedside nursing. Melissa has extensive participation in volunteer activities and community service, as well as the multitude of professional development and presentation materials she has developed.
- Lisa Kara, Administration of Justice, has an BA in English from George Mason University and a Master of Forensic Sciences from George Washington University, with a concentration in high tech crime investigation. She comes to us from Blue Ridge Community College, where was a faculty member and oversaw the Administration of Justice program. Prior to joining academia, Lisa worked with several police departments as a Patrol Officer, Crime Scene Technician, Detective, and Computer Forensic Investigator.
- Andrea Payne, Nursing, served the college in an emergency hire role last spring. She has joined full-time faculty ranks and will be working on both the Middletown and Fauquier campuses. In addition to her work here at LFCC, Andrea has over 13 years of nursing experience. She graduated with her ADN from Germanna Community College in 2008, her BSN from the University of Phoenix in 2011 and her MBA in Healthcare Management in 2018.
- Carla Schultes, Mathematics, earned her B.S. in Mathematics from Muhlenberg College and her M.S. and Ph.D. in Mathematics from Lehigh University where she specialized in differential geometry. She taught full-time for a decade in the Department of Mathematics and Computer Science at Salisbury University in Salisbury, Maryland.

- Sam Spire, Mathematics, is originally from east Tennessee, and first moved to Virginia in 1985 to earn his bachelor's degree in Electrical Engineering from Virginia Tech. He has been an adjunct faculty and an associate instructor at LFCC for the past couple of years. Sam has a master's degree from Bethany Seminary and earned his master's degree in Math from North Carolina Central University. He has been an adjunct faculty and an associate instructor at LFCC for the past couple of years.

#### Single Stop

LFCC launched Single Stop as a resource to connect students to local community and government resources for help with food, healthcare, housing, transportation, utility bill payments, or other needs. Interns from our human services program provide peer counseling and work to locate resources for students. Since the program launched, we have connected with 46 students who were able to access \$129,482 in benefits.

#### United Virginia

LFCC partnered with Unite Virginia, a coordinated care network of health and social care providers. Partners in the network connect through a shared technology platform, Unite Us, enabling them to send and receive electronic referrals, addressing people's social needs, and improve health across communities. As a community partner, LFCC will make outbound referrals to service providers for students in need and to receive referrals from other community partners.

#### E-Sports

Esports is coming to LFCC. It's time to get involved in professional or intermural gaming. Our Smash Club has returned, and they are hosting club meetings on Wednesday evenings. Stay tuned for their tournament activities this fall and spring.

#### Summer Bridge Program

LFCC hosted a summer bridge program for students who placed in developmental program via multiple measures. The program assisted students in mastering math functions in MTE's 1-3 as well as ENF. The program includes SDV 100, and the goal is to have students be ENF 3/ENG 111 and MTH 154/155 ready by completion of the program.

#### Student Success Center

Check out the new Student Success Center in Wolk Hall Room 218 at Fauquier. The space is available for individual and group studying as well as tutoring. It is also where students can find Single Stop on the Fauquier Campus.



	<p><u>Laptop Loaner Program</u> Last year a generous donation enhanced LFCC's laptop loaner program for students. If you know students that need access to technology at home, but do not have a laptop refer them to either the Middletown or Fauquier Library for Assistance.</p> <p><u>Early College and High School Partnerships Updates</u> The Lord Fairfax Community College Foundation was awarded \$222,600 from the Claude Moore Charitable Foundation for the 2021-2022 academic year. These forms are in support of Frederick County Public Schools to purchase anatomage machines for their high school health sciences and science programs. The Claude Moore Charitable Foundation works with community colleges, secondary partners, and health care providers to expand and nurture healthcare career pathways that lead students to careers that will lift them out of poverty and meet the demands of workforce in the Commonwealth of Virginia.</p> <p><u>Adult Education</u> The Adult Education Program is offering workplace ESL classes at Bowman Andros Products in Mount Jackson. Bowman Andros employees are attending the classes at their worksite and are learning English that is specifically contextualized to their work environment. Completion of this program will put them in a more favorable position for possible promotion within the company. They are being compensated by their employer to attend these classes, and the classes themselves are being funded by our AEFLA grant.</p> <p>Fourteen ESL students from the Adult Education program have completed an integrated education and training program that focused on both English language acquisition and earning a National Retail Federation certificate in Customer Service. The National Retail Federation is the country's largest retail trade association, and several local employers are members that recognize the certificate. Some students were able to complete a volunteer work experience with Valley Assistance Network to help build their resumes.</p>
<p><b>Development and LFCC Educational Foundation</b></p>	<p>Liv Heggoy, associate vice president of development and executive director of the LFCC Educational Foundation reported on the following:</p> <p>Five new scholarships (\$109,000 in total) have been established to date in 2021.</p> <p>\$5,000 is now available for dual enrollment scholarships for students who reside in Fauquier and Rappahannock counties. This gift is made possible by one of the LFCC Foundation's generous annual donors.</p> <p>The Foundation is pleased to report an increase in employee giving through payroll deduction. The opportunity to donate through payroll</p>

	<p>deduction is now introduced to new employees through the onboarding process. We are pleased to have 15 new employee donors so far this year.</p> <p>We are looking forward to finally celebrating the grand opening of the new Luray-Page County Center on Friday, September 10. A recent gift of \$200,000 will allow the College to create a beautiful back garden and gathering area, which will hopefully be used not only by our campus community but also by others who wish to rent the facility for special events.</p> <p>A new fundraising priority for the Foundation will focus on the expansion of trades programming at the Fauquier Campus, beginning with the new trades facility to be constructed on the property owned by the Foundation adjacent to the campus in Warrenton.</p> <p>The Foundation continues to work on the possible establishment of a separate LLC for the purpose of holding title to the real estate properties, rather than setting up a separate 501(c)(3) real estate foundation. After doing some research, our attorney noted that property held in an LLC where the sole member is a nonprofit organization is, in fact, technically not tax exempt. We have reached out to two legislators to ask for their assistance in sponsoring an amendment to correct what our attorney assesses as a “technical” error in one section of the Code of Virginia.</p> <p>Sponsorships have been secured from United Bank and Anthem to support the Wits for Wellness 5K on September 18. Costco will also provide in-kind support. A portion of the proceeds from the race will support LFCC Foundation scholarships.</p>
<b>Financial and Administrative Services</b>	<p>Craig Short, vice president of financial and administrative services, reported on the following:</p> <p><u>Business Office</u></p> <p>The FY 22 budgets have been confirmed and issued. Year-end activities for the business office have been completed and record information provided to RVA. Received notice of projections for additional American Rescue Plan “ARP” funding of nearly \$9,000,000, slightly more than half of which is designated for student aid. Will provide additional information on budget as a separate agenda item.</p> <p><u>Auxiliaries and Facilities Planning</u></p> <p>Hazel Hall sitework is under way. Contractor has topped out and exterior denzglass wallboard being installed with interior MEP and light gauge framing in progress. Overall construction completion at 30%. Wolk Hall design planning and permitting for the lower-level classrooms are in progress with anticipated start date of April 1 through September 2022. Fauquier Trades lab preliminary planning study documents complete; plats for additional acreage in process,</p>

lease initiation/offsite and waiver for solicitation approved by VCCS. Aggressive schedule for September 22 completion. In discussions with landlord for options for lease renewal at Vint Hill for an additional year if necessary. Smith Hall Addition bid March 25 came in at \$1.7 million with Lantz Construction; pre-construction meeting held on May 11, however, actual construction postponed until Sept 1 to accommodate supply chain issues with steel joists and decking with planned completion of June 2022. Construction fencing installed on August 20 to avoid student interaction. Final vaccination clinic held on May 12. Re-established vending at Middletown campus. Bookstores open at each campus with hours posted on the website.

#### Facilities Management

Director of Facilities position filled. Continue to work on accommodations for the COVID pandemic including joint scope for major HVAC controls upgrade college-wide, chiller modernization at Fauquier Campus, distribution of air filters throughout campus, cleaning supplies for classrooms. Additional projects going through the VCCS process for design and procurement: additional landscaping and parking lot improvements at Middletown campus, Office 501 wall installation, Veterans Suite Office separation, vending area improvements in Fairfax Hall, replacement of stairs at TRiO entrance in Fairfax Hall, concrete pad replacement at Wolk Hall rear dock, Police Desk in Wolk Hall, tree removal and exterior lighting removal at Wolk Hall, exhaust improvements to the main area of Wolk Hall, mini split installation for Wolk Hall IT closet.

#### LFCC Police

Continuing to maintain COOP posture as a result of the COVID pandemic. COOP Campus Coordination team continues to meet for planning Summer and Fall course delivery. The "Supervisor on Duty" program is being reconstituted with signup sheet and briefing document ready for end of August.

#### Information and Instructional Technologies

Continued support for Instructional Technology with temporary staffing and re-assignment from the IT side of the operations. Jenkins Hall HyFlex Technology is complete with pilot classrooms included. HyFlex installations beginning at Middletown Campus and expected to continue through the Fall semester without interruption to class schedules. Developing scopes of work for Hazel Hall, Wolk Hall and the Fauquier Trades Lab building technology. Developing the ETF purchasing list for submittal in mid-September. Continue to solicit needs from faculty and staff for hardware related to remote and mobile delivery of service and instruction if necessary. Working on re-establishing on campus presence for in person delivery of instruction with classroom technology.

IMPORTANT DATES			
Date	Activity	Time	Location
Friday, September 10, 2021	<b>Luray-Page County Center Grand Opening</b>	11:00 a.m.	Jenkins Hall, Luray-Page County Center
Saturday, September 18, 2021	<b>LFCC Wits for Wellness 5K;</b> register at lfcc.edu/5K	9:00 a.m.	Middletown Campus
Thursday, November 4, 2021	<b>College Board meeting</b>	12:00 p.m.; <i>lunch served at 11:30 a.m.</i>	Carl & Emily Thompson Conference Center, Corron Community Development Center, Middletown Campus
Monday, November 22, 2021	<b>LFCC All College Day</b>	8:00 a.m. – 12:00 p.m.	Carl & Emily Thompson Conference Center, Corron Community Development Center, Middletown Campus
Thursday, February 3, 2022	<b>College Board meeting</b>	12:00 p.m.; <i>lunch served at 11:30 a.m.</i>	Carl & Emily Thompson Conference Center, Corron Community Development Center, Middletown Campus

ADJOURNMENT	
Board Vice Chair Mike Wenger declared the meeting adjourned at 1:54 p.m.	

**SUBMITTED BY:**



---

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

**APPROVED BY:**



---

Michael S. Wenger  
Vice Chair  
Lord Fairfax Community College Board

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

Copy of Approved MINUTES NO. 253 (June 3, 2021) filed with Glenn DuBois, Chancellor, Virginia Community College System.

## **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

**LFCC ENGAGE**  
*Inviting • Inclusive •  
Inspiring • Impactful*



## Background

This strategic plan - developed with input from students, faculty, staff, and community members during the 2020-21 academic year - will guide us through the next six years. It is aligned with the recently developed VCCS strategic plan, [Opportunity 2027](#), which promises that our colleges will “achieve equity in access, learning outcomes, and success for students from every race, ethnicity, gender, and socioeconomic group.” Our strategic plan rests on a foundation of **four frameworks** – *Inviting, Inclusive, Inspiring, and Impactful* – and outlines a set of eight objectives that will help ensure we make a positive impact with individuals, families, and the communities we serve. The final plan, with measurable outcomes, will be presented for endorsement in November.

### THE STUDENT IMPACT STATEMENT

Our **student impact statement** declares our commitment to deliver an inviting, inclusive, inspiring, and impactful experience to every student.

**LFCC commits to delivering a transformational student experience characterized by:**

- An **inviting** campus that offers a welcoming, engaging, and enjoyable college experience
- An **inclusive** community that provides an affordable, relevant education and the services, resources and opportunities students need, without exception; and draws people, services, and knowledge together with the singular focus of addressing students’ fundamental needs
- An **inspiring** and exciting education that is facilitated by talented faculty and results in career and transfer opportunities that enable students to thrive
- An **impactful** experience in a vibrant, connected college community that enriches the learning experience, delivers relentless encouragement, and builds life-long connections

**Faculty and staff of LFCC commit to support this transformative experience through:**

- Accessible, guided, intuitive services that support all students and their families without exception
- Efficient and effective processes supported by contemporary technologies
- Data and predictive analytics that enable LFCC to deliver personalized, proactive, and responsive programs and services
- An agile, supportive, and rewarding workplace culture that recognizes the importance of training and professional development to build knowledge, skills, and abilities.

***Strategy 1: Institute a welcoming environment with optimal and equitable opportunities for the classroom, campus, career, and community.***

**Objective 1:** Alleviate barriers and improve equity for students through college-wide systems for student application, admission, enrollment, and advising.

***Strategy 2: Develop a unified college where faculty and employees work together and leverage community resources to an affordable and relevant education.***

**Objective 2:** Prioritize staffing, programs, instructional, and facility approaches that align well with the diverse backgrounds and emerging needs presented within the student body and community

**Objective 3:** Employ holistic, systems-oriented methodologies to overcome challenges and deepen the civil, communicative culture within the college community.

***Strategy 3: Further an exciting, interesting, and encouraging learning environment through which students, employees, and the community can thrive.***

**Objective 5:** Advance an innovative, interactive and engaging learning environment that maximizes student opportunities and success.

**Objective 6:** Provide professional resources and support to all faculty and staff to ensure delivery of effective and innovative teaching and learning in a positive, exciting environment.

***Strategy 4: Create a strong, positive, and enduring impression on our students, employees, and the community.***

**Objective 7:** Heighten LFCC's role as an education and training provider to businesses and localities in the service region.

**Objective 8:** Provide opportunities for employees to recognize LFCC's impact and connections in the community, through exploration of data and persistent communication about college processes, decisions and achievements.





# INSTITUTIONAL PRIORITIES

— 2021 - 22 —





## LFCC INSTITUTIONAL PRIORITIES 2021-22

## 1

Engage full-time and adjunct faculty in professional development and meaningful dialogue to broaden their understanding of equity gaps in student success. At LFCC, this will also include dialogue with student success personnel.

### Why is this a priority for your institution?

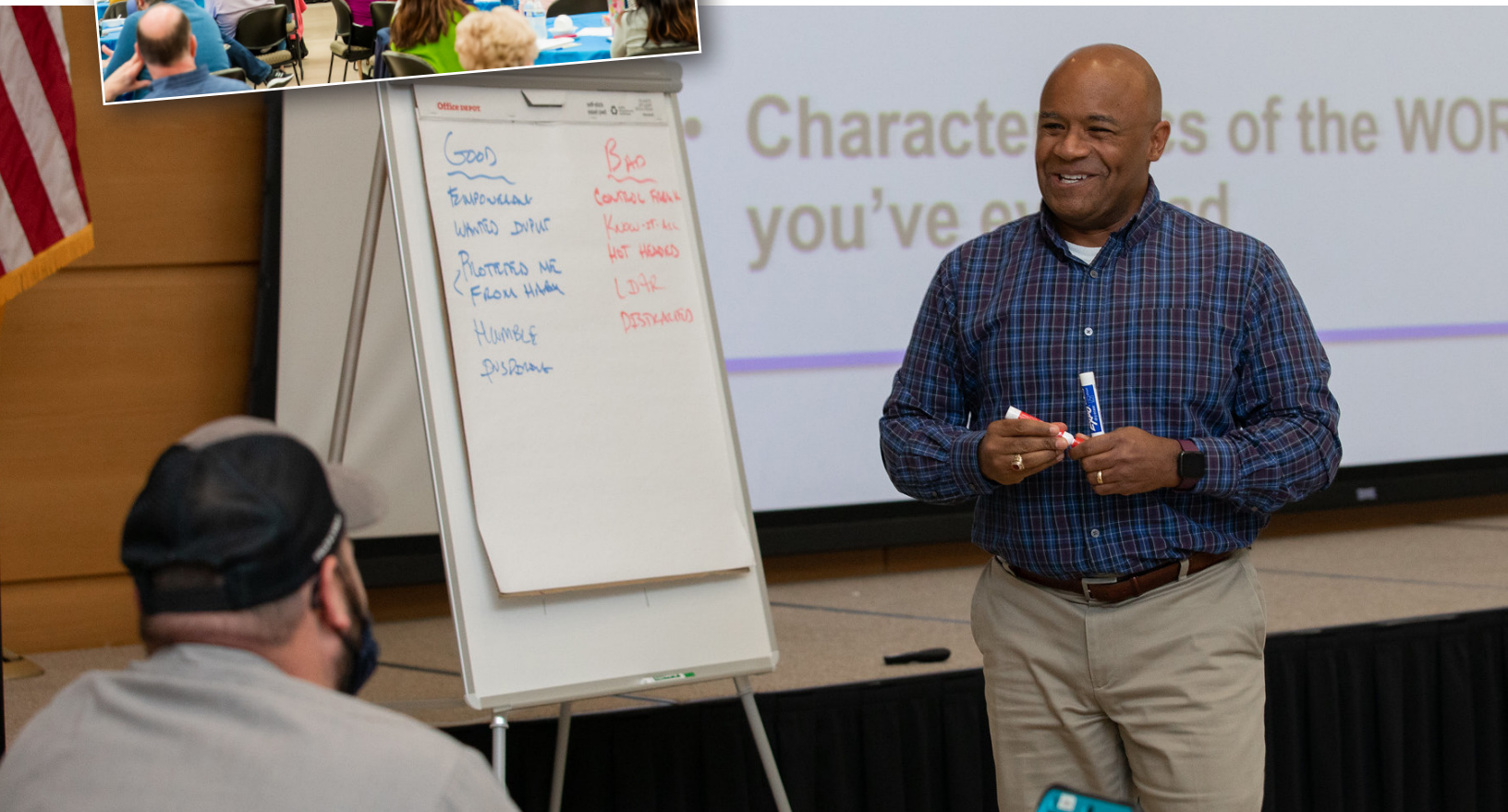
The first step to fully understanding gaps is to review the data and disaggregate in meaningful ways to determine the exact nature of the gaps. Once we take a deep dive into the data, strategies can be implemented to address the known gaps.

