

**LORD FAIRFAX COMMUNITY COLLEGE**  
**BOARD MEETING**  
**MINUTES NO. 255**  
**November 4, 2021**

<b>CALL TO ORDER</b>		
Board interim Chair Michael Wenger convened a regular meeting of the Lord Fairfax Community College (LFCC) Board at 12:00 p.m., Thursday, November 4, 2021, in the Carl & Emily Thompson Conference Center at the Middletown campus.		
<b>Members Present</b>	Kimberly P. Blosser Renard Carlos Edwin C. Daley Krista Farris Brad A. Hodgson Kimberly Jenkins Paul Johnson Andrew C. Keller Michael A. Lake Pamela M. McInnis Maryam Tabataba Michael Wenger	Lord Fairfax Community College Fauquier County Warren County City of Winchester City of Winchester Fauquier County Page County Shenandoah County Frederick County Warren County Clarke County Rappahannock County
<b>Members Absent</b>	Benjamin C. Freakley Michael Czinkota Brandon Monk	Shenandoah County Page County Frederick County
<b>Others Present</b>	Jeanian Clark, vice president of Workforce Solutions Chris Coutts, vice president of communications and planning; Fauquier campus provost Anne Davis, vice president of academic and student affairs Ashley Hansen, executive assistant to the president Liv Heggoy, associate vice president of development; executive director of LFCC Educational Foundation Craig Short, vice president of financial and administrative services	
<b>Approval of Minutes No. 254</b>	On a motion made by Ed Daley, seconded by Maryam Tabatabai, Minutes No. 254 were unanimously approved.	

<b>NEW BUSINESS</b>	
<b>Nomination process and criteria for the recipients of the 2022 College Board Medallion of Recognition</b> (Information Item)	Kim Blosser shared with board members the criteria for recipients of the College Board Medallion of Recognition. Nominees must be national, state or local leaders of business, education or government (elected officials currently holding office are not eligible for nomination); persons from the College's service area who have made significant contributions to the College; or retiring LFCC employees in

	<p>good standing, employed by the College for at least 10 years, who made significant contributions during their employment.</p> <p>A listing of all previous medallion recipients to date can be located on the LFCC website. It is requested that board members submit their nominations to the President's Office by mid January 2022 so that nominations can be presented, reviewed and approved at the February College Board meeting</p> <p>This was an information item and required no further action.</p> <p>(Attachment No. 1; 1 page)</p>
<p><b>Recommendation to approve 2021-22 Curriculum Advisory Committee</b></p> <p>(Action Item)</p>	<p>Anne Davis presented the 2021-22 Curriculum Advisory Committee for board approval. Board members reviewed the proposed committee members (Attachment No. 2).</p> <p>On a motion made by Brad Hodgson, seconded by Kim Jenkins, the 2021-22 Curriculum Advisory Committee was unanimously approved.</p> <p>(Attachment No. 2; 15 pages)</p>
<p><b>Recommendation to approve the following curricular proposals:</b></p> <ul style="list-style-type: none"> <li>a. Discontinuance of AS Science Engineering – Engineering Specialization;</li> <li>b. Discontinuance of Nature and Outdoor Photography Career Studies Certificate;</li> <li>c. Discontinuance of Personal Training and Group Exercise Leadership Career Studies Certificate</li> </ul> <p>(Action Item)</p>	<p>Anne Davis recommended to board members the discontinuance of the following:</p> <ul style="list-style-type: none"> <li>a. discontinuance of AS Science Engineering – Engineering Specialization</li> <li>b. discontinuance of Nature and Outdoor Photography Career Studies Certificate</li> <li>c. discontinuance of Personal Training and Group Exercise Leadership Career Studies Certificate</li> </ul> <p>Board members reviewed the attached curricular proposals (Attachment No. 3, 4 and 5).</p> <p>On a motion made by Brad Hodgson, seconded by Paul Johnson, the curricular proposals were unanimously approved.</p> <p>(Attachment No. 3; 4 pages) (Attachment No. 4; 4 pages) (Attachment No. 5; 4 pages)</p>
<p><b>Recommendation to approve <i>College Board Endorsement of Engage 2027 Strategic Plan</i></b></p> <p>(Action Item)</p>	<p>Chris Coutts recommended the LFCC Strategic Plan – Engage 2027 for board approval. Board members reviewed the proposed plan (Attachment No. 6).</p> <p>The Engage 2027 Strategic Plan will guide the college for the next six years. The plan was developed with extensive feedback from faculty,</p>