### What needs to change and why?

- ✓ We know there are gaps in GPA, retention, and completion based on race and income level. In order to meet the VCCS Opportunity 2027 goal, and LFCC's strategic planning goals, we must ensure outcomes for all students are equitable.

### What outcomes can / do you expect after implementing this change?

- ✓ Once an understanding of equity gaps is realized, the expected outcome is that faculty and student support services will develop strategies to mitigate these gaps
- ✓ Develop an implementation plan, and begin implementation of strategies
- ✓ Ultimate outcome is to reduce gaps in student success data



## 2

Provide students with connections to programs and community resources that address non-academic barriers to success by expanding the use of SingleStop.

### Why is this a priority for your institution?

Students face more than academic barriers to success.

In Fall 2020:

- ✓ 32% of students in the Hope survey reported experiencing Food Insecurity; 38% reported Housing Insecurity; 6% reported homelessness.
- ✓ 80% of students in the Current Student Survey reported feeling anxious; 78% felt overwhelmed; and 59% experienced depression.

We must provide holistic student support services to assist with barriers that impact student success.

### What needs to change and why?

- ✓ Increase the awareness of our partner agencies and how to connect our students to these resources. More LFCC Staff and outbound marketing messages to focus on where and how to connect our students to these resources.
- ✓ With the expansion of Single Stop there will need to be a concerted effort across multiple areas to understand and support the use of the tool for students including the foundation, student services, workforce solutions, and academics.

### What outcomes can / do you expect after implementing this change?

- ✓ General awareness: Everyone at the college should know what SingleStop is and where to send students.
- ✓ This year, LFCC will create the business process to engage all students during the onboarding process; At a minimum, we will provide outreach to PELL and FANTIC students.
- ✓ LFCC will create a baseline of students served with the intention of increasing that in year 2 and beyond.
- ✓ Better conservation of local resources: With more dollars available through SingleStop and Unite Us we should be able to conserve some of our own local support funds and foundation funds in order to serve more students overall.





# 3

Align curricular content with the expressed business needs of employers, including periodic review and updates by advisory committees; Develop methods and schedules to update all credentialing programs with a frequency that ensures consistent alignment with industry changes.

## Why is this a priority for your institution?

To prepare our graduates with the necessary skills for employment and career advancement, the College will ensure our programs are well-aligned with workplace needs.

## What needs to change and why?

- ✓ Applied degrees, certificates, credentials, and short-term career training programs are designed to prepare graduates with job and career skills. The College will leverage our advisory committees through meaningful engagement to ensure we are meeting workplace needs.

## What outcomes can / do you expect after implementing this change?

- ✓ Curricula recommendations / changes as needed based on CAC feedback.
- ✓ Student learning outcomes aligned w/ employer needs.
- ✓ Curriculum Advisory Committees will meet a minimum of once this year.
- ✓ New credential programs will be identified to support students and regional labor market needs.
- ✓ New corporate training programs will be identified to support employers and employees in our regional labor market.
- ✓ Market expansion opportunities will be identified to expand our footprint in the service region.
- ✓ Curriculum delivery options will be identified to make our programs more accessible to our service region.



# 4

Build academic schedules to prioritize the needs of adult working students and expand access to underrepresented groups; Fully utilize Ad Astra Platinum Analytics to build schedules that ensure students can get the courses they need when they need them.

## Why is this a priority for your institution?

Moving to more strategic scheduling can reduce time to completion, saving students time and money, and lead to greater credential attainment. By increasing our market share of currently underrepresented demographic populations, we can both bolster enrollment at the college and better serve the needs of learners in our region.

## What needs to change and why?

- ✓ Providing convenient and flexible scheduling options that also reduce time to completion are critical factors in attracting and retaining adult learners and underrepresented groups. By more fully leveraging Ad Astra data analytics we have opportunities to better serve the needs of all learners, not just adult learners.

## What outcomes can / do you expect after implementing this change?

More flexible and convenient scheduling options, which may include:

- ✓ More cohort scheduling options
- ✓ More courses offered in sequential 7W sequences
- ✓ More block scheduling
- ✓ Greater integration between discipline areas in schedule building





# 5

## Diversity: Review hiring process to ensure candidates understand equity focus.

### Why is this a priority for your institution?

Engaging candidates at the onset conveys the importance of varied perspectives and ensures the candidates and college's value of diversity, equity and inclusion (DEI) is aligned. Communicates to candidates that all individuals are welcomed in our workforce.

### What needs to change and why?

A comprehensive look at candidate communication methods will need to be conducted to include but not limited to:

- ✓ A statement that reflects our commitment to equity in hiring
- ✓ Outreach directed towards communities of color
- ✓ Onboarding

### What outcomes can / do you expect after implementing this change?

- ✓ Develop an overall college culture that affirms and respects diversity and employs inclusive practices in attracting and hiring talent.
- ✓ Revise and standardize, as needed, communications to candidates.



# 6

## Diversity: Evaluate and improve faculty recruitment and retention efforts to ensure hiring reflects demographics of college community.

### Why is this a priority for your institution?

Need to identify and prioritize root causes of systemic inequities and barriers to change, and then develop strategies to mitigate the findings. Our data currently shows that minority applicants do not reflect the availability pool as they move through the hiring process.

Diversity data of employees shows LFCC has 6% minority representation, whereas the service region comprises 10.5% minority populations. Full-time minority faculty only make up 4% of the total.

### What needs to change and why?

- ✓ Monitor progress of DEI efforts to ensure they remain integrated, intentional, and central to the core mission.
- ✓ Track applicants through the video, interview, and final stages to determine where the percent minority is lower than the pool.

### What outcomes can / do you expect after implementing this change?

- ✓ Identify steps to mitigate any disparities found in the data.
- ✓ Create employee resource / affinity groups, as needed.
- ✓ Policies / procedures will be updated as needed to address any inequities.
- ✓ Professional development will be focused on findings.
- ✓ Develop a new policy that would require an exception from the President to proceed with recruitments reflecting less diversity than pool. Expected outcome is that our minority applicants would improve at each step of the hiring process to be closer to 100% of the availability pool.
- ✓ Make positive steps toward a more diverse and inclusive faculty and staff that reflects the demographics of the college community (with the goal of getting to a minimum of 11% of our employees).





# QUARTERLY PERFORMANCE UPDATE

FY21Q4: MARCH - JUNE 2021



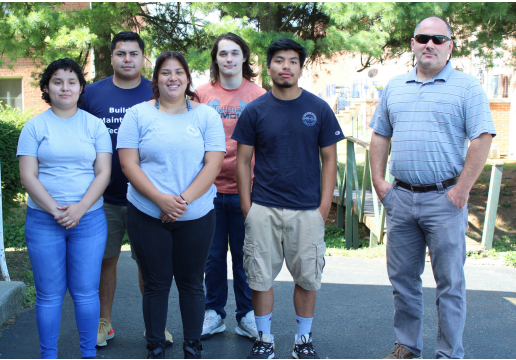
**Back to...a new normal?** The pandemic and subsequent economic crisis were unprecedented events that involved tremendous amounts of loss of employment, finances, and life. While we are still in recovery mode, we are coming out of the other side and looking towards a better, brighter, and more informed future. One WSCE student, Amy Russo, knows this all too well. Russo was working in automotive sales, making a very good salary, when life – as it did for millions around the globe – drastically changed. She lost her job due to COVID and needed a new career fast. She'd always wanted to work in the medical field so she registered for and completed the four-month medical assistant program through Workforce Solutions. Russo now works for Lifetime Family Medicine in Gainesville where she takes patients' vital signs, gives immunizations, assists with minor procedures, and does EKGs. Her success as a WSCE healthcare student complements the overall success of the healthcare program.



[>>>> READ AMY'S STORY AT  
LFCWORKFORCE.COM/AMY](https://lfcworkforce.com/amy)

## Workforce Healthcare Credentialing Rates Surpass National Average by 15%

Over the past three years, the successful pass rate of healthcare credentials for WSCE students has increased from 86% to 91%, a whopping 15% above the national average for all National Healthcare Association (NHA) tests given across the nation in 2021. From 2013 through 2021, Workforce Solutions has had 720 healthcare students attempt at least one national healthcare credential. The growing program and its success are attributed to the excellent program management and instructional leadership on the staff dedicated to continuous improvement and student success.



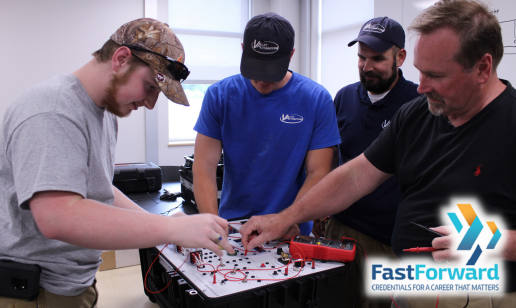
## HIGHLIGHTS

### Unique Partnership with Valley Career Works Helps Disadvantaged Youth

The WSCE corporate training team recently developed a training program in partnership with Virginia Career Works (VCW) and a low-income housing complex, Outlier. Six disadvantaged youth students, ages 18-24, underwent a 6-week program in Building Maintenance Technician. The students are interning at various area organizations applying what they have learned. LFCC is one of the organizations that has accepted an intern. The first class started on June 6th and will conclude on July 28th with a formal graduation celebration. This is a unique community collaboration and could be a model moving forward in other skilled areas to help individuals who have limited educational funds, start a fulfilling career path and for employers who need a skilled workforce.

### New Fast-Forward Credentials for Industry 4.0 and Mechatronics

In May, Workforce Solutions received state approval for FastForward funding for three new industry certifications to support the manufacturing evolution to Industry 4.0. The new landscape of Industry 4.0 manufacturing is digitization through advanced automation and integration of cyber-physical plant systems. These new credentials are awarded through the National Coalition of Certification Centers (NC3), which is the premier model for career and technical education and partners directly with the industry to develop curriculum. The 3 level one credentials include Fundamentals of Electricity, Fundamentals of Fluid Power, and Fundamentals of Mechanical Systems level one. Additionally, the credentials have also been approved for G3 in the manufacturing career pathway.



### First Corporate Training Program Delivered at the New Luray-Page Center

Valley Automation of Luray, Virginia took a tour at the new Luray-Page facility and immediately pursued an Industrial Electrical class for their workforce; they requested the new NC3 curriculum and took advantage of the FastForward grant, which covered 2/3 the cost of their training contract. Valley Automation encouraged other local companies to take advantage of this opportunity. Two employees from Kontoor and one from Masonite joined Valley Automation's four employees in this 32-hour class.

## ADDITIONAL UPDATES & INITIATIVES

### Partnership with Work-Release Program Gives Ex-Offenders a New Start

A new partnership with Virginia Career Works and Skillsource of Northern Virginia (a program to help train and reskill incarcerated individuals approved for work release) has resulted in 16 individuals successfully obtaining credentials in heavy equipment operations. The effort proved to be life-changing for a majority of the students, many either getting jobs or getting better jobs on the spot. One individual completed the class and interviewed with a hiring company on a Saturday, was released from jail the following Friday, and started his new job that Monday. He has since reported back one promotion and two salary increases since completion of the class.



Employers support the initiative, stating that often employees given "second chances" in this way are on time, work hard, and value the opportunity. The State of Virginia leads the nation in keeping individuals from returning to jail with a recidivism rate of 23.1%. Those who work with incarcerated individuals say poverty and unemployment are two big factors that lead to reoffending and programs like this help provide individuals the tools to battle both. All partners involved hope to continue this rewarding work.

## WSCE PERFORMANCE METRICS

- 5,294 Students Served
- 1355 Credentials Generated
- 718 Employers Served
- \$371,576 in corporate training proposals, representing a record-setting year in corporate training revenue
- \$4,882,179 generated in revenue – the unit covered all direct and indirect costs and STILL generated a profit during the year of a pandemic! The unit also gave \$568,000 of profit directly to LFCC's general fund to support college operations and staffing!



## RECOMMENDATION FOR COLLEGE BOARD

TO: LFCC College Board

FROM: Office of the President

DATE: August 2021

SUBJECT: Recommended Item for College Board Agenda

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

Information Item: X    Action Item:

Item Title for Agenda (be specific): College Facility Naming Policy (Draft)

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

---

The college will establish a Facility Naming Policy that is aligned with current VCCS policy, which authorizes local college boards to provide names for any facilities on its campus(es) and adopt procedures regarding such naming.

The draft policy document is being shared with the College Board for feedback.

The current Naming Opportunities Policy does provide guidance on the issue of facility naming. However, it is not sufficiently comprehensive, and the approval process outlined in the policy is inconsistent. The Facility Naming Policy will replace the Naming Opportunities Policy.

As a college-wide policy, the college facility naming policy will undergo review through the college governance process, beginning with the FAS committee. After the policy has been approved by the College President, it will be shared with the College Board.

Attachments (List supporting documents.): Draft College Facilities Naming Policy

## **Facilities Naming Policy**

### **Purpose**

The purpose of this policy is to provide standard guidelines for the College Board, the Lord Fairfax Community College Educational Foundation, Inc. ("LFCC Foundation"), and all departments of Lord Fairfax Community College ("LFCC") in naming buildings and other campus facilities. The College policy will be consistent with the policy of the Virginia Community College System (*VCCS Policy Manual Section 2A.9.D.3.h.c*).

The intent of the policy is also to preserve the integrity of the College, ensuring that if facilities are named, they are done so in a manner consistent with the College mission, vision, values, and strategic direction and with consideration of the appropriateness of the value to the College and/or the LFCC Foundation.

### **Definition of Facilities:**

This policy applies to physical structures, also referred to as tangible assets, on College property and Foundation property used by the College. Examples include but are not limited to buildings; portions of buildings (e.g., classrooms, labs, foyers, meeting rooms); collections of buildings; and outdoor areas (monuments, fields, trails, ponds, open air courtyards).

### **Authority**

The naming of college facilities requires the final approval of the College Board. The naming of a college or campuses requires a recommendation of the College Board followed by final approval by the State Board for Community Colleges.

Facility names in existence at the time of this policy adoption shall not be affected unless a name change has been proposed.

The guidelines set forth in this policy shall not be deemed to be all inclusive. The College Board reserves the right to consider any and all factors regarding the privilege of a named facility at the College.

### **Confidentiality**

A facility naming recommendation will be made to the College Board during Executive Session. The fact that a naming is being considered by the Board will be considered confidential.

### **Categories of Naming**

#### **1. Gift Related Naming**

The College Board authorizes the Board of the LFCC Foundation, as its direct support organization, to recommend the naming of facilities in recognition of philanthropic gifts or corporate licensing agreements. The LFCC Foundation Executive Director and College President will submit the proposal to the College Board for final approval.

Recognition for private sector giving typically occurs after the gift has been received rather than on a prospective basis. A gift related naming will abide by the terms of the gift agreement and follow the requirements of the LFCC Foundation's gift acceptance and donor recognition policies.

The LFCC Foundation's gift acceptance and donor recognition policies will be reviewed by the LFCC Foundation annually and shared with the College Board.

## **2. Honorific Naming**

While most named facilities are the result of private sector giving, an honorific naming may be bestowed to recognize extraordinary leadership, service or other contributions of time or talent over an extended period of time resulting in a significant and positive impact on the College.

The merits of an honorific naming must be evaluated carefully, be consistent with the mission and vision of the College, and bring honor and distinction to the College.

When an individual or family is considered for an honorific naming, a proposal shall be submitted to the College President, reviewed by the President's Leadership Team and recommended by the College President prior to being submitted to the College Board for final review and approval.

Individuals are not eligible for an honorific naming if they are currently employed at the College or elsewhere within the Virginia Community College System or are serving on the College Board, LFCC Foundation Board, or State Board for Community Colleges. A separation from such employment or service of at least one month is a prerequisite for naming consideration.

The provision requiring separation from employment or service does not apply in situations where a gift stipulates the naming in accordance with the Foundation's gift acceptance policy.

While not required, a fundraising campaign may be developed as part of an honorific naming and shall follow the criteria developed by the LFCC Foundation.

In compliance with the Acts of the Virginia General Assembly, "no state-funded institution, building, park, road, bridge or other structure shall be named after a sitting member of the General Assembly."

### **Permanency of Names**

A named facility will generally retain that name as long as the facility exists. However, this does not assure that the name will remain beyond the useful life of the facility.

The closure of a facility, demolition of a building, renovation of a space, change in the use of the space, or similar circumstances may result in the termination of a named recognition. Should this occur, an alternate form of recognition may be provided.

The removal of a name is also subject to the specific terms and conditions set forth in any gift agreements related to the prior naming action.