	<p>staff, students, and members of the community over the past two years, and was supported in part by grant funding from the PATH Foundation. Engage 2027 commits the college to provide an engaging, impactful student experience characterized by an inviting campus, and inclusive community, and an innovative education.</p> <p>On a motion made by Maryam Tabatabai, seconded by Renard Carlos, endorsement of the Engage 2027 Strategic Plan was unanimously approved.</p> <p>(Attachment No. 6; 9 pages)</p>
<b>Building the Future Fund</b> (Information Item)	<p>Liv Heggoy shared with board members that one of the college's strategic priorities is to expand career and technical programming at the Fauquier Campus. The LFCC Foundation is announcing the "Building the Future Fund" with a \$1.5 million fundraising goal. A case for support booklet was distributed to board members. (Attachment No. 7)</p> <p>This was an information item and required no further action.</p> <p>(Attachment No. 7; 8 pages)</p>
<b>Report of the 2022-24 College Board Chair and Vice Chair Nominating Committee</b> (Information Item)	<p>Interim Board Chair Mike Wenger referenced the College Board Bylaws in that the officers of the board shall be elected biennially. The Bylaws also state that the vice chair will be considered the chair elect. The nominations committee shall be sensitive to locality representation and board rotation in its proposed nominations.</p> <p>The College Board chair and vice chair nominating committee included interim Board Chair Mike Wenger, former Board Chair Pam McInnis, Ed Daley representing Warren County, and LFCC President and secretary to the board Kim Blosser.</p> <p>The nominating committee presented Benjamin Freakley, representing Shenandoah County, for election to serve as the College Board chair for the July 2022 – June 2024 term.</p> <p>This was an information item and required no further action.</p> <p>(Attachment No. 8; 1 page)</p>
<b>Recommendation to approve College Board Chair and Vice Chair nominations to serve 2022-24</b> (Action Item)	<p>The nominating committee presented Benjamin Freakley, representing Shenandoah County, for election to serve as the College Board vice chair for the July 2022 – June 2024 term.</p> <p>On a motion by Andrew Keller, seconded by Brad Hodgson, the nominations for College Board chair and vice chair to serve 2022-24 as recorded in the nominating committee's report were unanimously</p>

	approved.
<b>REPORT OF THE COLLEGE BOARD CHAIRMAN</b>	
Mike Wenger, interim board chair, reported on the following:  Wenger has participated in the college's design camp and assessment training. The continued investment that the college puts into the quality of the learning process is exemplary. Wenger will continue to keep his thumb on these efforts and share feedback with the collective board.	
<b>REPORT OF THE EDUCATIONAL FOUNDATION BOARD REPRESENTATIVE</b>	
Brad Hodgson, LFCC Educational Foundation Board representative, reported on the following:	
<ul style="list-style-type: none"> <li>• At the Foundation Board's November meeting, Caroline Wood, LFCC AVP of student services and academic support, presented information on the college's wrap-around services provided and student life engagement strategies.</li> <li>• The Foundation Board reviewed the 'Building the Future Fund' initiative.</li> <li>• The Foundation Board welcomed three new members: <ul style="list-style-type: none"> <li>– Jason Rotz, owner, Rotz Pharmacy</li> <li>– Brandon Lorey, president/CEO, Bank of Clarke County</li> <li>– Carl Rush, chief equity officer, Loudoun County</li> </ul> </li> </ul>	
<b>REPORTS OF THE COLLEGE</b>	
<b>President</b>	<p>Kim Blosser reported on the following:</p> <p><u>Virtual Open Forum</u> The president will hold the second of two virtual open forums of the Fall 2021 semester, scheduled for November 8 at 2 p.m. via Zoom. The open forums are intended for college employees and board members.</p> <p><u>Virginia's Legislative Session</u> The next session of Virginia's Legislature convenes on January 12, 2022. In the legislative package submitted by the VCCS, the following top 4 priorities for funding are included:</p> <p>#1 - Expand nursing program capacity and enhance existing programs #2 - Increase academic advising capacity system-wide #3 - Maintain access and affordability tuition moderation funding #4 - Address mental health barriers for community college students</p> <p>Each of these priorities include dollar amounts that would be necessary in both FY2023 and FY2024. The president will be contacting all our local legislators to let them know how these proposals, particularly the expansion of nursing programs, will impact our local region. The president will also send a letter to both Valley Health and Fauquier Health asking for their support of this funding request.</p> <p><u>Chancellor's Search</u> The State Board for Virginia's Community Colleges Chair has created a search committee comprised of the executive committee of the State</p>



	<p>Board and advisory members who represent college presidents, the chancellor's cabinet, the Virginia Foundation, faculty and students. With the guidance and expertise of the search firm, Greenwood/Asher and Associates, the committee will begin a search to identify and recruit the nation's best talent. A website will be established that outlines the search process. As soon as that is made public, the president will share this resource with the board. The final hiring decision resides with the State Board.</p> <p><u>All College Day</u>  LFCC All College Day 2021 is scheduled for Monday, November 22. An in-person session with keynote speaker Scott Zimmer, Bridgeworks, will be held from 9 am – 11 am in the Carl &amp; Emily Thompson Conference Center, Corron Community Development Center at the Middletown campus. This year's topic will focus on how the college can recruit and engage the Gen Z and millennial generations in a post-Covid world. Boxed, to-go lunches will be provided at 11 am for attendees to take back to their offices or to enjoy outdoors weather permitting.</p> <p>A series of virtual/Zoom sessions will be offered in the afternoon beginning at 1 pm and running through 3:30 pm. These virtual sessions will include:</p> <ol style="list-style-type: none"> <li>1. <i>Engage 2027</i>, an introduction of the college's next strategic plan, the OneVirginia Plan, and the VCCS Opportunity 2027 Strategic Plan</li> <li>2. <i>Becoming Laurel Ridge</i>, an overview of the Laurel Ridge Community College brand launch and timeline of the college name transition</li> <li>3. <i>Diversity, Equity and Inclusion (DE&amp;I)</i> session</li> </ol>
<b>Workforce Solutions and Continuing Education</b>	<p>Jeanian Clark, vice president of Workforce Solutions, reported on the following:</p> <p>Report provided in <i>Workforce Solutions Quarterly Performance Update</i> (<u>Attachment No. 10</u>)</p>
<b>Communications and Planning</b>	<p>Chris Coutts, vice president of communications and planning and Fauquier campus provost, reported on the following:</p> <p><u>The Laureate</u>  We hope that you enjoyed the inaugural issue of our new magazine, <i>The Laureate</i>. We strived to produce a publication highlighting the college's the countless success stories, important milestones, and programs. The Laureate will be published in the spring and fall semesters.</p>