Any legal impropriety or other act which brings dishonor to the College on the part of the individual, group, or organization for whom a facility is named shall make the naming subject to reconsideration by the President and the College Board.

When a name is to be removed from an existing facility, approval shall be sought through the same procedures as are required for naming a facility. In the event of unusual or compelling circumstances, the College reserves the right to remove a name or rename a facility at all times.

In the event of a name removal, the College shall have no financial responsibility, despite anything that may be stated or implied to the contrary.

### **Naming Conventions**

A uniform system of signage should be adopted by location. Plaques and signage should be consistent with other campus signage.

To lessen confusion, duplication of names should be avoided as a general rule. No facility should be named for a person whose surname has already been assigned to another facility.

### **Publicity and Maintenance**

The College Board authorizes the College President and the LFCC Foundation Executive Director, when applicable, to:

- Determine the content, timing, location, and frequency of any public announcements associated with the gift
- Approve the design of any physical marker that provides information about the designee and the nature of the gift or honor
- Determine and delegate the requirements of any ongoing care and maintenance of the named facilities and their physical markers.

### **Other**

A copy of this policy is provided to the Office of Facilities Management Services.

The policy shall be reviewed by the College Board on a biennial basis to ensure compliance with College policy, VCCS policy and Acts of the General Assembly.

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: Sept 1, 2021

SUBJECT: Action Item for College Board Agenda

---

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

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

Action Item:   **X**  

Agenda Item Title: FY 2021-22 Local Funds Budget Approval

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

Recommend approval of *College FY 2021-22 Local Funds Budget*

Local funds are comprised of revenues received from auxiliary enterprises like parking, vending, and bookstore commissions. The College Board has approval authority on how these funds are expended. The attachment includes the FY 2020-21 approved budget, actual budget numbers through end of FY21, and the proposed FY 2021-22 budget.

Attachments (List supporting documents.):

FY 2020-22 Capital Outlay Parking Plan Approved  
FY 2021-22 Local Funds Budget Outline for Approval

College: Lord Fairfax Community College

A. Projected FY '21 Parking Reserve Balance (June 30, 2021) \$ 537,000.00

**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 locations	\$ 100,000.00
3	Campus Security	\$ 80,000.00
4		\$ -
5		\$ -
6	Additional Projects (See Continuation Sheet)	\$ -

B. FY '22 Planned Use of Funds Total \$ 480,000.00

**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) \$ 782,200.00

<b>Projected FY '22 (June 30, 2022) Parking Fund Ending Balance (D-B)</b>	<b>\$ 302,200.00</b>
---	----------------------

<b>Summary</b>	
2018-20 Projected Reserve Balance (June 30, 2020)	\$ 810,000.00
2020-22 Planned Use of Funds	\$ 1,060,000.00
2020-22 Projected Revenue	\$ 552,200.00
2020-22 Projected Reserve Balance (June 30, 2022)	\$ 302,200.00

Date Approved by Local Board: 6/4/2020

Signed by: Kimberly Blasse  
Title: President, Lord Fairfax Community College  
Date: 6/4/2020



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 locations	\$ 100,000.00
3	Miscellaneous general maintenance	\$ 150,000.00
4	Campus Security	\$ 80,000.00
5		
6	Additional Projects (See Continuation Sheet)	\$ -

B. FY '21 Planned Use of Funds Total \$ 580,000.00

**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) \$ 537,000.00**

**Lord Fairfax Community College**  
**Local Funds Budget**  
**2021-22**

<b>General Fund</b>	<b>Approved</b>	<b>Actual</b>	<b>Proposed</b>
	<b><u>FY 20-21</u></b>	<b><u>FY 20-21</u></b>	<b><u>FY 21-22</u></b>
<b><u>Revenues</u></b>			
Fax Machines	\$ 75	\$ 2	\$ 25
Copier Machines	\$ 175	\$ 2	\$ 58
Interest Income	\$ 250	\$ 21	\$ 83
<b>Total Revenues</b>	\$ 500	\$ 25	\$ 165
<b><u>Expenditures</u></b>			
Copier Lease	\$ 1,800	\$ 1,846	\$ 1,800
<b>Total Expenditures</b>	\$ 1,800	\$ 1,846	\$ 1,800
Beginning Fund Balance	\$ 5,000	\$ 4,652	\$ 2,831
Budget Increase or Decrease	\$ (1,300)	\$ (1,821)	\$ (1,635)
<b>Ending Fund Balance</b>	\$ 3,700	\$ 2,831	\$ 1,196
<b>Parking Fund</b>	<b>Approved</b>	<b>Actual</b>	<b>Proposed</b>
	<b><u>FY 20-21</u></b>	<b><u>FY 20-21</u></b>	<b><u>FY 21-22</u></b>
<b><u>Revenues</u></b>			
Parking Fines	\$ 500	\$ -	\$ -
Parking Fees	\$ 300,000	\$ 196,542	\$ 240,000
Interest Income	\$ 6,500	\$ 584	\$ 500
<b>Total Revenues</b>	\$ 307,000	\$ 197,126	\$ 240,500
<b><u>Expenditures</u></b>			
Campus Security	\$ 80,000	\$ -	\$ 80,000
Parking Lot Maintenance	\$ 150,000	\$ 440,327	\$ 100,000
Parking Improvements	\$ 350,000	\$ -	\$ 300,000
<b>Total Expenditures</b>	\$ 580,000	\$ 440,327	\$ 480,000
Beginning Fund Balance	\$ 810,000	\$ 810,051	\$ 566,850
Budget Increase or Decrease	\$ (273,000)	\$ (243,201)	\$ (239,500)
<b>Ending Fund Balance</b>	\$ 537,000	\$ 566,850	\$ 327,350



<b>Other Local Funds</b>	<b>Approved</b>	<b>Actual</b>	<b>Proposed</b>
	<b><u>FY 20-21</u></b>	<b><u>FY 20-21</u></b>	<b><u>FY 21-22</u></b>
<b><u>Revenues</u></b>			
Student Activities Fee	\$ 245,000	\$ 132,627	\$ 220,000
Bookstore Commissions	\$ 225,000	\$ 94,127	\$ 225,000
Food Service	\$ 40,000	\$ 1,159	\$ 40,000
Interest Income	\$ 20,000	\$ 1,166	\$ -
<b>Total Revenues</b>	\$ 530,000	\$ 229,079	\$ 485,000
<b><u>Expenditures</u></b>			
Student Activities	\$ 100,000	\$ 62,436	\$ 100,000
Food Operations	\$ 50,000	\$ 793	\$ -
Bank Charges	\$ 250	\$ 165	\$ 250
Employee Retirement	\$ 3,000	\$ 4,521	\$ 3,000
Student Union	\$ 450,000	\$ -	\$ 450,000
Hazel/Fauquier Campus Construction (one-time)	\$ 200,000	\$ -	\$ 300,000
Operations & Maintenance	\$ 13,550	\$ 5,000	\$ 13,550
Name Change Related Expenses	\$ -	\$ -	\$ 265,000
<b>Total Expenditures</b>	\$ 816,800	\$ 72,915	\$ 1,131,800
Beginning Fund Balance	\$ 950,000	\$ 685,559	\$ 841,723
Budget Increase or Decrease	\$ (286,800)	\$ 156,164	\$ (646,800)
<b>Ending Fund Balance</b>	\$ 663,200	\$ 841,723	\$ 194,923
<b>Total Local Fund Balance</b>	<b>\$ 1,203,900</b>	<b>\$ 1,411,404</b>	<b>\$ 523,469</b>

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: September 2, 2021

SUBJECT: Recommended Item for College Board Agenda

---

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

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

Action Item:   X  

Agenda Item Title: FY 2022-23 College Board Budget Approval

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

Recommend approval of LFCC FY 2022-23 *College Board Budget Plan*

The localities, which provide funding for this budget, start requesting our budget proposals for the next fiscal year in the fall. (this budget runs July 1, 2022 through June 30, 2023). The College Board Budget consists of various funds spent by different departments within the college including scholarships set aside for each of the localities. Recognizing the economic impacts of COVID-19 and the current uncertainties in the economy, the attached budget proposes to maintain the same funding request as the originally approved fiscal year 21 and fiscal year 22 (notwithstanding any interim reductions during the current fiscal year).

Note that the original FY 22 College Board Budget request was subsequently reduced by \$3,817 at the April 2020 Board Meeting, in response to a locality funding shortfall. We are requesting that the original amounts approved remain intact in order to maintain the originally anticipated levels of scholarship and student support funding.

Attachments (List supporting documents.):

Proposed breakdown of the FY 2022-23 LFCC College Board Budget

**LORD FAIRFAX COMMUNITY COLLEGE  
BOARD BUDGET REQUEST  
FOR FY 2022-23**

<b>ACCOUNT NUMBER</b>	<b>TITLE</b>	<b>ORIGINAL 2021-22 BUDGET</b>	<b>PROPOSED 2022-23 BUDGET</b>
	<b><u>ADVISORY COMMITTEES, BOARD ACTIVITIES, AND PRESIDENT'S OFFICE</u></b>		
440000	Advisory Committees	\$ 1,500	\$ 1,500
460020	Board Activities	\$ 5,000	\$ 5,000
460040	President's Office	\$ 9,000	\$ 9,000
	<i>Total College Board, President's Office and Advisory Committees</i>	\$ 15,500	\$ 15,500
	<b><u>EMPLOYEE DEVELOPMENT</u></b>		
440010	Employee Professional Development	\$ 50,000	\$ 50,000
	<b><u>STUDENT FINANCIAL ASSISTANCE</u></b>		
480000	Scholarships	\$ 190,000	\$ 190,000
	<b><u>STUDENT SERVICES</u></b>		
450000	Student Outreach	\$ 21,000	\$ 21,000
450010	Orientation / First Year Experience	\$ 8,000	\$ 8,000
480050	TRIO Discretionary/Crisis Funds	\$ 13,000	\$ 13,000
450060	Student Wellness Support	\$ 2,000	\$ 2,000
460010	Commencement	\$ 5,000	\$ 5,000
450070	Violence Prevention Education	\$ 5,000	\$ 5,000
	<i>Total Student Services</i>	\$ 54,000	\$ 54,000
	<b><u>SPONSORED PROJECTS</u></b>		
430010	Theatrical Productions/Fairfax Follies	\$ 2,000	\$ 2,000
430040	Student Competitions	\$ 2,500	\$ 2,500
450230	Student Success Initiatives	\$ 50,000	\$ 50,000
	<i>Total Sponsored Projects</i>	\$ 54,500	\$ 54,500
	<b>Total Budget</b>	<b>\$ 364,000</b>	<b>\$ 364,000</b>

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: September 2, 2021

SUBJECT: Recommended Item for College Board Agenda

---

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

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

Action Item:   **X**  

Agenda Item Title: College Board Approval to enter into a lease agreement with the LFCC Educational Foundation Facility for Trades Lab Building

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

Recommend approval of LFCC establishment of "off campus" facility for Fauquier Campus Trades Lab

The FCC foundation is planning on constructing a permanent "Trades Lab" building on a parcel of land donated by Fauquier County. The parcel is directly adjacent to existing LFCC campus facilities at the Fauquier Campus at 6480 College Street in Warrenton, VA. The new facility is primarily intended to replace the current facility that is located in modular mobile units at 4151 Weeks Drive in Warrenton, VA known as the "Vint Hill" site.

The licensing agreement at the Vint Hill site is scheduled to expire in June, 2022. Current base payment costs of \$60,000 per year are proposed to increase to \$62,400 per year thereafter. Additional costs associated with the Vint Hill Site include approximately \$15,000 per year in franchise wireless internet costs and efficiency costs associated with traveling to and from the site for maintenance and repairs. Minimally, the base cost for operating at the Vint Hill site exceed \$75,000 per year.

During the recent and ongoing COVID-19 pandemic, the issues of indoor air quality and adequate space for facilitating social distancing have become a prominent factor in LFCC's ability to continue the mission critical activity of the delivery of instruction; particularly in the areas of building trades and lab-based learning where the expectation of mobility and student interaction are high. This facility will provide high confidence in the introduction of fresh air into, and exhaust out of the classroom spaces and provide adequate space for distancing that is not possible in the current site, but critical in the post-pandemic environment. Moving this location to the adjoining site will also provide opportunities for LFCC to expand the use of the facility for future programming.

We have reviewed comparable spaces close to campus that range in lease costs from \$11.50sf on the low end to as much as \$23.50sf on the high end, not including build-out costs, to meet the needs of LFCC programming. Projected lease payments to the LFCC Educational Foundation for the new facility are anticipated at \$70,000 per year.

Because of the favorable location and lease terms, the potential for meeting LFCC needs for the delivery of instruction in the post-pandemic environment, and the unique circumstance of adjacency to our existing campus, this space offers an ideal arrangement for the college to relocate its trades programming. For those reasons, we request College Board approval to enter into the lease agreement for this off-campus facility to house the trades lab.

Attachments (List supporting documents):

VCCS FMS Approval for waiver of the VCCS Lease Procedure Manual solicitation requirement dated 7/30/2021

Approved project initiation and approval to establish an off-campus site dated 8/11/2021

Conceptual floor plan and design document by Blueline Architects dated 2/19/2021



July 30, 2021

Craig Short  
Vice President, Financial and Administrative Services  
Lord Fairfax Community College  
173 Skirmisher Lane  
Middletown, VA 22645-1745

By e-mail to [cshort@lfcc.edu](mailto:cshort@lfcc.edu)

Re: Lease 298-21-01, Fauquier Trades Lab Building  
Request for Solicitation Waiver of Leased Space

Dear Mr. Short:

In response to the attached July 27, 2021, request for a waiver of the VCCS Lease Procedure Manual solicitation requirement, this is to advise that we hereby grant the waiver.

Based on the information that you have provided, the LFCC Educational Foundation will provide the land and will finance, design, and construct a custom designed trades lab building on its land located adjacent to the Fauquier campus. The Foundation will lease the new building to the college on a long-term basis. The college will reimburse the Foundation for the tenant up fit costs.

The new building will replace the modular units located in Vint Hill that currently serve the needs of the skilled trades program. The location of the modular units is inconvenient and they are considered to have a poor layout and HVAC system.

Guidance for the establishment of off-campus sites and leasehold interests can be found in the VCCS Lease Procedure Manual. If you have questions regarding the lease process, please contact Monica Melville, Real Estate Manager, Facilities Management Services at (804) 819-4939 or [mmelville@vccs.edu](mailto:mmelville@vccs.edu).

This letter is for the purpose of waiving the advertisement requirement only and shall not be construed as pre-approval of a specific lease.

Sincerely,

A handwritten signature in blue ink that reads 'Bert Jones'.

Bert Jones, R.A., CBO, VCCO  
Associate Vice Chancellor for  
Facilities Management Services

Cc: Kimberly P. Blosser, Ed.D.  
Tom Cantone  
Whitney Miller  
Monica Melville



July 27, 2021

Mr. Bert Jones  
Associate Vice Chancellor for Facilities Management Services  
Virginia Community College System  
300 Arboretum Place, Suite 200  
Richmond, VA 23236

RE: Request for waiver of solicitation for off-campus site  
Lease number 298-21-01

Mr. Jones;

In accordance with the provisions of the VCCS Lease Procedure Manual, Lord Fairfax Community College (LFCC) hereby requests approval to waive the solicitation requirements for securing an off-campus facility to house an 8,000sf trades lab. Currently, LFCC utilizes space at its "Vint Hill" site as well as other minor sites with our partners in K-12 facilities within our service region to provide skilled trades training and certification courses.

The vast majority of classes are delivered in the current facility located in modular mobile units at 4151 Weeks Drive in Warrenton, VA known as the "Vint Hill" site. During the recent and ongoing COVID-19 pandemic, the issues of indoor air quality and adequate space for facilitating social distancing have become a prominent factor in LFCC's ability to continue the mission critical activity of the delivery of instruction; particularly in the areas of building trades and lab-based learning where the expectation of mobility and student interaction are high. The facilities at Vint Hill are modular units that are space constrained with the added disadvantage of being serviced by the "Bard" style HVAC units that are less than ideal for indoor air quality treatment.

In cooperation with the LFCC Educational Foundation, a new site has been identified whereby the foundation has acquired real estate that is adjacent to the existing campus and intends to construct a trades lab for purposes of leasing to LFCC. This facility will provide high confidence in the introduction of fresh air into, and exhaust out of the classroom spaces and provide adequate space for distancing that is not possible in the current site, but critical in the post-pandemic environment. Moving this location to the adjoining site will also provide

**Middletown Campus**  
173 Skirmisher Lane  
Middletown, VA 22645-1745  
540-868-7000  
lfcc.edu/middletown

**Fauquier Campus**  
6480 College Street  
Warrenton, VA 20187-8820  
540-351-1505  
lfcc.edu/fauquier



**Luray-Page County Center**  
334 North Hawksbill Street  
Luray, VA 22835-1130  
540-843-0722  
lfcc.edu/luray

**Vint Hill**  
4151 Weeks Drive  
Warrenton, VA 20187-3945  
540-351-1531  
lfcc.edu/vinthill

800-906-LFCC • TTY (711) Virginia Relay • lfcc.edu





opportunities for LFCC to expand the use of the facility for future programming from spaces that are similarly disadvantaged on the Fauquier Campus.