	<p><u>Strategic Plan</u> ENGAGE '27, our next six-year strategic plan, was developed with input from students, faculty, staff members, and community members during the 2020-21 academic year, a time when many people felt helpless and disconnected from each other. Despite the challenges presented by a global pandemic, members of the Laurel Ridge community were able to rally together to formulate a vision and execute a plan for meaningful engagement in the rapidly changing world. The strategic plan rests on a foundation of four core areas – Invite, Include, Innovate, and Impact –and outlines a set of goals that will help ensure we meet our mission of making a positive difference on the individuals, families, and communities we serve. The plan is presented to the College Board in November 2021 for review and endorsement and will be introduced to the college community at All College Day on November 22, 2021.</p> <p><u>Consolidation of the Marketing Office</u> Last year, we re-organized to create the Communications and Planning (CAP) department under Chris Coutts. We also established a “One Door” committee to look at how we can create a ‘one door’ process for all our students (credit, workforce, adult basic education, etc.). To support enrollment and our “one door” approach, effective October 2021, we combined our Marketing departments. Guy Curtis, Director of Marketing, and his team will be moving to Communications and Planning – will focus on helping VP Anne Davis and VP Jeanian Clark on enrollment efforts for the College. Brandy Boies, Director of Community and Public Relations, and her team will remain in CAP and continue to support the marketing efforts and the communications strategies of the College.</p>
<p><b>Academic and Student Affairs</b></p>	<p>Anne Davis, vice president of academic and student affairs, reported on the following:</p> <p><u>Reconsolidation of the Technology/Computer Science Programs</u> Cybersecurity, Information Technology and Computer Science programs and program faculty have been reconsolidated as one discipline unit under the School of Professional Programs. With the departure of Henry Coffman, Program Lead for Cybersecurity, a review of the efficacy of the re-organization of the IT/CS programs into two separate schools that was initiated in spring of 2020. To that end, the benefits and barriers of the current structure were examined from various perspectives. The result was that there was less confusion in student advising, scheduling and staffing, and more opportunities for synergy among programs to reconsolidate the group. The consolidation brings all the computer science, cybersecurity, and IT degrees and certificate programs under one school division.</p> <p><u>Adult Education reorganized under Student Services and Academic</u></p>

Support

With the transition in staffing of Adult Education (Amy Judd transitioning to Director of Academic Assessment, Evaluation and Analytics and Sharon Hetland to Interim Director of AE), Adult Ed programs have shifted in the organizational reporting structure to Student Services and Academic Support under AVP Caroline Wood. This organizational shift allows greater collaboration and synergy between the AE and academic credit ESL programming as well as creates greater opportunities for creating pathways for students to move from AE to degree and certificate programs.

Transfer Virginia

*Transfer Virginia* is a collaborative partnership between in-state agencies of The State Council of Higher Education for Virginia (SCHEV) and the Virginia Community College System (VCCS). It embraces the growing need for seamless transfer among the Commonwealth's institutions by:

- Engaging key stakeholders to improve communication and facilitate collaboration.
- Engaging faculty across institutions to better align academic expectations at two-year and four-year schools. Developing program maps that will guide students from high school to community college to university degree completion.
- Streamlining transfer articulation agreements and improving guaranteed admission agreements.
- Creating models for regional dual-admission and co-enrollment programs.
- Developing an online transfer portal that serves all students.

Much work has already occurred toward these goals. LFCC will soon be adopting the *Universal Certificate in General Studies*. The courses in this certificate will be universally accepted at Virginia 4-year colleges and universities as meeting the transfer institution's general education requirements. Collaborative workgroups of faculty from 2- and 4-year institutions are developing common curriculum that will be accepted within degree program pathways. May LFCC faculty have been engaged in this work as representatives of their disciplines.

The Transfer Virginia portal is a database tool for students to use to determine where and how their credits will transfer. The portal will provide specific transferability of college courses, their applicability to degree programs and which community colleges offer the specified transfer course. Portal will include data from both public and private Virginia institutions.

Academic Assessment

Academic Affairs will host an Assessment Day on October 29, 2021 for all full-time faculty. Dr. Keston Fulcher, Executive Director for the Center for Assessment and Research Studies at James Madison