The owners of the facility at Vint Hill have offered to lease the space to LFCC starting in June, 2022 at a rate of \$5,200 per month. Additionally, costs for franchise utilities that provide WiFi cost an additional \$15,000 per year, bringing the yearly potential costs for a lease at that site to \$77,400. Additionally, we have reviewed comparable spaces close to the campus that range in lease costs from \$11.50sf on the low end to as much as \$23.50sf on the high end, not including build-out costs, to meet the needs of LFCC.

Because of the favorable location and lease terms, the potential for meeting LFCC needs for the delivery of instruction in the post-pandemic environment, and the unique circumstance of adjacency to our existing campus, this space offers an ideal arrangement for the college to relocate its trades programming. For those reasons, Lord Fairfax Community College requests approval to waive the solicitation requirement for an off-campus site to house the trades lab.

If you have any questions or concerns, please feel free to contact me at 540-868-7129, or email at [cshort@lfcc.edu](mailto:cshort@lfcc.edu).

Best Wishes

Craig Short  
Vice President Administrative and Financial Services

cc Dr. Kimberly Blosser, President Lord Fairfax Community College  
Tom Cantone, Associate System Counsel and Senior Assistant Attorney General, VCCS  
Monica Melville, Assistant Program Manager, Facilities Management Services, VCCS  
Whitney Miller, LFCC Director of Facility Planning and Auxiliaries

**Middletown Campus**  
173 Skirmisher Lane  
Middletown, VA 22645-1745  
540-868-7000  
[lfcc.edu/middletown](http://lfcc.edu/middletown)

**Fauquier Campus**  
6480 College Street  
Warrenton, VA 20187-8820  
540-351-1505  
[lfcc.edu/fauquier](http://lfcc.edu/fauquier)



**Luray-Page County Center**  
334 North Hawksbill Street  
Luray, VA 22835-1130  
540-843-0722  
[lfcc.edu/luray](http://lfcc.edu/luray)

**Vint Hill**  
4151 Weeks Drive  
Warrenton, VA 20187-3945  
540-351-1531  
[lfcc.edu/vinthill](http://lfcc.edu/vinthill)

800-906-LFCC • TTY (711) Virginia Relay • [lfcc.edu](http://lfcc.edu)



Attachment 1  
LEASE INITIATION FORM



**PROJECT INITIATION AND APPROVAL TO ESTABLISH AN OFF-CAMPUS SITE**

To initiate activities to establish an off-campus site, the college must submit this form, with original signatures, to Facilities Management Services Real Estate Manager prior to taking any further action.

The Facilities Management Services Real Estate Manager will forward a pdf of this form to (1) the Vice Chancellor, Administrative Services; (2) the Associate Vice Chancellor, Facilities Management Services; and (3) the Associate System Counsel.

This form includes (1) an identification of the proposed lease; (2) the **Lease Justification**; (3) the **Certification of Space Needs and Funding**; and (4) a section regarding **Approval to Establish an Off-campus Site** ("Approval").

- A. Proper completion of this form substantiates Approval by the college president.
- B. If Approval from the Chancellor is required, then the college must complete the section entitled "Chancellor Approval to Establish an Off-campus Site", which includes a space for the Chancellor's signature. In such an instance, FMS will be responsible for forwarding this form to the Chancellor and, if the Chancellor gives his Approval, then FMS will return this form to the college as written evidence of Approval from the Chancellor.
- C. If State Board Approval is required, then the college must also submit, as a separate document, an Agenda Item (see sample format at the end of this form) to the VCCS Program Manager for the college, that requests Approval. Such Approval is subject to the decision of the State Board at one of its regularly scheduled bi-monthly meetings in January, March, May, July, September, and November of each year.

Tenant (Name of College): Lord Fairfax Community College

Lease Number: 298-21-01

*(College assigns the lease number as follows: three-digit college code-last two digits of the calendar year-consecutive number beginning with 01 at the beginning of each calendar year, i.e. 260-16-01)*

Program Name: LFCC Fauquier Campus Trades Lab Building

Program Need: *(Provide a concise description of the program and the reason(s) for establishing an off-campus site for the program)*

The LFCC Foundation is planning on constructing a permanent Trades Lab Building on a parcel of land donated by Fauquier County. The parcel is directly adjacent to existing LFCC campus facilities at the Fauquier Campus at 6480 College Street in Warrenton, VA. The new facility is primarily intended to replace the current facility that is located in modular mobile units at 4151 Weeks Drive in Warrenton, VA known as the "Vint Hill" site. During the recent and ongoing COVID-19 pandemic, the issues of indoor

air quality and adequate space for facilitating social distancing have become a prominent factor in LFCC's ability to continue the mission critical activity of the delivery of instruction; particularly in the areas of building trades and lab-based learning where the expectation of mobility and student interaction are high. This facility will provide high confidence in the introduction of fresh air into, and exhaust out of the classroom spaces and provide adequate space for distancing that is not possible in the current site, but critical in the post-pandemic environment. Moving this location to the adjoining site will also provide opportunities for LFCC to expand the use of the facility for future programming.

The college anticipates utilizing the services of Divaris Real Estate, Inc. (engaged through DRES)

Yes: ☐

No: ☒

Maybe: ☐

#### Lease Justification

College: Lord Fairfax Community College

Lease Number: 298-21-01

Preferred location: *(such as geographic area, zip codes, or natural or man-made physical boundaries)* As close as possible to the LFCC Fauquier Campus located at 6480 College Street, Warrenton, VA 20187.

Projected Lease Commencement Date: June 1, 2022

Lease Term in Years: *(Include initial term plus the number of and length of options, if any.)* 10 years with two successive options of 5 years each.

Size and Type of Space Need: *(estimated number of usable square feet; configuration; type of space needed to support the program such as classrooms, laboratory, office; number of parking spaces, etc. Describe atypical requirements such as special equipment and fixtures, build-out not normally provided, computer rooms and any other features that are not typical for the type of space)* 8,000 SF containing 4-6 classroom laboratories, shop space, shared administrative office and work space and appropriate restroom facilities.

Total Rent Value over the Term of the Lease: *(Include base rent; cost of tenant improvements, utilities, operating expenses and maintenance paid by college; rent concessions, the imputed value of rent paid by others; and associated costs such as moving and data connections. This term should reflect market rent of finished space.)* Initial costs of tenant fit-up at \$162.00 per SF at lease execution and \$70,000 annual lease payments thereafter commencing June 1, 2022 resulting in a total calculation of \$2,696,000.

Source of Funding: Lease payments funded through college operating funds.

Alternatives to Off-campus Site that were Considered: The programming is currently housed in the location at Vint Hill through June, 2022, with the option of continuing that lease. However, in comparison to having the facility adjacent to the Fauquier Campus at a comparable rate, in facilities that are modern, appropriately sized for student mobility, and equipped with the latest HVAC designs for providing high confidence in the indoor air quality makes a very solid business case. There is no other available property adjacent to the Warrenton Campus that provides an equivalent opportunity.

Kimberly P. Blasse  
College President

7/27/21  
Date



### Certification of Space Needs and Funding

College: Lord Fairfax Community College

Lease Number: 298-21-01

I certify that:

- The proposed acquisition of 8,000+- usable square feet of classroom, lab and support space is appropriate for the college's intended use(s), having considered, as appropriate: i) State Council of Higher Education for Virginia's Higher Education Fixed Assets Guidelines for Educational and General Programs, Part I, Fixed Asset Needs; ii) Virginia Community College System's Construction and Professional Service Manual, General Design Standards; and iii) Division of Real Estate Services' Space Planning Worksheet for State Agencies, Departments and Institutions.
- The space is for a program approved and fully funded by the Appropriation Act.
- No other State owned or leased space controlled by this college can be made available for the Program.
- The college has sufficient funding in its budget to cover the lease obligation.



\_\_\_\_\_  
Vice President of Finance and Administrative Services

7/27/01

\_\_\_\_\_  
Date

### Approval to Establish an Off-campus Site ("Approval")

The level of Approval required by VCCS Policy §10.3 is based on the size of the leased space, Total Rent Value (see Lease Justification for a description), whether a college foundation is involved, and the duration of the lease, as summarized in the following table:

TOTAL RENT VALUE >	≤ \$250,000	> \$250,000 to <\$1 million	≥ \$1 million
SIZE OF PREMISES (rentable square feet):			
≤ 2500	college president	college president	State Board
> 2500 to < 10,000	college president	Chancellor	State Board
≥ 10,000	Chancellor	Chancellor	State Board

The following situations require Approval of the Chancellor:

College foundation is landlord ( <i>lessor</i> ) or tenant ( <i>lessee</i> )
Term will be over five (5) years including options

Based on the above, the level of Approval required for the college to establish the off-campus site described herein must be from (check all that apply):

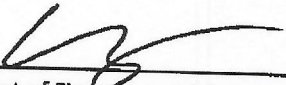
- A. ☒ College President only      B. ☒ Chancellor      C. ☒ State Board

**A. Approval from college president**

College: Lord Fairfax Community College


Lease Number: 298-21-01

Submitted by:

  
\_\_\_\_\_  
Vice President of Finance and Administrative Services

7/27/21  
Date

Approval to establish the off-campus site described in the preceding Lease Justification is hereby granted:

  
\_\_\_\_\_  
College President

7/27/21  
Date

B. Approval from the Chancellor



Chancellor Approval to Establish an Off-campus Site

College: Lord Fairfax Community College

Lease Number: 298-21-01

The above-named college seeks to establish an off-campus site that will involve the following described circumstances.

- ☒ The size of the space sought is between 2,500 and 10,000 usable square feet with a Total Rent Value between \$250,000 and \$1 million.
- ☐ The size of the space sought is more than 10,000 usable square feet with a Total Rent Value less than \$1 million.
- ☒ An affiliated Community College foundation will be the (X) landlord or the ( ) tenant.
- ☒ The lease term, including options to renew, will exceed five (5) years.

Background: This space is intended, in large part, to supplant

This request for Chancellor approval for the college to establish an off-campus site has been seen and is agreed to by the following:



College President

Jul 12, 2021

Date



Associate Vice Chancellor, Facilities Management Services

8/11/21

Date

In accordance with State Board Policy Manual §10.3., I approve the college's request to establish an off-campus site as described above and in the preceding Lease Justification.



Chancellor

8/11/21

Date



PROGRAM

TRADES LABS

FACILITIES SHOP

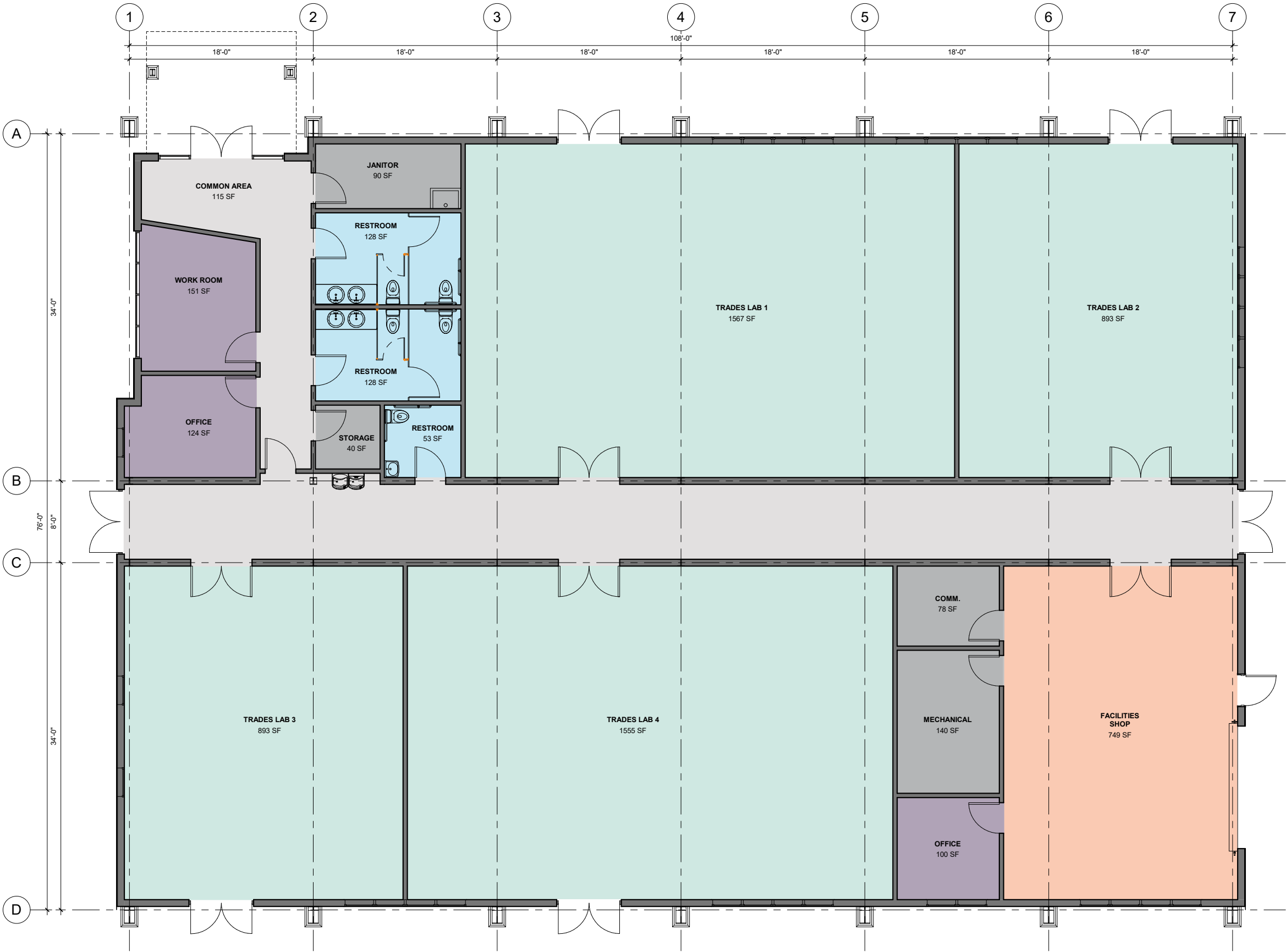
OFFICES

BATHROOMS

SUPPORT

CIRCULATION

7995 TOTAL SF



CONCEPTUAL FLOOR PLAN





LFCC CONTEXT



## APPROACH FROM ROAD





LFCC CONTEXT



## MAIN ENTRANCE





LFCC CONTEXT



## BACK OF BUILDING



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: September 2, 2021

SUBJECT: Recommended Item for College Board Agenda

---

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

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

Action Item:   X  

Agenda Item Title: College Board Approval to establish of Waterline Easements to the City of Winchester

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

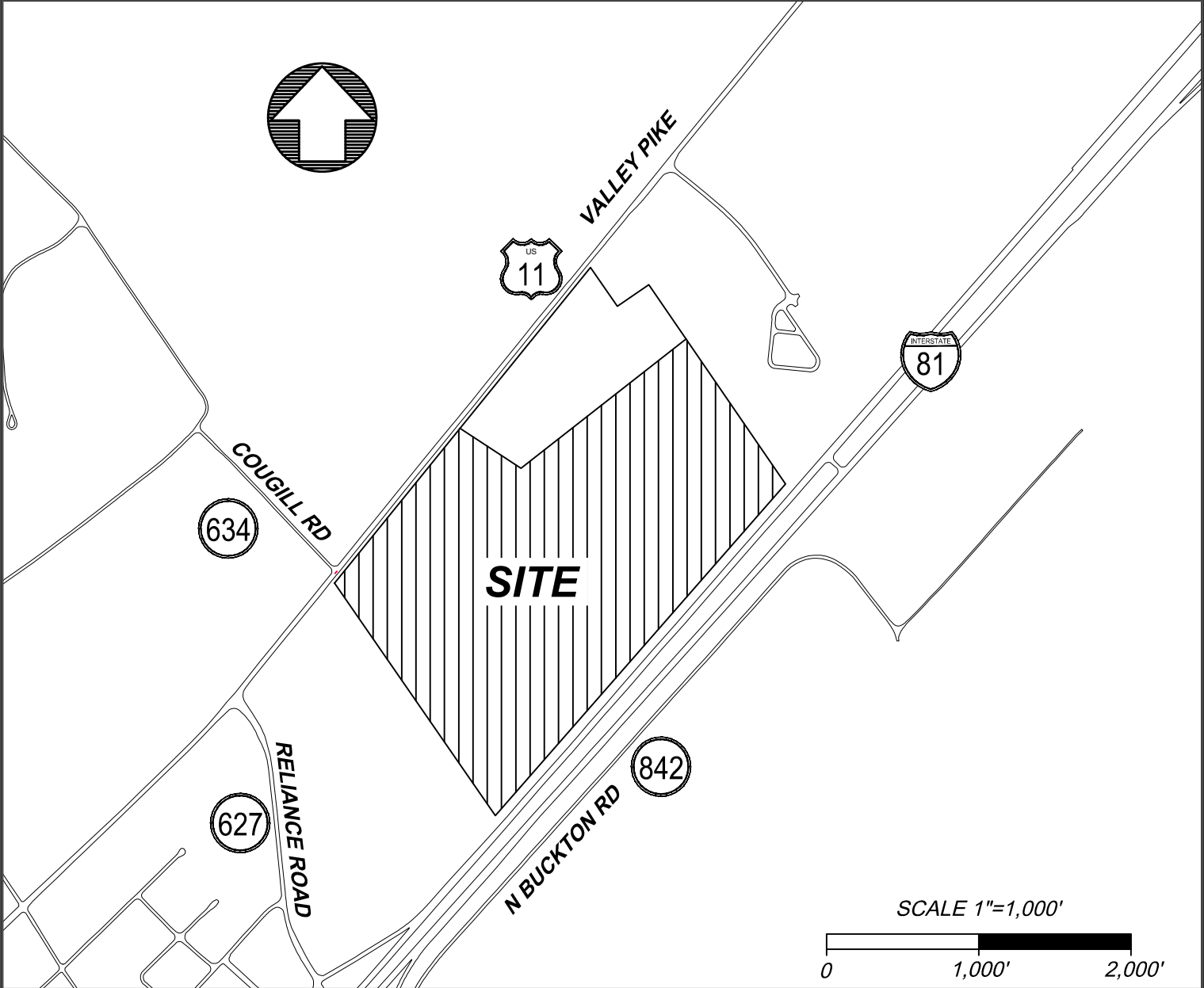
Recommend approval of LFCC establishment of waterline easements on the Middletown Campus to the City of Winchester

Construction of the Smith Hall addition requires the establishment of waterline easement with the City of Winchester as illustrated on sheets 7 and 8 of the attached drawing. Additional waterline installations on campus, heretofore unregistered with the City of Winchester through easement, were also discovered and were therefore included in the engineer's contract to illustrate in plats and record as well. The waterline easements are 20' wide with two sections totaling 1,218.6' long and 1,185' long, respectively. Total amount of waterline easement created is 48,072SF or 1.104 acres.