	<p>University will be the keynote speaker with portions lead by the QEP team and the Faculty Fellows.</p> <p><u>Adoption of Watermark assessment software</u> Documentation of academic assessment efforts will soon become more streamlined through implementation of Watermark software, which will also be utilized for strategic planning and accreditation documentation in Dr. Coutts' division. Historical program assessment data should be fully loaded by the end of October, and a roll-out plan and training plan should be in place by mid-November. This new software will not only make accreditation compliance clearer and easier, but it will also be user friendly for faculty and deans to view program histories and plan for continuous learning improvement. Numerous efficiencies are being realized with this implementation, and administrative burden and duplication of efforts will be reduced.</p> <p><u>Student Services</u> Enrollment services team is working with school systems in our region to attract early high school graduates to join us in spring by working with our k-12 partners to offer financial aid to those students.</p> <p>The spring 2022 schedule of courses is live, and registration has started.</p> <p>LFCC along with the state is focusing on how we onboard students successfully with the goal of increasing yield.</p> <p>Single Stop is up and running and there are 61 students in our case management system who have received a total of \$170,000 in benefits, which includes Pell and G3 funding. Human Services interns are helping the Single Stop office to ensure students receive timely support.</p> <p><u>Student Engagement Activities</u> The college hosted multiple events in October focusing on LGBTQ+ issues, including Safe Space and gender identity training.</p> <p>October was also Domestic Violence Awareness month. Student Activities partnered with the Laurel Center and S.A.F.E. to offer programing focused on building healthy relationships.</p> <p>Student Activities hosted an event, How Woke are You, to help students identify blind spots and help create a more inclusive campus culture.</p> <p>Coming up on November 11<sup>th</sup> is a Veterans Celebration. All are welcome to attend the virtual event via Zoom: <a href="https://vccs.zoom.us/j/82554783393">https://vccs.zoom.us/j/82554783393</a>. As part of Veterans Day Appreciation week, November 8-12, LFCC will be honoring our Veterans. This special week includes FACES of LFCC Veterans.</p>
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	Throughout campuses and our website, we will highlight LFCC Veterans and their service.
<b>Development; LFCC Educational Foundation</b>	<p>Liv Heggoy, associate vice president of development and executive director of the LFCC Educational Foundation, reported on the following:</p> <p><u>Laurel Day is Giving Day</u> We are excited to announce a special 24-hour fundraising event this year on November 23, 2021. Your donation on Laurel Day will help the Foundation provide the resources our students need to be successful in college. More and more charities and colleges are incorporating a “day of giving” as part of their fundraising strategies. <a href="http://www.lfcc.edu/laurelday">www.lfcc.edu/laurelday</a></p> <p><u>LFCC Retiree Gathering</u> We are hosting a LFCC Retired Employee gathering to be held on November 1. Our last luncheon was in 2019, pre-pandemic.</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> Recently completed the annual Agency Risk Management and Internal Control Standards (ARMICS) testing and self-certification for the VCCS and Department of Accounts (DOA). The purpose of this exercise is an annual assessment of our internal control systems to provide reasonable assurance of the integrity of our fiscal process relative to the management of the college as a state agency. It looks at processes for transactions to the Commonwealth’s ledger, submittals of financial statement directive materials, compliance with laws and regulations, and overall fiscal stewardship. Overall, the process involves several staff with an estimate of around 60-80 manhours over an 8–10-week period. Also received notice that LFCC is in the cycle for the 2021 APA audit starting in late January 2022 with six other colleges. Continuing to manage the ARP grant funding.</p> <p><u>Auxiliaries and Facilities Planning</u> Overall construction completion at 45% (30% at the last meeting) with building having been dried in, interior framing 90% complete and MEP rough-ins in progress. Overall project time consumed is 50%. Wolk Hall design planning and permitting for the lower-level classrooms are in progress with anticipated start date of April 1 through September 2022. Most recently, the final review comments of the permit drawings received last week from DEB with anticipated re-submittal in early November. Fauquier Trades lab remains on an aggressive schedule for September 22 completion with design in progress and in the preliminary documents and programming</p>

stage. Landlord has agreed to lease renewal at Vint Hill for an additional six months to a year if necessary. Smith Hall Addition underway with demolition and excavation complete, foundations installed and masonry starting early November; on schedule for planned completion of June 2022; Currently at 20% complete.

#### Facilities Management

Continue to work on accommodations for the COVID pandemic including joint scope for major HVAC Controls upgrade college wide, Chiller modernization and exhaust air improvements at Fauquier Campus, distribution of air filters throughout campuses, cleaning supplies for all classrooms. Additional projects going through the VCCS process for design and procurement:

Middletown campus: Fairfax Hall Office 501 wall installation, Veterans Suite Office Separation, Vending Area improvements, replacement of stairs at trio, and the replacement of a vacuum pump and lab controls in Science and Health Professions lab.

Fauquier Campus at Wolk Hall include: concrete pad replacement at rear dock, Police Desk relocation, Bookstore relocation, Student Success Suite renovations, tree removal and exterior lighting replacements, classroom lighting upgrades, and mini split installation for IT Closets to support HyFlex equipment. Additional efforts have been undertaken to establish service contracts for life safety equipment across facilities such as alarm systems, portable equipment, smoke and fire detectors, emergency lighting, elevators, and emergency generators.

#### LFCC Police

Maintaining heightened awareness of COOP posture as a result of the COVID pandemic. COOP Campus Coordination team continues to meet for planning Summer and Fall course delivery. Continuing to recruit for two additional vacancies within the department. Planning for fire and lockout/lockdown/shelter-in-place drills before the end of the calendar year. Upcoming projects include radio upgrades, body and video camera enhancements.

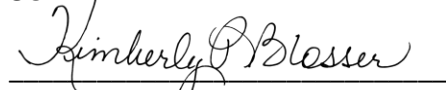
#### Information and Instructional Technologies

Working with Mountain Vista to evaluate technology needs for purposes of grant applications. Continued support for Instructional Technology with temporary staffing and re-assignment from the IT side of the operations with plans on gradually diminishing that support as operations normalize. HyFlex installations underway at Middletown and Fauquier Campuses and expected to continue through the Fall semester without interruption to class schedules. Scope development continues for Hazel Hall, Smith Hall Addition, Wolk Hall Renovation and the Fauquier Trades Lab building technology. ETF purchasing to begin in late 2021 and IT continues to solicit needs from faculty and staff for hardware related to remote and mobile delivery of service and

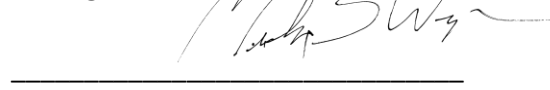
	<p>instruction if necessary. Otherwise, staff has re-established on campus presence for supporting in person delivery of instruction with classroom technology and services.</p> <p><u>Research, Analytics and Data Systems (RADS)</u>          SIS and AIM have been integrated for streamlining processes for disability services. Students can log in and upload their documentation, request accommodations, etc. Although the 9.2 upgrade was completed back the first of March, there have been, and will continue, to be numerous enhancements rolling out that RADS will be assisting in implementing. For Transfer VA, edits/improvements and numerous files with go live data were uploaded to the portal for Early Release. LFCC is on the Phase I, which will go live in January. This was quite a large and time-consuming task. HR Educational Assistance AppMod is ready to go live once HR has finished the demo.</p>
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IMPORTANT DATES			
Date	Activity	Time	Location
Monday, November 22, 2021	<b>LFCC All College Day</b>	9:00 a.m. – 11:00 a.m. (in-person keynote); 1:00 p.m. – 4 p.m. (various virtual sessions held via Zoom)	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
Thursday, April 7, 2022	<b>College Board meeting</b>	12:00 p.m.; lunch served at 11:30 a.m.	The Barn, Fauquier Campus

ADJOURNMENT
On a motion by Renard Carlos, seconded by Brad Hodgson, interim Board Chair Mike Wenger declared the meeting adjourned at 1:40 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  
 Interim Chair  
 Lord Fairfax Community College Board

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

Copy of Approved MINUTES NO. 254 (September 2, 2021) filed with Glenn DuBois, Chancellor, Virginia Community College System.



**LORD FAIRFAX COMMUNITY COLLEGE**  
**CRITERIA FOR THE COLLEGE BOARD**  
**MEDALLION OF RECOGNITION**

1. National, State, or local leaders of business, education, or government. Elected officials currently holding office are not eligible for nomination.
2. Persons from the College's service area who have made significant contributions to the College.
3. Retiring LFCC employees in good standing employed by the College for at least 10 years who made significant contributions during their employment.
4. Others as may be determined by the College Board.

A listing of all Medallion of Recognition recipients to date is located on the LFCC website at [www.lfcc.edu/about-lfcc/awards/medallion-of-recognition/](http://www.lfcc.edu/about-lfcc/awards/medallion-of-recognition/)

Written nominations should be submitted to Ashley Hansen at [ahansen@lfcc.edu](mailto:ahansen@lfcc.edu) by January 10, 2022.

LORD FAIRFAX COMMUNITY COLLEGE  
173 Skirmisher Lane  
Middletown, VA 22645

RECOMMENDATION FOR COLLEGE BOARD

TO: Kimberly P. Blosser, President  
FROM: Anne P. Davis, VP of Academic and Student Affairs  
DATE: 10/21/2021  
SUBJECT: Item Recommendation for College Board Agenda

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

Information Item: ☐ or Action Item: ☒

Item Title for Agenda (be specific): Approval of 2021 – 2022 Curriculum Advisory Committees

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

Attachments (List supporting documents): 2021-2022 Curriculum Advisory Committee List

LFCC Curriculum Advisory Committees  
2021-2022

BUS/ACC

Jane Baker  
Career & Technical Education Principal  
Warren County Public Schools  
[cbaker@wcps.k12.va.us](mailto:cbaker@wcps.k12.va.us)

Cindy Forse  
Department Head/Business Education Teacher  
Frederick County Public Schools  
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Charles Harbaugh  
Executive Director, Access Independence  
Mayor of Middletown, VA  
[Charbaugh@accessindependence.org](mailto:Charbaugh@accessindependence.org)

Lisa Lambert  
HR Generalist- Data Analyst/Training &  
Development  
Frederick County Government  
[llambert@lfcc.edu](mailto:llambert@lfcc.edu)

Keri Mounts  
Chick-fil-A Pleasant Valley Road and Rutherford  
Crossing  
Marketing, Recruiting, Special Projects  
[kericfa@gmail.com](mailto:kericfa@gmail.com)

Jimmy Stewart  
Previous Director of Financial Operations,  
Shentel Communications  
Economics & Personal Finance Teacher  
James Wood High School  
[stewartj@fcpsk12.net](mailto:stewartj@fcpsk12.net)

Amy Bowman  
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Accounting & Finance  
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Alec Burnett  
Executive Director, Fauquier Chamber of  
Commerce (former executive with Hilton and  
Fauquier Springs)  
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John McCarthy  
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Amelia Stansell  
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Community Credit Union  
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Charity Furness  
Executive Director, Experience Old Town  
Warrenton (Main Street program)  
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Lorna Magill  
Chief Financial Officer, PATH Foundation  
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Lisa Chiccehitto – CPA, UMMC  
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Heather Tweedie  
Hottel & Willis CPA, Partner  
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Beth Falu, Desiree Gnome/Smith, Virginia Mills,  
Kimberly Price  
Navy Federal Credit Union Contact Center  
Assistant Managers, Learning and Development,  
Training

#### ADJ

Currently, there are no members.