Approval to grant easements on VCCS property has been delegated from the State Board, to the Chancellor, to the VCCS Associate Vice Chancellor, Facilities Services. This request is for local board recommendation for approval.

Attachments (List supporting documents):

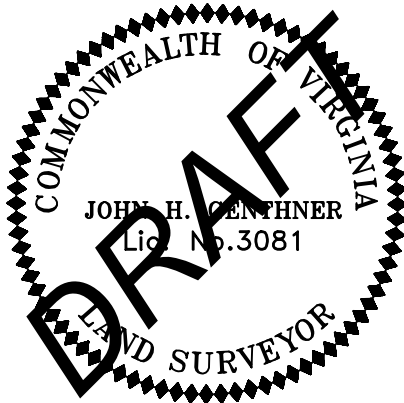
Plat pages 1-8 prepared by the Timmons Group dated 8/5/2021 illustrating easement



VICINITY MAP  
1" = 1000'

**SURVEY NOTES:**

- 1. THE PROPERTY DELINEATED HEREON IS IDENTIFIED AS FREDERICK COUNTY, VIRGINIA PARCEL I.D. 91 A 100, NOW IN THE NAME OF COMMONWEALTH OF VIRGINIA STATE BOARD OF COMMUNITY COLLEGES, AS RECORDED IN DEED BOOK 355, PAGE 71 AMONG THE LAND RECORDS OF FREDERICK COUNTY, VIRGINIA.
- 2. THIS PLAT WAS PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT.
- 3. THIS PLAT IS BASED ON A CURRENT FIELD SURVEY COMPLETED BY THIS FIRM ON JULY 21, 2021.
- 4. PHYSICAL IMPROVEMENTS EXIST WHICH ARE NOT SHOWN.
- 5. THE COORDINATES PROVIDED HEREON ARE VA SPCS NAD83(2011) NORTH ZONE COORDINATES, AS DETERMINED BY REAL-TIME KINETIC GPS OBSERVATIONS.



PLAT SHOWING  
CITY OF WINCHESTER WATER LINE EASEMENTS  
ON THE PROPERTY OF  
**COMMONWEALTH OF VIRGINIA STATE BOARD  
OF COMMUNITY COLLEGES**  
TAX MAP NO. 91-A-100  
DEED BOOK 355, PAGE 71  
LORD FAIRFAX COMMUNITY COLLEGE, MIDDLETOWN CAMPUS  
173 SKIRMISHER LANE, MIDDLETOWN, VA 22625

THIS DRAWING PREPARED AT THE <b>NORTHERN VIRGINIA OFFICE</b> 20110 Ashbrook Place, Suite 100   Ashburn, VA 20147 TEL 703.726.1342 FAX 703.726.1345 www.timmons.com	YOUR VISION ACHIEVED THROUGH OURS.	Back Creek District	Frederick County
		Date: August 5, 2021	Scale: AS SHOWN
		Sheet 1 of 8	J.N.: 37326.044
		Drawn by: DG & TB	Checked by: J. Genthner

OWNER / GRANTOR:  
COMMONWEALTH OF VIRGINIA,  
STATE BOARD OF COMMUNITY COLLEGES  
**OWNER'S CONSENT AND DEDICATION:**

THE PLATTING AND CREATION OF VARIOUS EASEMENTS ON THE  
PROPERTY SHOWN HEREON AND DESCRIBED IN THE SURVEYOR'S  
CERTIFICATE IS WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE  
DESIRE OF THE UNDERSIGNED OWNER(S) AND TRUSTEE(S), IF ANY.

GRANTOR: COMMONWEALTH OF VIRGINIA,  
STATE BOARD OF COMMUNITY COLLEGES

BY: DATE:  
GLENN DUBOIS, CHANCELLOR AND SECRETARY TO THE  
STATE BOARD

**NOTARY STATEMENT:**  
COMMONWEALTH OF VIRGINIA  
COUNTY OF \_\_\_\_\_, VA

I, THE UNDERSIGNED NOTARY PUBLIC, IN AND FOR THE COMMONWEALTH  
OF VIRGINIA AND COUNTY AFORESAID, DO HEREBY CERTIFY THAT GLENN  
DUBOIS, ACTING IN HIS CAPACITY AS CHANCELLOR OF THE VIRGINIA  
COMMUNITY COLLEGE SYSTEM AND SECRETARY TO THE STATE BOARD OF  
COMMUNITY COLLEGES, ON BEHALF OF THE VCCS AND THE STATE BOARD,  
SIGNED ABOVE IN THE OWNER'S CONSENT AND DEDICATION AND  
APPEARED BEFORE ME AND PERSONALLY ACKNOWLEDGED THE SAME IN  
MY JURISDICTION AFORESAID.

MY COMMISSION EXPIRES ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

GIVEN UNDER MY HAND THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

**APPROVAL:**

\_\_\_\_\_  
CITY OF WINCHESTER DATE

**SURVEYORS CERTIFICATE:**

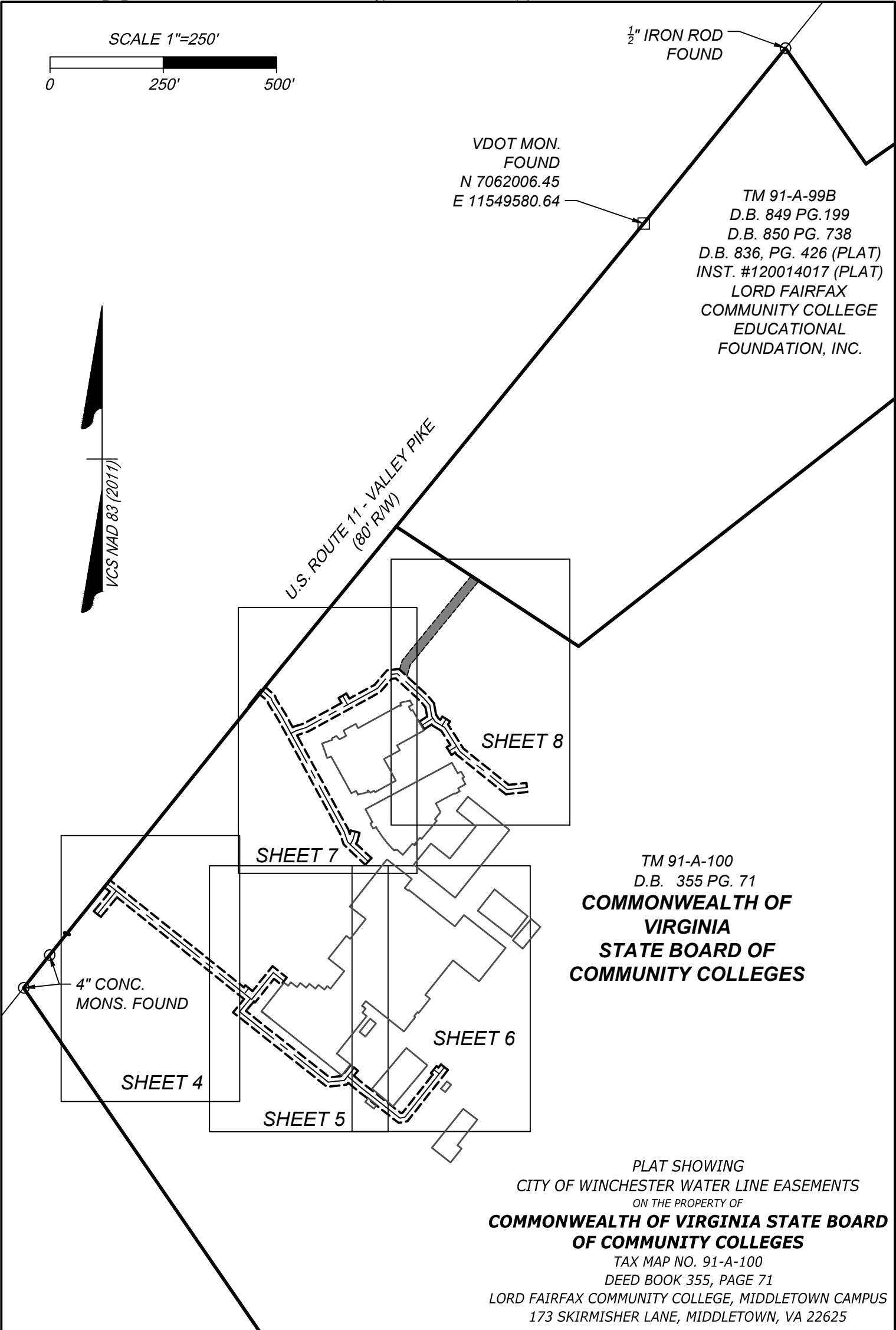
I, JOHN H. GENTHNER, A DULY LICENSED LAND SURVEYOR IN THE  
COMMONWEALTH OF VIRGINIA, DO HEREBY CERTIFY THAT THE  
PROPERTY SHOWN HEREON IS CURRENTLY OWNED BY  
COMMONWEALTH OF VIRGINIA STATE BOARD OF COMMUNITY  
COLLEGES, AS RECORDED IN DEED BOOK 355, PAGE 71 AMONG THE  
LAND RECORDS OF FREDERICK COUNTY, VIRGINIA.

GIVEN UNDER MY HAND THIS 5TH DAY OF AUGUST, 2021

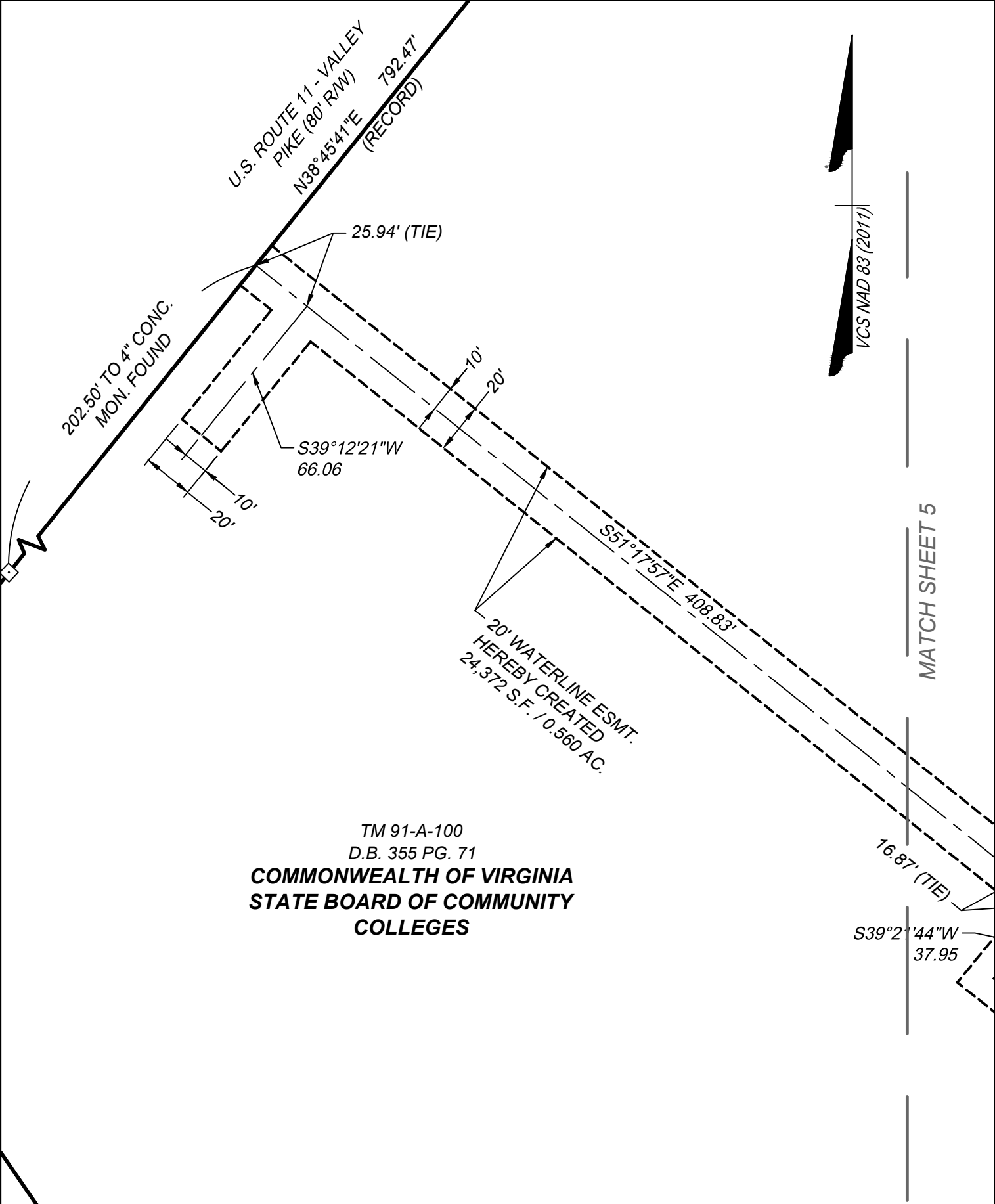
PLAT SHOWING  
CITY OF WINCHESTER WATER LINE EASEMENTS  
ON THE PROPERTY OF  
**COMMONWEALTH OF VIRGINIA STATE BOARD  
OF COMMUNITY COLLEGES**  
TAX MAP NO. 91-A-100  
DEED BOOK 355, PAGE 71  
LORD FAIRFAX COMMUNITY COLLEGE, MIDDLETOWN CAMPUS  
173 SKIRMISHER LANE, MIDDLETOWN, VA 22625

\_\_\_\_\_  
JOHN H. GENTHNER LIC. NO. 3081

THIS DRAWING PREPARED AT THE <b>NORTHERN VIRGINIA OFFICE</b> 20110 Ashbrook Place, Suite 100   Ashburn, VA 20147 TEL 703.726.1342 FAX 703.726.1345 www.timmons.com	YOUR VISION ACHIEVED THROUGH OURS.	Back Creek District	Frederick County, VA
		Date: August 5, 2021	Scale: N/A
		Sheet 2 of 8	J.N.: 37326.044
		Drawn by: DG & TB	Checked by: J. Genthner