ADN – Fauquier

Sandy Williams  
Fauquier Health  
[williamss@fauquierhealth.org](mailto:williamss@fauquierhealth.org)

Melissa Clark  
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## Dental Hygiene

Lori Ellington – RDH – LFCC faculty

Karen Avery – RDH – LFCC faculty

Lori Gochenour – DDS

Jill Grassmick – RDH

Ben Hanson – DDS

Polly Hoverter – RDH

Kathleen Kanter – RDH

Pam Kitner – RDH

Cindy Knotts – DDS

Lynne Stovall – RDH

Bonnie Foster – DDS

Dawn Southerly - RDH

Jordan Carpenter – LFCC student rep.



## Early Childhood

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## Surgical Technology

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Physician /Surgeon- Dr. Troy Glembot

Physician / Surgeon- Dr. Dwight Kemp

Public Member- Abbey Waters

Public Member- Sheila Orndorff

Employer- Steven Former  
Berkley WVU Surgical Services Director

Employer- Sharon Hackett  
Berkley WVU Surgical Services Manager

Employer- Elaine Ross  
Reston Hospital RN/ Surgical Services  
Educator

Employer- WMC Director of Surgical  
Services

Working CST- Rachel Makely

Working CST/ CSFA Shirley Mahoney

Past student- Alicia Fraizer

Past Student- Remon Ayad

Past Student- Kim Thrasher



LORD FAIRFAX COMMUNITY COLLEGE  
173 Skirmisher Lane  
Middletown, VA 22645

RECOMMENDATION FOR COLLEGE BOARD

TO: Kimberly P. Blosser, President  
FROM: Anne P. Davis, VP of Academic and Student Affairs  
DATE: 10/19/21  
SUBJECT: Item Recommendation for College Board Agenda

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

Information Item: ☐ or Action Item: ☒

Item Title for Agenda (be specific): C&I Proposal #316 – AS Science – Engineering  
Specialization Discontinuation

Initiating Administrator's Recommendation (If funding is involved, please indicate appropriate budget line-item number and title.) AS: Engineering is now offered at the college. The AS: Science – Engineering Specialization is no longer required since the AS: Engineering better suites the needs of transfer institutions.

Attachments (List supporting documents): C&I Proposal #316

## Curriculum or Course Discontinuation Request Guidelines & Checklist

The following guidelines will assist deans in providing the rationale necessary to determine and approve a discontinuation of an A.A.S., A.S., or A.A.&S. degree, certificate, or career studies certificate.

### **Checklist:**

Items 1-7 are to be administered by the requesting dean in collaboration with program leads, faculty, and the SACSCOC Liaison.

**Item 1:** If discontinuation is recommended, the requesting dean should check off whether the discontinued item is a program or a course; then enter the exact title. If a program, include its award designation (i.e., General Studies) and complete the following forms:

- [VCCS Request Program Discontinuance](#)
- [Instructions for Completing SCHEV Intent to Discontinue an Academic Program](#)
- [SCHEV Intent to Discontinue an Academic Program Cover Sheet](#)
- **Item 2:** Enter name and signature of requesting dean.
- **Item 3:** Justify discontinuation using applicable information.
- **Item 4:** Enter program enrollment data for all program placed students.
- **Item 5:** Include teach out plan.
- **Item 6:** Indicate schools, if any, that will be affected by the decision.
- **Item 7:** Review for SACSCOC compliance and substantive change.

**Item 8:** Enter names, comments, and signatures of faculty, staff, and administrators involved in the decision.

**Item 9:** The coordinating dean will submit electronic copies of all forms to the VPASA for AA Deans meeting review for feedback/comments.

**Item 10:** If the discontinuance is approved, it will be presented at the next scheduled Curriculum and Instruction (C&I) Committee meeting. If the discontinuance is not approved, it will be returned to the school dean for revisions. Once revisions are completed the discontinuance can be resubmitted to the AA Deans for approval.

**Item 11:** The discontinuance will be presented by the school dean at the C&I meeting. If approved, the Committee Chair will sign and send the completed packet to the VPASA. A disapproved or tabled discontinuance will be sent back to the school dean.

**Item 12:** With the Curriculum and Instruction endorsement and further analysis, the Vice President of Academic and Student Affairs will make a final determination. If approved, the office of the Vice President of Academic and Student Affairs will inform the appropriate groups. A disapproved proposal will be sent back to the coordinating division dean for re-analysis, and the Curriculum and Instruction Chair will be informed of the disapproval.