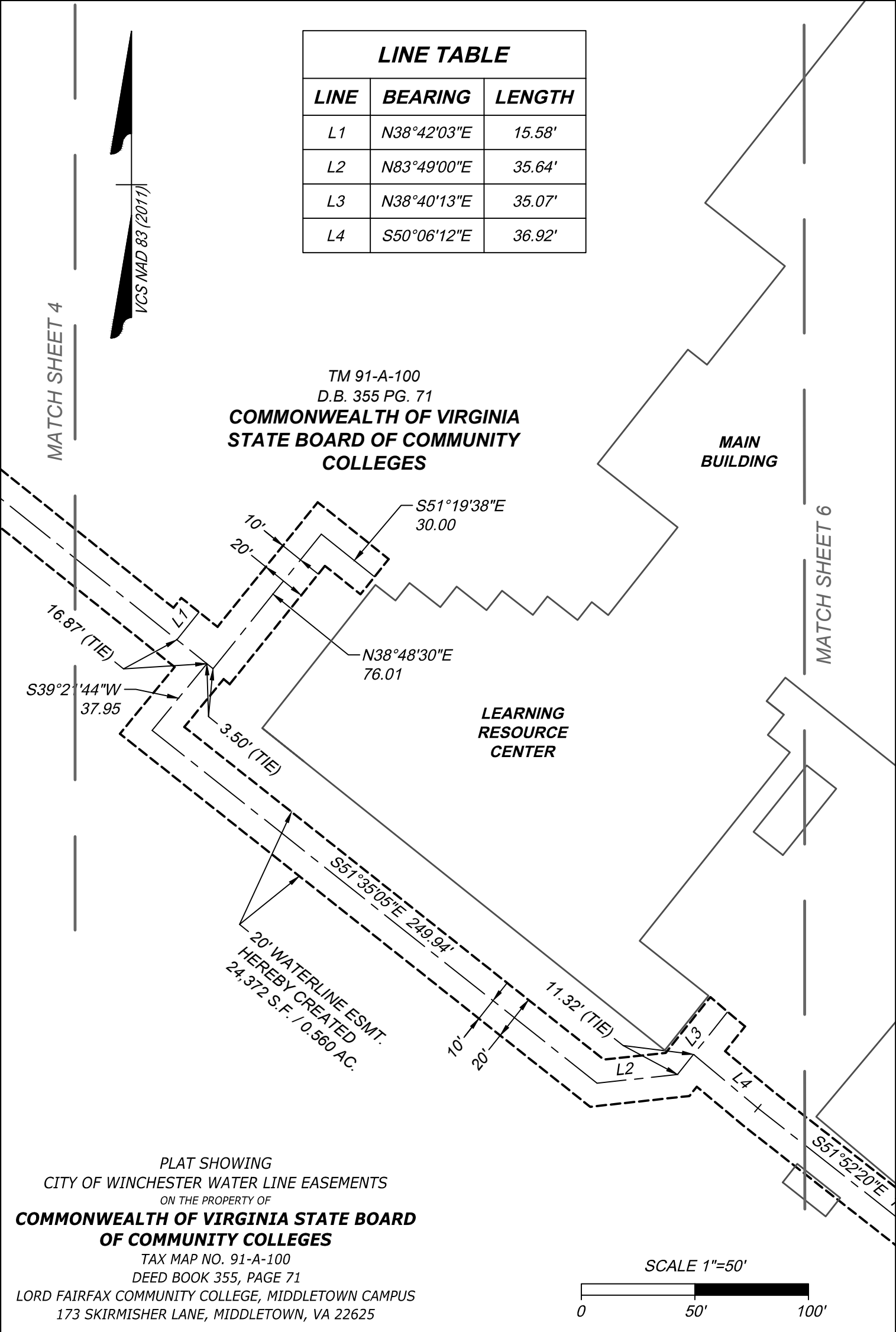


THIS DRAWING PREPARED AT THE <b>NORTHERN VIRGINIA OFFICE</b> 20110 Ashbrook Place, Suite 100   Ashburn, VA 20147 TEL 703.726.1342 FAX 703.726.1345 www.timmons.com	YOUR VISION ACHIEVED THROUGH OURS.	Back Creek District	Frederick County
		Date: August 5, 2021	Scale: 1"=250'
		Sheet 3 of 8	J.N.: 37326.044
		Drawn by: DG & TB	Checked by: J. Genthner



PLAT SHOWING  
CITY OF WINCHESTER WATER LINE EASEMENTS  
ON THE PROPERTY OF  
**COMMONWEALTH OF VIRGINIA STATE BOARD  
OF COMMUNITY COLLEGES**  
TAX MAP NO. 91-A-100  
DEED BOOK 355, PAGE 71  
LORD FAIRFAX COMMUNITY COLLEGE, MIDDLETOWN CAMPUS  
173 SKIRMISHER LANE, MIDDLETOWN, VA 22625

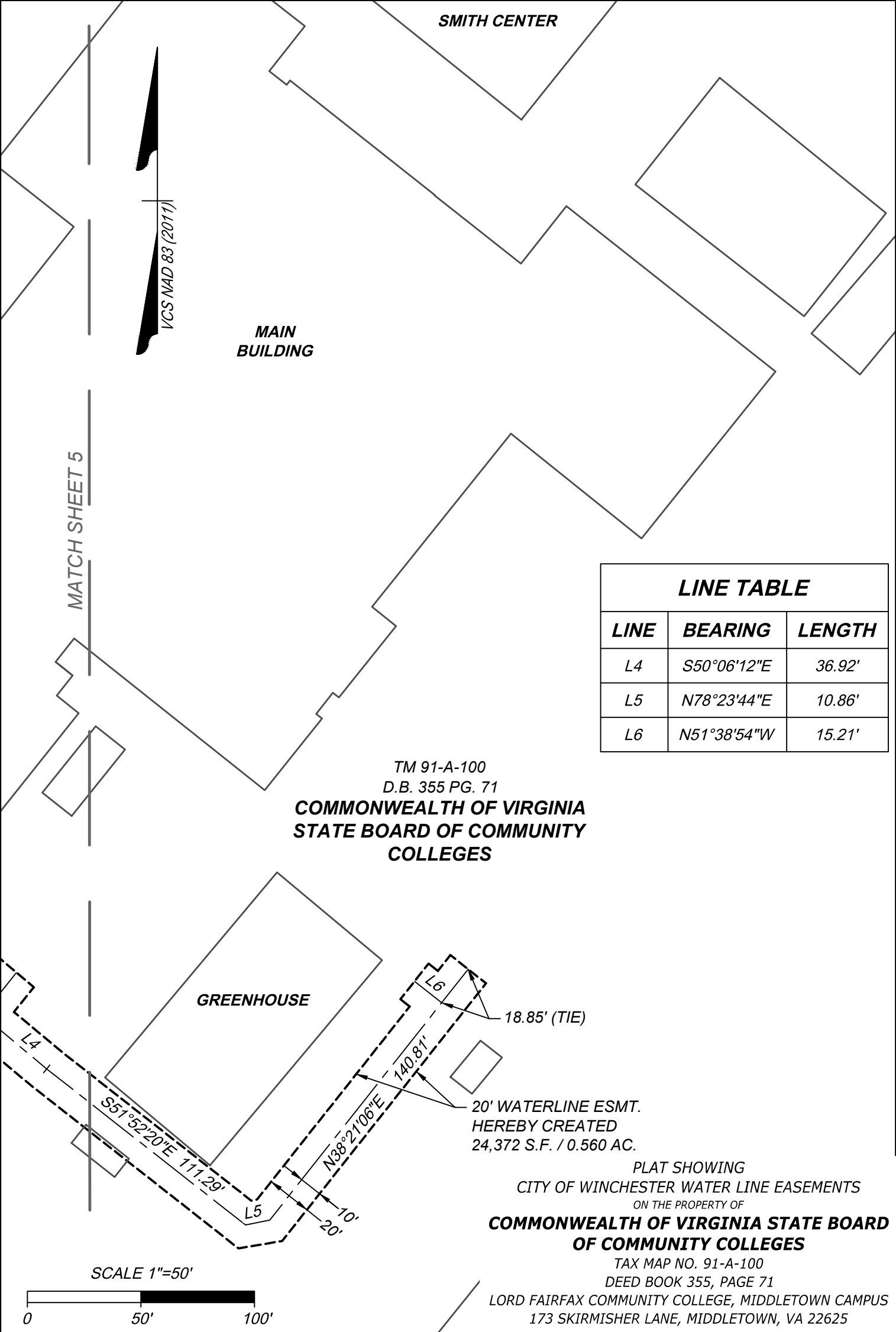
THIS DRAWING PREPARED AT THE <b>NORTHERN VIRGINIA OFFICE</b> 20110 Ashbrook Place, Suite 100   Ashburn, VA 20147 TEL 703.726.1342 FAX 703.726.1345 www.timmons.com	YOUR VISION ACHIEVED THROUGH OURS.	Back Creek District	Frederick County
		Date: August 5, 2021	Scale: 1"=50'
		Sheet 4 of 8	J.N.: 37326.044
		Drawn by: DG & TB	Checked by: J. Genthner



THIS DRAWING PREPARED AT THE <b>NORTHERN VIRGINIA OFFICE</b> 20110 Ashbrook Place, Suite 100   Ashburn, VA 20147 TEL 703.726.1342 FAX 703.726.1345 www.timmons.com	YOUR VISION ACHIEVED THROUGH OURS.	Back Creek District	Frederick County
		Date: August 5, 2021	Scale: 1"=50'
		Sheet 5 of 8	J.N.: 37326.044
		Drawn by: DG & TB	Checked by: J. Genthner

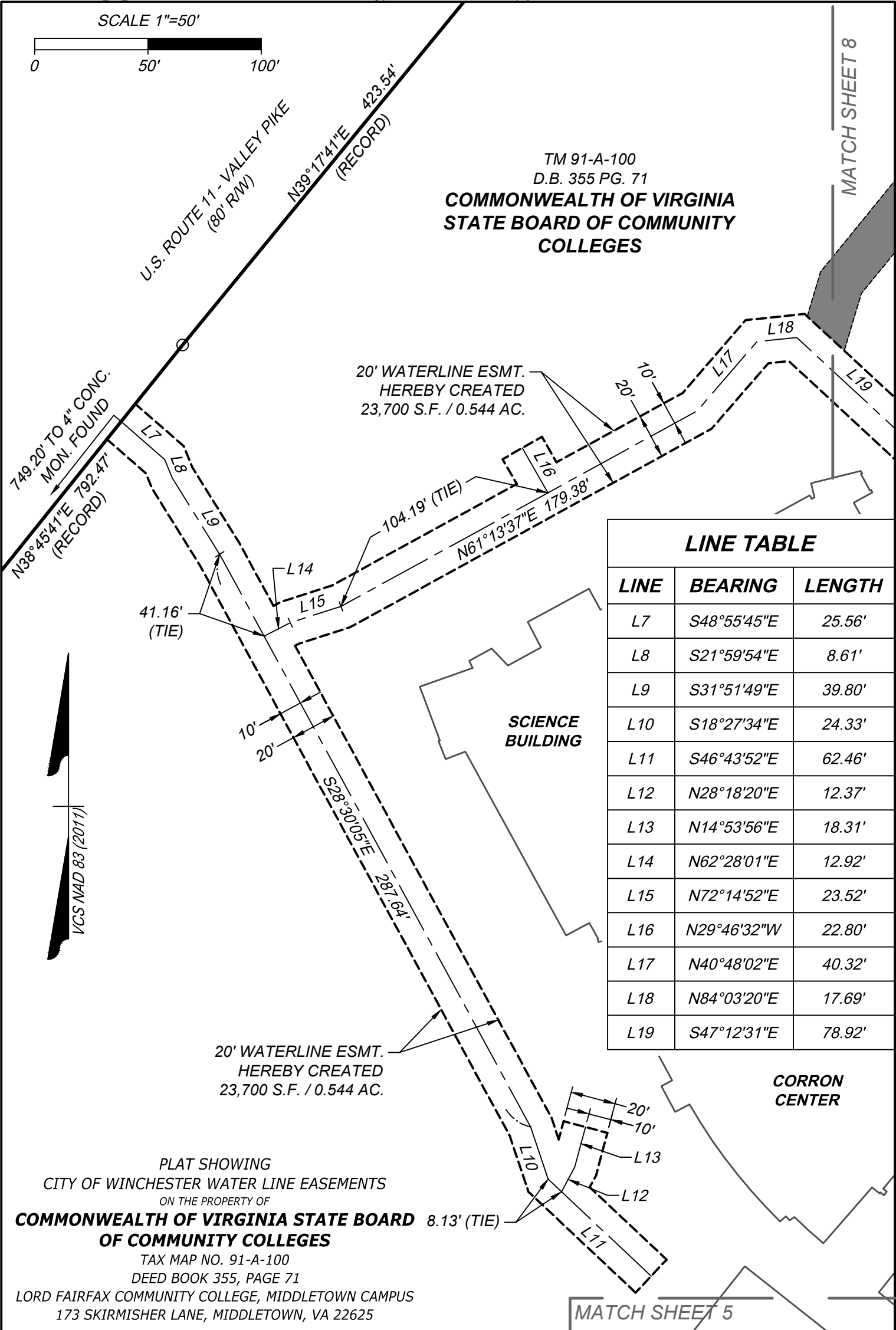
TIMMONS GROUP



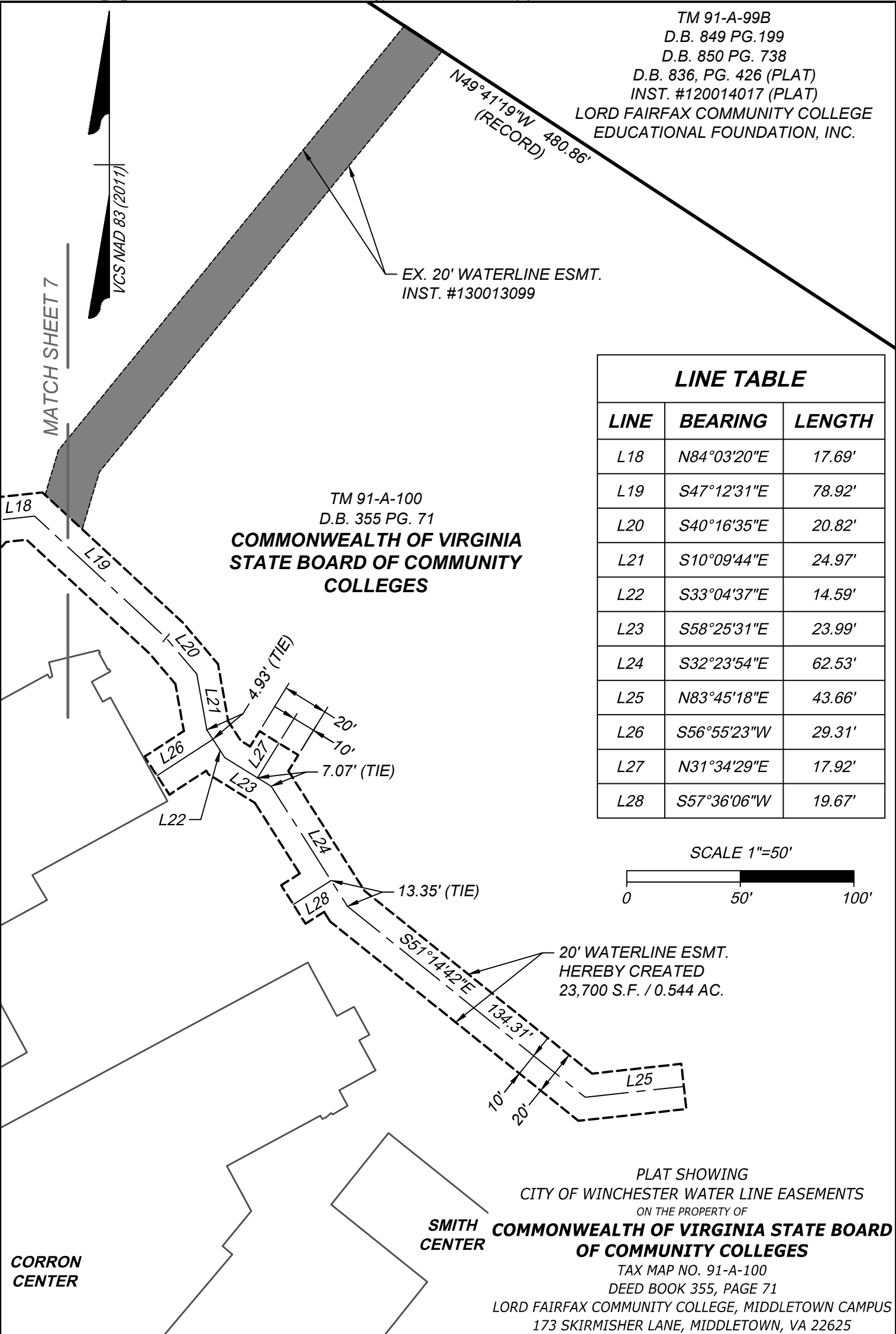


THIS DRAWING PREPARED AT THE <b>NORTHERN VIRGINIA OFFICE</b> 20110 Ashbrook Place, Suite 100   Ashburn, VA 20147 TEL 703.726.1342 FAX 703.726.1345 www.timmons.com	YOUR VISION ACHIEVED THROUGH OURS.	Back Creek District	Frederick County
		Date: August 5, 2021	Scale: 1"=50'
		Sheet 6 of 8	J.N.: 37326.044
		Drawn by: DG & TB	Checked by: J. Genthner

TIMMONS GROUP



THIS DRAWING PREPARED AT THE <b>NORTHERN VIRGINIA OFFICE</b> 20110 Ashbrook Place, Suite 100   Ashburn, VA 20147 TEL 703.726.1342 FAX 703.726.1345 www.timmons.com	YOUR VISION ACHIEVED THROUGH OURS.	Back Creek District	Frederick County
		Date: August 5, 2021	Scale: 1"=50'
		Sheet 7 of 8	J.N.: 37326.044
		Drawn by: DG & TB	Checked by: J. Genthner



LINE TABLE		
LINE	BEARING	LENGTH
L18	N84°03'20"E	17.69'
L19	S47°12'31"E	78.92'
L20	S40°16'35"E	20.82'
L21	S10°09'44"E	24.97'
L22	S33°04'37"E	14.59'
L23	S58°25'31"E	23.99'
L24	S32°23'54"E	62.53'
L25	N83°45'18"E	43.66'
L26	S56°55'23"W	29.31'
L27	N31°34'29"E	17.92'
L28	S57°36'06"W	19.67'

THIS DRAWING PREPARED AT THE <b>NORTHERN VIRGINIA OFFICE</b> 20110 Ashbrook Place, Suite 100   Ashburn, VA 20147 TEL 703.726.1342 FAX 703.726.1345 www.timmons.com	YOUR VISION ACHIEVED THROUGH OURS.	Back Creek District	Frederick County
		Date: August 5, 2021	Scale: 1"=50'
		Sheet 8 of 8	J.N.: 37326.044
		Drawn by: DG & TB	Checked by: J. Genthner

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: September 2, 2021

SUBJECT: Recommended Item for College Board Agenda

---

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

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

Action Item:   X  

Agenda Item Title: College Board Approval to establish of Electric Utility Easements to Rappahannock Electric Cooperative

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

Recommend approval of LFCC establishment of electric utility easement on the Middletown Campus to Rappahannock Electric Cooperative

Construction of the Smith Hall addition received building permit on May 7, 2021 and notice to proceed given to Lance Construction on May 24, 2021. The project addition requires the relocation of an existing transformer and therefore, the establishment of electric utility easement with the Rappahannock Electric Cooperative as illustrated on their field sketch dated 7/2/2021. Total amount of electric utility easement created is approximately 1,575 sf at 15' wide by approximately 105' long.

Approval to grant easements on VCCS property has been delegated from the State Board, to the Chancellor, to the VCCS Associate Vice Chancellor, Facilities Services. This request is for local board recommendation for approval.

Attachments (List supporting documents):

Rappahannock Electric Cooperative field sketch dated 7/2/2021



**Rappahannock  
Electric Cooperative**  
A Triad Energy Cooperative

## Sketch and Right-of-Way Easement Data

Date 7-2-21

Overhead Job # \_\_\_\_\_

Underground (width) 15 ft.

Underground Job # 1483586

(width) \_\_\_\_\_ ft.

( ) ft. each side center line

(width) \_\_\_\_\_ ft.

( ) ft. each side center line

(width) \_\_\_\_\_ ft.

( ) ft. each side center line

(I), (We), the undersigned, approve the right-of-way easement proposed on my/our property as to location, route, width, and clearing of trees and debris.

Landowner: \_\_\_\_\_ Mag. Dist: Back Creek

County: Frederick

Landowner: \_\_\_\_\_ Tax Map: 91 A 100

Legend: Existing Overhead \_\_\_\_\_

Miss Utility Grid \_\_\_\_\_

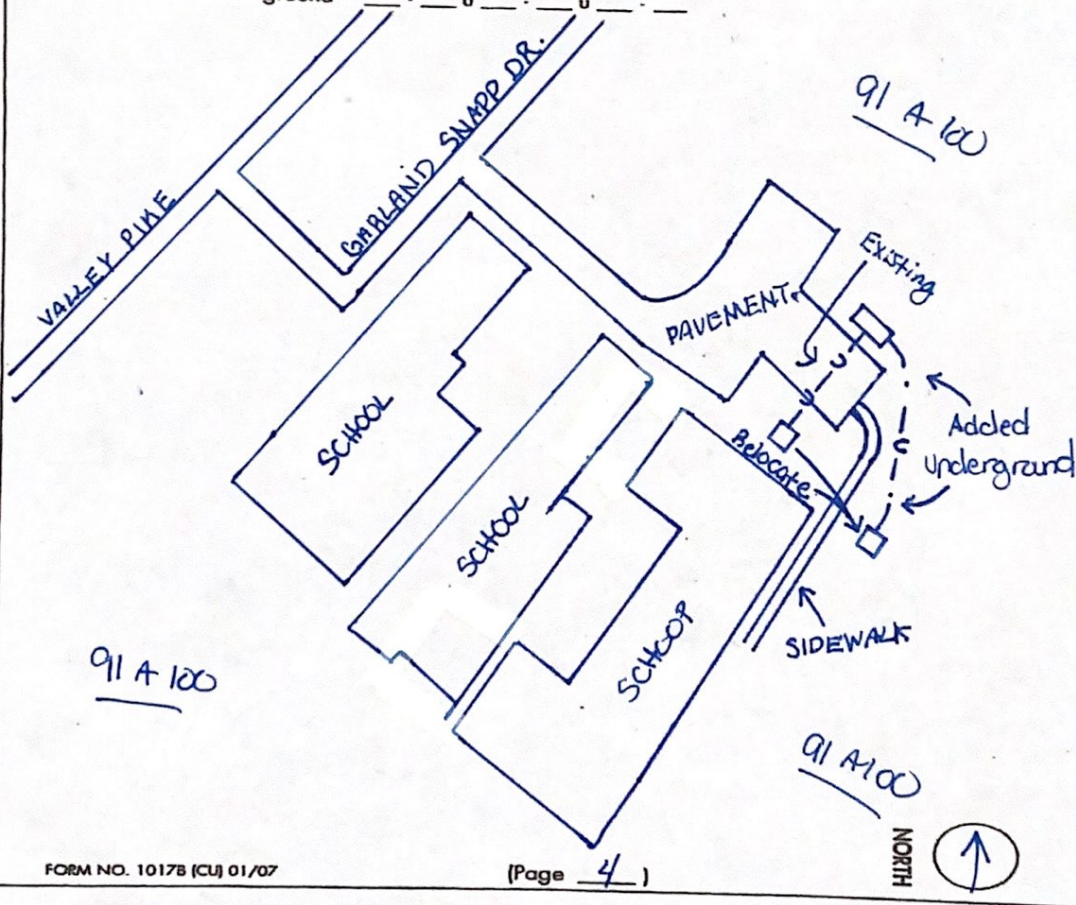
Added Overhead \_\_\_\_\_

W/O Access # \_\_\_\_\_

Existing Underground u u u u

M/O Access # \_\_\_\_\_

Added Underground u u



FORM NO. 1017B (CU) 01/07

(Page 4)





Starting with a  
promise and a  
singular focus

Our **student impact statement** declares our  
commitment to deliver an

**inviting,**


**inclusive,**

**inspiring, &**

**impactful**

experience

to **every** student.



# We commit to delivering a transformative student experience characterized by:

- An **inviting** campus that offers a welcoming, engaging, and enjoyable college experience
- An **inclusive** community that provides an affordable, relevant education and the services, resources and opportunities students need, without exception; and draws people, services, and knowledge together with the singular focus of addressing students' fundamental needs
- An **inspiring** and exciting education that is facilitated by talented faculty and results in career and transfer opportunities that enable students to thrive
- An **impactful** experience in a vibrant, connected college community that enriches the learning experience, delivers relentless encouragement, and builds life-long connections

# Starting with a promise and a singular focus

Faculty and staff of LFCC commit to support this transformative experience through:

- Accessible, guided, intuitive services that support all students and their families without exception
- Efficient and effective processes supported by contemporary technologies
- Data and predictive analytics that enable LFCC to deliver personalized, proactive, and responsive programs and services
- An agile, supportive, welcoming, and rewarding workplace culture that recognizes the importance of training and professional development to build knowledge, skills, and abilities



Virginia's State Board for Community Colleges has adopted *Opportunity 2027*, a Strategic Plan that will guide Virginia's Community Colleges over the next six years. The plan goes into effect July 1, 2021, and has this overarching goal:

**Virginia's Community Colleges will achieve equity in access, learning outcomes, and success for students from every race, ethnicity, gender, and socioeconomic group.**



# Our Six Year Plan



One singular focus and  
commitment to our students



Four strategies



Six Objectives

# Strategies



***Institute a welcoming environment with optimal and equitable opportunities for the classroom, campus, career, and community.***



***Develop a unified college where faculty and employees work together and leverage community resources to an affordable and relevant education.***



***Further an exciting, interesting, and encouraging learning environment through which students, employees, and the community can thrive.***



***Create a strong, positive, and enduring impression on our students, employees, and the community.***

# Next Steps



Teams are being formed to develop baseline measures, goals and annual plans for each of these objectives



We will ask the College Board to endorse these strategies, objectives and goals at the November '21 board meeting

# LFCC FY 22

September 2, 2021





# General Budget Process

- Budget Development requests are made from the Business Office in March with a request for returns by mid-April.
- Reviewed and compiled by the Business Office.
- Revenue information from the VCCS comes in the form of the “Preliminary Resource Distribution Model” for planning in May, followed up by the final “Validated Resource Distribution Model” in late June.
  - The overall VCCS revenues, and subsequent college revenues are based on the lump sum of E&G dollars allocated by the General Assembly
    - Distributed among the system office, agency 260, and the 23 colleges within the system
      - E&G Non-General funds are earned and retained at the college level (used to be “pooled” to the system until ‘05)
  - The model is patterned after the SCHEV methodology used for funding four-year institutions.
  - Typically issued in June each year to coincide with enrollment data (from late May), the Governor’s endorsement of the state budget and VCCS Board action on tuition rates if applicable.
  - Been in use for decades with some modification over time – each of which are approved by ACOP.
- Budget requests and projected revenues are reconciled and then a balanced budget proposal is presented to the College President
- Budget presentation made in early July.
- Feedback taken into consideration
- Budget finalized and disbursed to departments mid-July

# Validated Resource Distribution Model

- Allocation of dollars provided by the General Assembly
  - In 2016 VCCS started using an “outcomes based” formula that is based on 80/20 split of the pool of funds.
    - 80% based on enrollment model
    - 20% based on outcomes model
- Enrollment Based Model
  - FTE students
  - Types of classes students are enrolled in
  - Total student head-count
  - Number of campuses
  - Percentage of in-state students
  - Full Time Faculty salaries
- Outcomes Based Model (adjusted for in-state students only)
  - English and Math performance
  - Retention
  - Progression
  - Awards
  - Transfers



# Validated Resource Distribution Model-Highlights

• Beginning balance of VCCS Funding:	\$417,052,168
• Minus the system office share:	(\$27,068,369)
• Minus “Agency 260” allocation:	(\$16,737,322)
• Minus special appropriation amounts:	(\$10,937,472)
– \$307,000 for LFCC per attachment C	
• Minus capital fee & E-Rate indirect:	(\$ 2,663,623)
– \$32,392 for LFCC per attachment 25	
• Minus student assessments:	(\$ 1,148,922)
• Minus “Work Study” state match:	(\$ 300,000)
• Minus TFM GF:	(\$ 4,500,000)
– \$111,006 for LFCC per attachment D	
• Remaining in VCCS Funding for the model:	<b>\$359,023,724</b>

# Validated Resource Distribution Model-Highlights

- Remaining Funding for model for split:      \$359,023,724
- Enrollment Based Model Funding:              \$287,218,979
- Outcomes-Based Model Funding:              \$ 71,804,745





# Validated Resource Distribution Model-Highlights

- Enrollment Based Model Funding: \$287,218,979
- Outcomes-Based Model Funding: \$ 71,804,745

LFCC allocation calculates to 4.02% for Enrollment  
LFCC allocation calculates to 5.07% for Outcomes

- Enrollment Based Model Funding: \$ 11,541,753
- Outcomes-Based Model Funding: \$ 3,638,270

# Validated Resource Distribution Model-Highlights

LFCC Outcomes allocation calculates to 5.07% or  
\$3,638,270

LFCC represents 4.12% of In-State FTE but receives 5.07% of OBF

LFCC points per FTES is 1.33 as opposed to 1.08 VCCS average

LFCC ***ranks number 1*** out of the colleges in this funding model

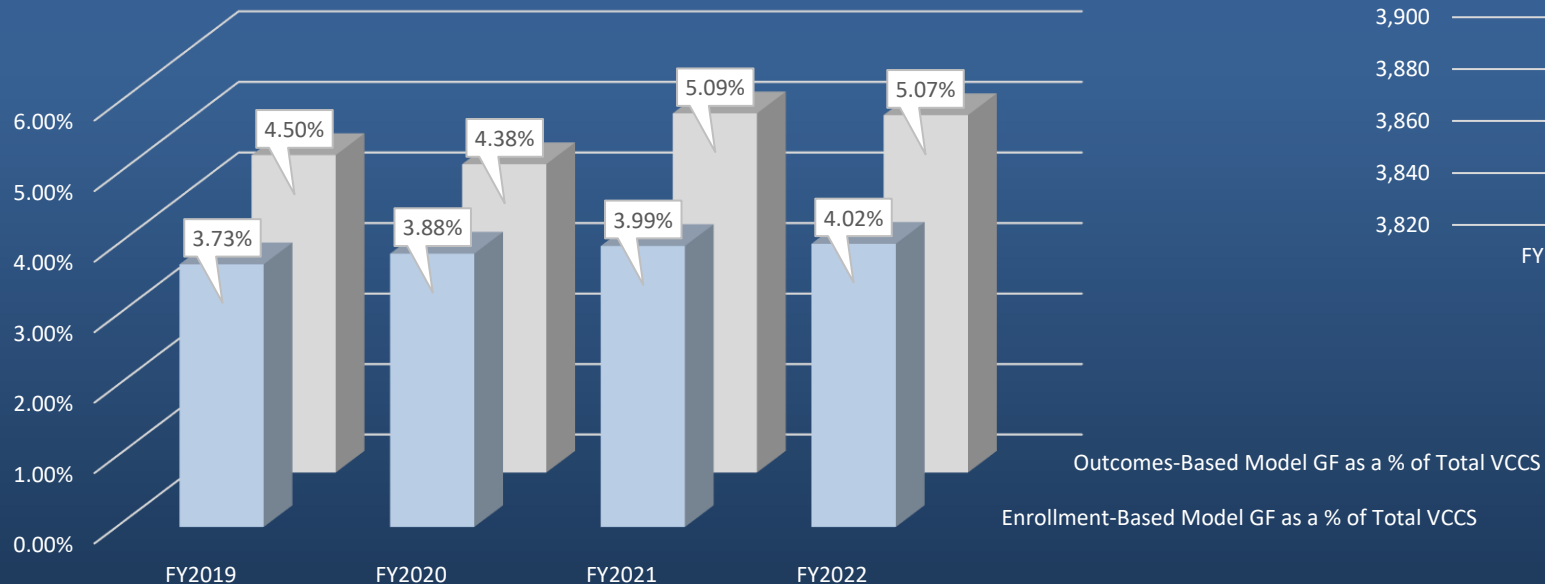
LFCC “gained” \$678,530 to the bottom line through the model as a result

Numbers 2 and 3 were VWCC and ESCC, respectively

Numbers 22 and 23 were Paul D. Camp and Reynolds, respectively

# LFCC Overall Share of Both Models and FTES Over Time

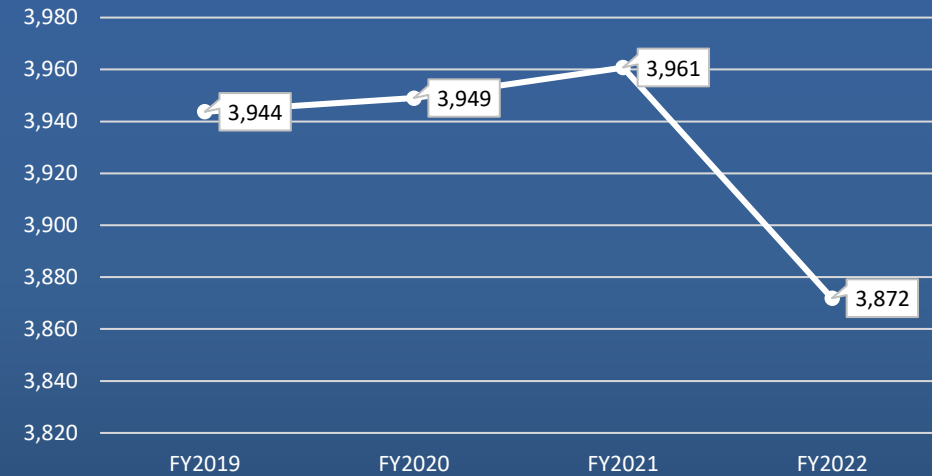
LFCC Share of Total VCCS Funds



■ Enrollment-Based Model GF as a % of Total VCCS

■ Outcomes-Based Model GF as a % of Total VCCS

Total FTES (3 Year Average)



# Major Budget Revenue Sources

General Fund Appropriation	FY22=\$16,494,759
Fund Appropriation	FY21= \$14,453,939
Difference	= \$ 2,040,820
Non General Fund Tuition and Fees	FY22=\$17,763,000
Fund Tuition and Fees	FY21=\$18,462,006
Difference	(=\$ 699,006)
Workforce indirect cost recovery	FY22=\$ 567,981
indirect cost recovery	FY21=\$ 480,000
Difference	=\$ 87,981