## Curriculum or Course Discontinuation Request Form

Check one	Title	
1. <input checked="" type="checkbox"/> Program	AS: Science – Engineering Specialization	
Complete Forms if Program	<input checked="" type="checkbox"/> VCCS Request Program Discontinuance	<input checked="" type="checkbox"/> SCHEV Intent to Discontinue and Academic Program Cover Sheet
<input type="checkbox"/> Course	Prefix: _____ Number: _____	<input type="checkbox"/> <a href="#">Course Catalog Form</a> (required)
2. Signature of Requesting Faculty Member and School Dean	Signature <u>Elizabeth M Palffy</u> Date <u>July 12, 2021</u> Signature <u>Ja Gomez</u> Date <u>8/25/2021</u>	
3. Reason(s) for Discontinuation	AS: Engineering is now offered at the college. The AS: Science – Engineering Specialization is no longer required since the AS: Engineering better suites the needs of transfer institutions.	
4. Enrollment Data (Program placed students)	<input type="checkbox"/> Attached	
5. Teach out plan	<input checked="" type="checkbox"/> Attached Last Admit Term <u>Fall 2021</u> Last Conferral Term <u>Spring 2023</u>	
6. LFCC Schools Affected by Request	(check all appropriate) <input type="checkbox"/> Humanities & Social Sciences <input type="checkbox"/> Professional Programs <input checked="" type="checkbox"/> Science, Technology, Engineering & Math	
7. SACSCOC Review	Comments: Signature of SACSCOC Liaison <u>Amy Judd</u> Date <u>8/31/21</u>	
8. Signatures of Other Faculty/ Staff Involved in Proposed Change	Comments: Signature of Advising Lead <u>Greg Anderson</u> Date <u>8/31/21</u>	
	Comments: Signature of Faculty Member _____ Date _____	
9. AA Deans Meeting	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved Date of Meeting: <u>8/31/21</u>	
10. Curriculum & Instruction Committee Action	(check appropriate box) <input checked="" type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <input type="checkbox"/> Tabled until _____ Signature of C&I Committee Chair: <u>Sam Dillender/cmm</u> Date <u>9/17/21</u>	

11. Actions Taken by Vice President of Academic and Student Affairs

- ☒ Approved    ☐ Disapproved
- ☒ College Board preparation
- ☐ AS&R, SCHEV, VCCS and State Board preparation
- ☐ SACSCOC notification preparation
- ☐ Internal College Catalog Editor notified
- ☐ RADS notified to begin cancellation process in SIS and elsewhere

Signature of Vice President Dr. Anne P. Davis/cmm

Date 9/17/21

12. Actions Taken by Academic and Student Affairs Office

- ✓ Proposal Number Assigned **#316**
- ✓ College Board Agenda Item
- ☐ Curriculum Changes Group Notified
- ☐ RADS (SIS, Navigate, XAP)

Completed By: \_\_\_\_\_ Date \_\_\_\_\_

LORD FAIRFAX COMMUNITY COLLEGE  
173 Skirmisher Lane  
Middletown, VA 22645

RECOMMENDATION FOR COLLEGE BOARD

TO: Kimberly P. Blosser, President  
FROM: Anne P. Davis, VP of Academic and Student Affairs  
DATE: 10/19/21  
SUBJECT: Item Recommendation for College Board Agenda

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

Information Item: ☐ or Action Item: ☒

Item Title for Agenda (be specific): C&I Proposal #317 – Nature and Outdoor Photography CSC  
Discontinuation

Initiating Administrator's Recommendation (If funding is involved, please indicate appropriate budget line item number and title.) Due to the low number of graduates and declining enrollment, this CSC is not sustainable. Also, since the retirement of Rob Simpson, the photo courses are not being offered and we do not have an instructor that can keep the certificate afloat.

Attachments (List supporting documents): C&I Proposal #317

## Curriculum or Course Discontinuation Request

### Guidelines & Checklist

The following guidelines will assist deans in providing the rationale necessary to determine and approve a discontinuation of an A.A.S., A.S., or A.A.&S. degree, certificate, or career studies certificate.

#### **Checklist:**

Items 1-7 are to be administered by the requesting dean in collaboration with program leads, faculty, and the SACSCOC Liaison.

**Item 1:** If discontinuation is recommended, the requesting dean should check off whether the discontinued item is a program or a course; then enter the exact title. If a program, include its award designation (i.e., General Studies) and complete the following forms:

- [VCCS Request Program Discontinuance](#)
- [Instructions for Completing SCHEV Intent to Discontinue an Academic Program](#)
- [SCHEV Intent to Discontinue an Academic Program Cover Sheet](#)
- **Item 2:** Enter name and signature of requesting dean.
- **Item 3:** Justify discontinuation using applicable information.
- **Item 4:** Enter program enrollment data for all program placed students.
- **Item 5:** Include teach out plan.
- **Item 6:** Indicate schools, if any, that will be affected by the decision.
- **Item 7:** Review for SACSCOC compliance and substantive change.

**Item 8:** Enter names, comments, and signatures of faculty, staff, and administrators involved in the decision.

**Item 9:** The coordinating dean will submit electronic copies of all forms to the VPASA for AA Deans meeting review for feedback/comments.

**Item 10:** If the discontinuance is approved, it will be presented at the next scheduled Curriculum and Instruction (C&I) Committee meeting. If the discontinuance is not approved, it will be returned to the school dean for revisions. Once revisions are completed the discontinuance can be resubmitted to the AA Deans for approval.

**Item 11:** The discontinuance will be presented by the school dean at the C&I meeting. If approved, the Committee Chair will sign and send the completed packet to the VPASA. A disapproved or tabled discontinuance will be sent back to the school dean.

**Item 12:** With the Curriculum and Instruction endorsement and further analysis, the Vice President of Academic and Student Affairs will make a final determination. If approved, the office of the Vice President of Academic and Student Affairs will inform the appropriate groups. A disapproved proposal will be sent back to the coordinating division dean for re-analysis, and the Curriculum and Instruction Chair will be informed of the disapproval.