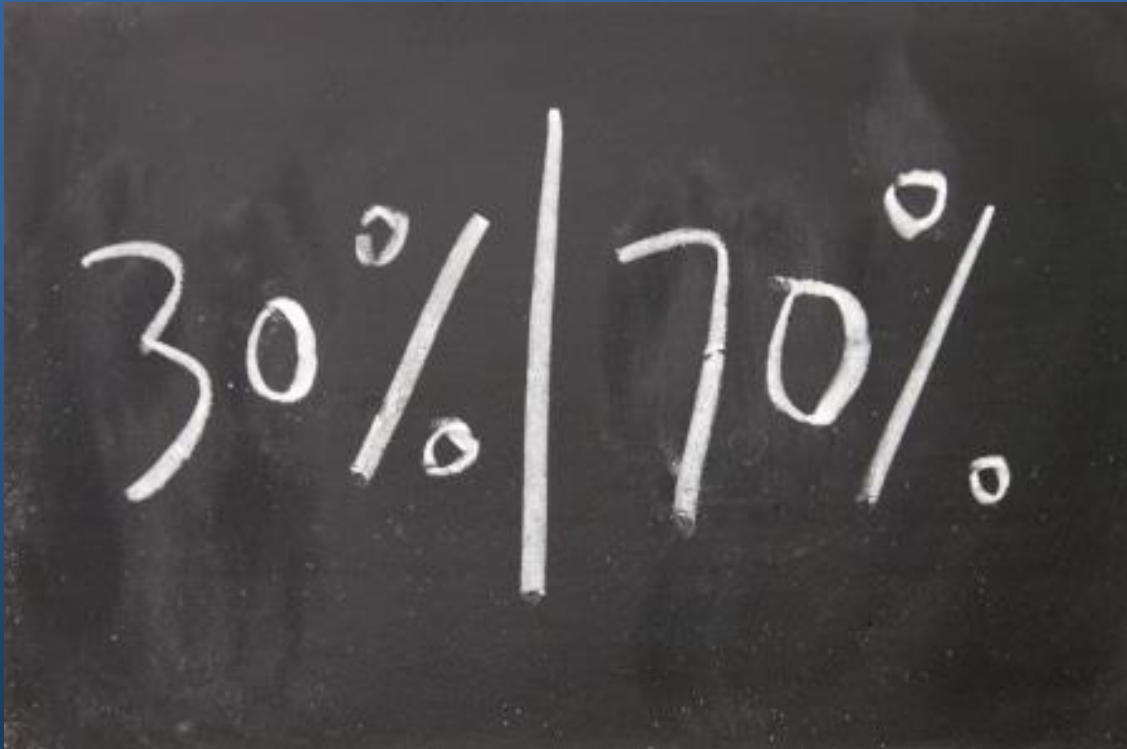


# Major Sources of Expense

- Personnel FY22 = \$24,254,304  
Personnel FY21 = \$22,710,754  
Difference = \$ 1,543,550
- Non-Personnel FY22 = \$11,349,144  
Non-Personnel FY21 = \$ 9,952,735  
\*Difference = \$1,396,409

Personnel remains at =- 70% of the overall budget

\*Does not include any items related to the CARES and Associated Grant Funds



# Major Sources of Expense FOR FY22

– FAS	71%
– Academic & Student Affairs	13%
– Contingency, etc	6%
– Human Resources	5%
– PAC	3%
– President	1%
– PIE	1%

# Other Various Budgets

- Local Funds Budget
- College Board Budget
- Training Budget (extracted from the College Board Budget)

# Local Funds Budget

Total Expected Revenue \$856,000

## Major Sources of Revenue

- General Fund
  - Fax Machines
  - Copier Machines
  - Interest Income
- Parking Fund
  - Parking Fines
  - Parking Fees
  - Interest Income
- Other Local Funds
  - Student Activity Fee
  - Bookstore Commissions
  - Food Service
  - Interest Income

## Major Expenditures

- General Fund
  - Copier Lease
- Parking Fund
  - Campus Security
  - Parking Lot Maintenance
  - Parking Improvements
- Other Local Funds
  - Student Activities
  - Food Operations
  - Bank Charges
  - Employee Retirement
  - Student Union
  - Fauquier Construction
  - Operations & Maintenance
  - Name Change Related Expenses

# College Board Budget

## Major Sources of Revenue

- Budget is approved by the College Board
- Funded through service regions based on the previous year's proportion of students served
- Total budget is \$364,000

## Major Expenditures

- Advisory Committees, Board Activities and President's Office 4%
- Student Financial Assistance 52%
- Student Services 15%
- Sponsored Projects 15%
  - Theatrical Productions
  - Student Competitions
  - Student Success Initiatives
- Employee Development 14%



# Professional Development Funds

## Classified Professional Development

Unit	Division Head	Staff	Percentage	PD Local Funds Award
Administration & Finance	Craig Short	68	27.09%	\$6,772.91
President's Office	Kim Blosser	1	0.40%	\$99.60
Workforce Solutions	Jeanian Clark	22	8.76%	\$2,191.24
CAP	Christopher Coutts	8	3.19%	\$796.81
Institutional Research	John Milam	0	0.00%	\$0.00
Academic & Student Affairs	Anne Davis	145	57.77%	\$14,442.23
Foundation	Liv Heggoy	3	1.20%	\$298.80
Human Resources	JoAnn Ellwood	4	1.59%	\$398.41
Total		251	100.00%	\$25,000.00

## Faculty (Teaching A&P) Professional Development

Unit	Division Head	Faculty	Percentage	PD Local Funds Award
Administration & Finance	Craig Short	1	1.06%	\$265.96
President's Office	Kim Blosser	1	1.06%	\$265.96
Workforce Solutions	Jeanian Clark	5	5.32%	\$1,329.79
CAP	Christopher Coutts	2	2.13%	\$531.91
Institutional Research	John Milam	1	1.06%	\$265.96
Academic & Student Affairs	Anne Davis	82	87.23%	\$21,808.51
Foundation	Liv Heggoy	1	1.06%	\$265.96
Human Resources	JoAnn Ellwood	1	1.06%	\$265.96
Total		94	100.00%	\$25,000.00

# ETF, Other Funds, and Misc. Notes

- Continue to have about 70% ratio for personnel vs non-personnel costs
- ETF allocation for FY22 is \$440,000 in the model
- Federal Grants tied to the Pandemic:
  - CRF, REV, REVITUP, HEERF, CRRSA, GEER and ARPA.
    - Between CRRSA and ARPA student payments will be at least \$5,533,544
    - Other funds support HyFlex Technology, Controls Upgrades, Some Facilities and Special Projects, Some Labor Costs
- No tuition increase for students: Remains at \$154 per Credit Hour
- Parking Fee adjustment deferred until next year (again)
  - Currently a flat fee of \$27 – will move to a per credit hour charge
- Employee raises funded from the General Funds
- Continue with tuition reimbursement
- No talk of reductions in force
- Shared Services Costs
  - FY 18 \$126,000
  - FY 19 \$268,698
  - FY 20 \$351,006
  - FY 21 \$423,000
  - FY 22 \$450,000?

# Project Updates

- Facilities Projects
  - Hazel Hall
  - Wolk Hall
  - Jenkins Hall
    - Landscaping Projects
    - HyFlex Installations
- Fauquier Trades Lab
- Smith Hall

# Additional Facilities Projects Planning/Procurement/Process

## Middletown

- Testing Center dividing wall installation
- Smith Hall welding lab and HVAC upgrade
- Controls Upgrades for HVAC
- Convenience store vending kiosk changes for cashier-less and low-contact sales
- IT upgrades to classrooms for advanced HyFlex Capabilities

## Fauquier Campus

- Bookstore transaction window and entrance modifications
- Student Success Suite transaction window installation
- Relocation of Police kiosk to existing service desk
- Upgrade of upper level restrooms to include touch-free fixtures and partitions
- IT upgrades to classrooms for advanced HyFlex Capabilities
- Controls upgrades for HVAC
- Additional door operators
- Convenience store vending kiosk changes for cashier-less and low-contact sales

# Hazel Hall

\$20,611,176

Completion June 2022

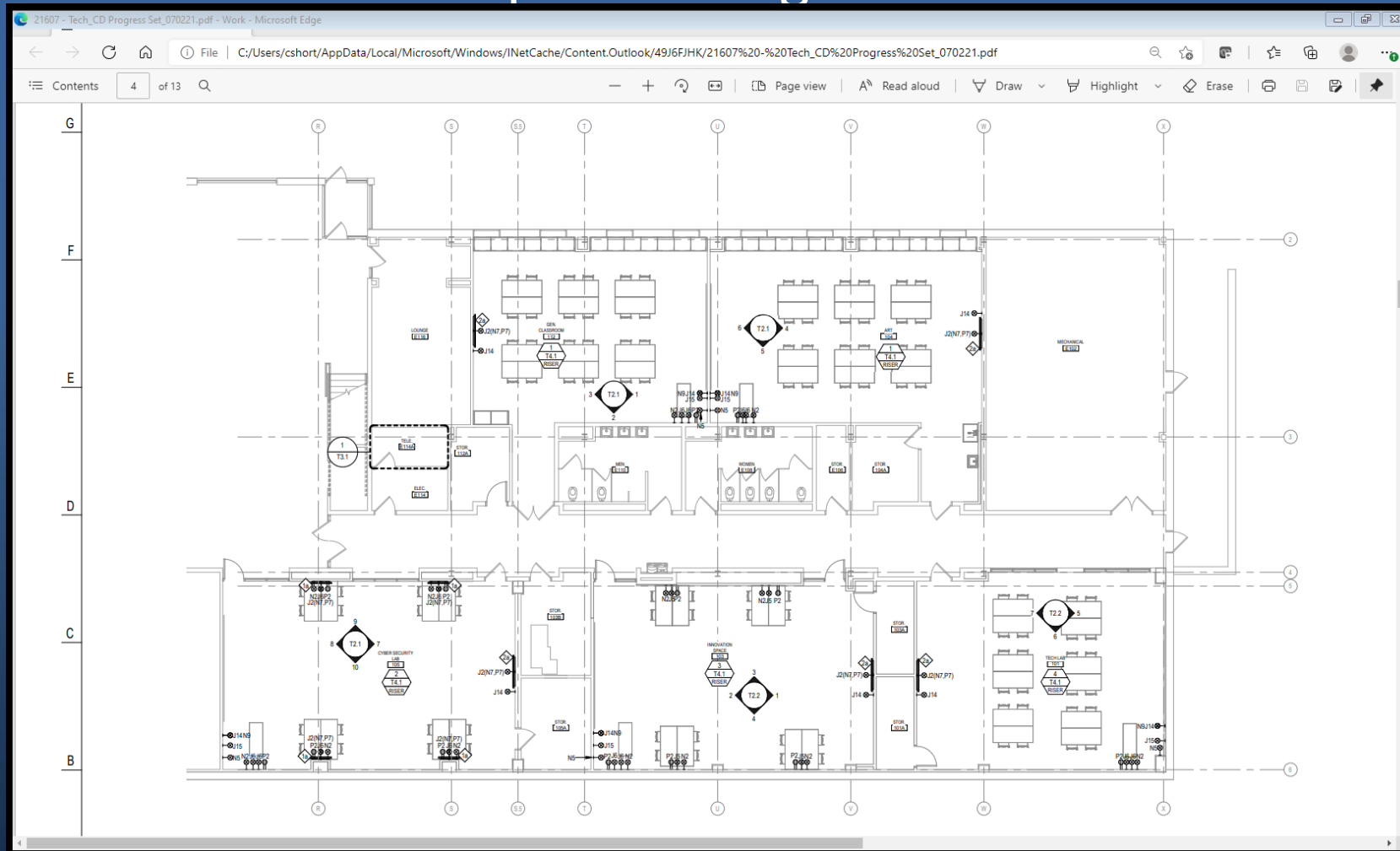




# Wolk Hall

## \$1,200,000

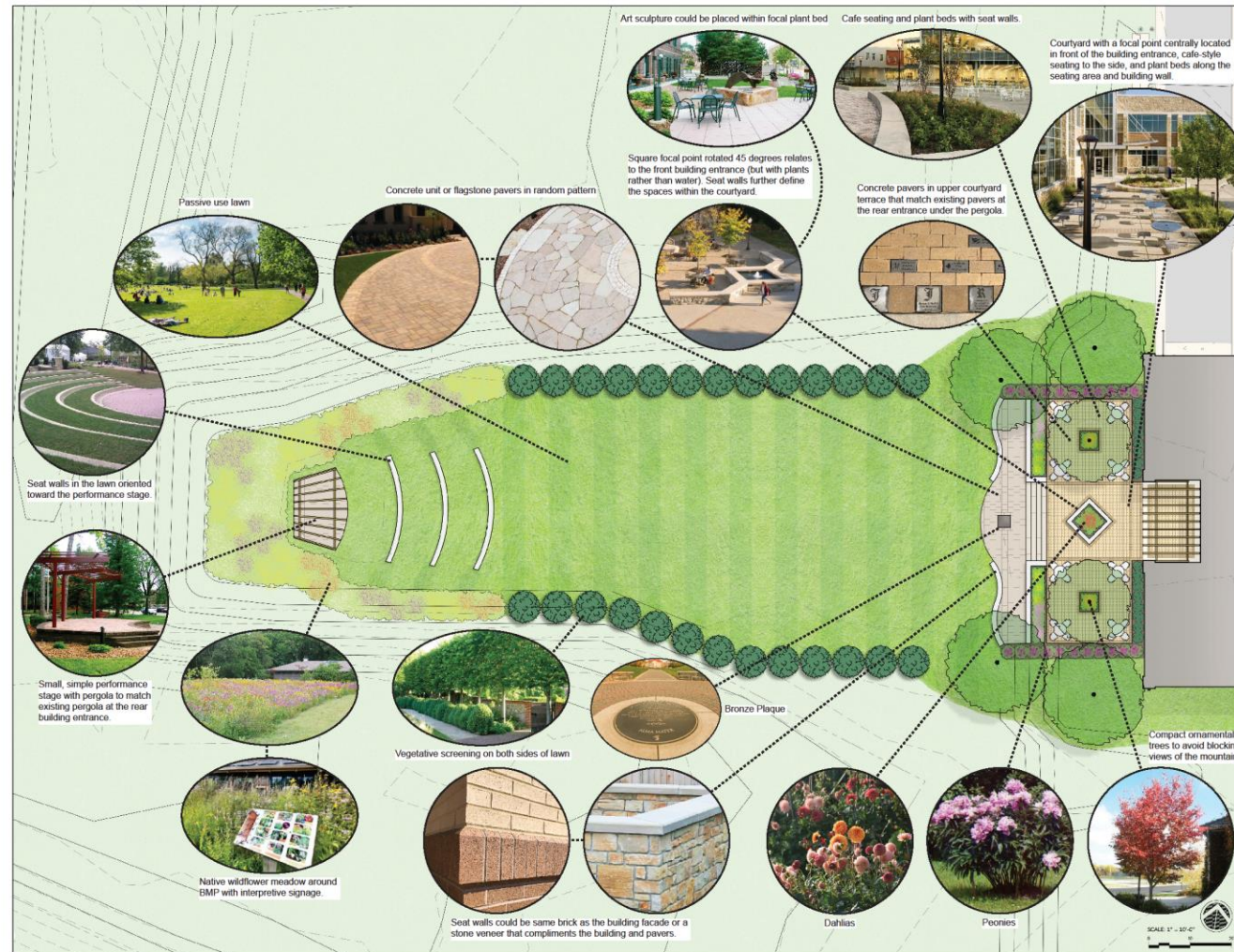
### Completion August 2022



# Jenkins Hall Landscaping Project

## \$200,000 Donor Funds via Foundation

### Completion Date: TBD



CONCEPT PLAN  
**JENKINS HALL**  
*In Memory of Janet Shinnel, by Thomas L. Johnson*  
 200 College Dr.  
 Luray, VA 22835

Revisions	No.	Description	Date

PRELIMINARY ISSUE  
 NOT FOR CONSTRUCTION

CONCEPT PLAN

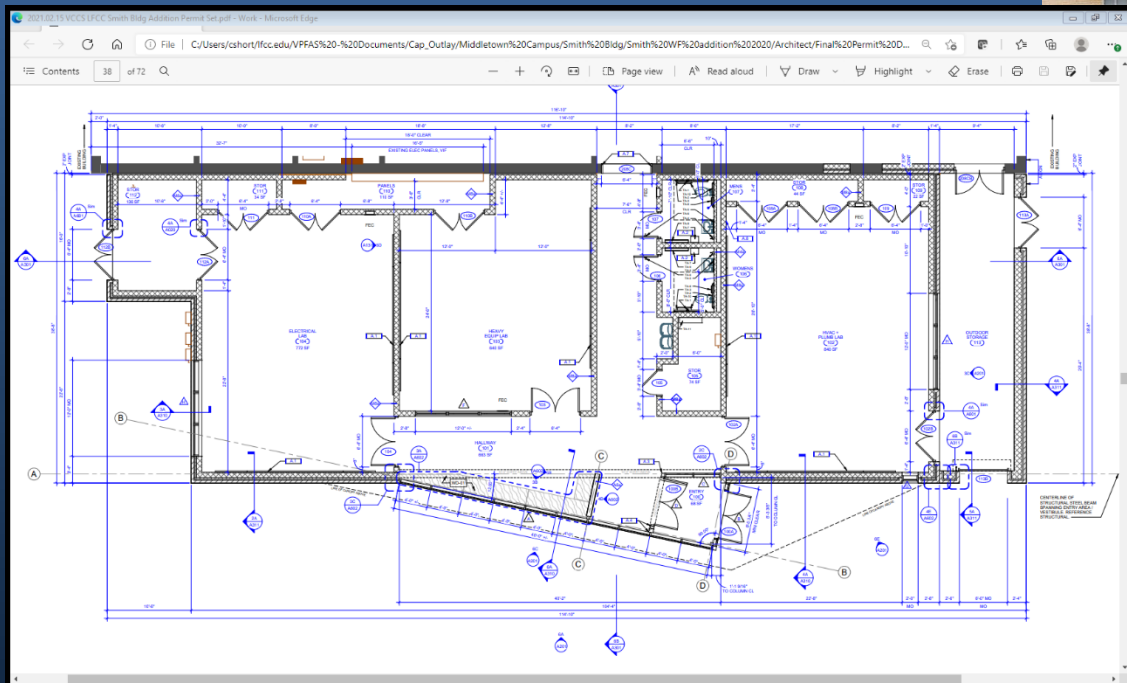
230210C  
 June 12, 2023  
 JVO  
 JVO



# Smith Hall

\$1,700,000

Completion June 2022





# Fauquier Trades Lab

## \$3,600,000

## TBD Summer 2022