## Curriculum or Course Discontinuation Request Form

Check one	Title	
1. <input type="checkbox"/> Program	Nature and Outdoor Photography CSC	
Complete Forms if Program	<input type="checkbox"/> VCCS Request Program Discontinue	<input type="checkbox"/> SCHEV Intent to Discontinue and Academic Program Cover Sheet
<input type="checkbox"/> Course	Prefix: _____ Number: _____	<input type="checkbox"/> <a href="#">Course Catalog Form</a> (required)
2. Signature of Requesting Faculty Member and School Dean	Signature <u>Liz Dingess</u> Date <u>9/13/21</u> Signature <u>Ia Gomez</u> Date <u>9/13/21</u>	
3. Reason(s) for Discontinuation	Due to the low number of graduates and declining enrollment, this CSC is not sustainable. Also, since the retirement of Rob Simpson, the photo courses are not being offered and we do not have an instructor that can keep the certificate afloat.	
4. Enrollment Data (Program placed students)	<input checked="" type="checkbox"/> Attached	
5. Teach out plan	<input checked="" type="checkbox"/> Attached Last Admit Term <u>Fall 2021</u> Last Conferral Term <u>Fall 2022</u>	
6. LFCC Schools Affected by Request	(check all appropriate) <input type="checkbox"/> Humanities & Social Sciences <input type="checkbox"/> Professional Programs <input checked="" type="checkbox"/> Science, Technology, Engineering & Math	
7. SACSCOC Review	Comments:  Signature of SACSCOC Liaison <u>Amy Judd/cmm</u> Date <u>10/7/21</u>	
8. Signatures of Other Faculty/ Staff Involved in Proposed Change	Comments:  Signature of Advising Lead <u>Greg Anderson</u> Date <u>12 October, 2021</u>	
	Signature of Faculty Member _____ Date _____	

9. AA Deans Meeting	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved         Date of Meeting: <u>9/14/2021</u>
10. Curriculum & Instruction Committee Action	<i>(check appropriate box)</i> <input checked="" type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <input type="checkbox"/> Tabled until _____ Signature of C&I Committee Chair <u>Sam Dillender</u> Date <u>10/15/2021</u>
11. Actions Taken by Vice President of Instruction & Student Services  <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input checked="" type="checkbox"/> College Board preparation <input type="checkbox"/> AS&R, SCHEV, VCCS and State Board preparation <input type="checkbox"/> SACSCOC notification preparation <input type="checkbox"/> Internal College Catalog Editor notified <input type="checkbox"/> RADS notified to begin cancellation process in SIS and elsewhere  Signature of Vice President <u>Anne P. Davis</u> Date <u>10/18/21</u>	
12. Actions Taken by Vice President of Academic and Student Affairs Office  <input checked="" type="checkbox"/> Proposal Number Assigned <u>#317</u> <input checked="" type="checkbox"/> College Board Agenda Item <input type="checkbox"/> Curriculum Changes Group Notified <input type="checkbox"/> RADS (SIS, Navigate, XAP)  Completed By: _____ Date _____	



LORD FAIRFAX COMMUNITY COLLEGE  
173 Skirmisher Lane  
Middletown, VA 22645

RECOMMENDATION FOR COLLEGE BOARD

TO: Kimberly P. Blosser, President  
FROM: Anne P. Davis, VP of ASA  
DATE: 10/18/21  
SUBJECT: Item Recommendation for College Board Agenda

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

Information Item: ☐ or Action Item: ☒

Item Title for Agenda (be specific):

Proposal #318 – Personal Training and Group Exercise Leadership CSC Discontinuation

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

Low enrollment and low graduation rates (last admit term is Fall 2021)

Attachments (List supporting documents): Approved C&I Proposal #318

## Curriculum or Course Discontinuation Request Guidelines & Checklist

The following guidelines will assist deans in providing the rationale necessary to determine and approve a discontinuation of an A.A.S., A.S., or A.A.&S. degree, certificate, or career studies certificate.

### **Checklist:**

Items 1-7 are to be administered by the requesting dean in collaboration with program leads, faculty, and the SACSCOC Liaison.

**Item 1:** If discontinuation is recommended, the requesting dean should check off whether the discontinued item is a program or a course; then enter the exact title. If a program, include its award designation (i.e., General Studies) and complete the following forms:

- [VCCS Request Program Discontinuance](#)
- [Instructions for Completing SCHEV Intent to Discontinue an Academic Program](#)
- [SCHEV Intent to Discontinue an Academic Program Cover Sheet](#)
- **Item 2:** Enter name and signature of requesting dean.
- **Item 3:** Justify discontinuation using applicable information.
- **Item 4:** Enter program enrollment data for all program placed students.
- **Item 5:** Include teach out plan.
- **Item 6:** Indicate schools, if any, that will be affected by the decision.
- **Item 7:** Review for SACSCOC compliance and substantive change.

**Item 8:** Enter names, comments, and signatures of faculty, staff, and administrators involved in the decision.

**Item 9:** The coordinating dean will submit electronic copies of all forms to the VPASA for AA Deans meeting review for feedback/comments.

**Item 10:** If the discontinuance is approved, it will be presented at the next scheduled Curriculum and Instruction (C&I) Committee meeting. If the discontinuance is not approved, it will be returned to the school dean for revisions. Once revisions are completed the discontinuance can be resubmitted to the AA Deans for approval.

**Item 11:** The discontinuance will be presented by the school dean at the C&I meeting. If approved, the Committee Chair will sign and send the completed packet to the VPASA. A disapproved or tabled discontinuance will be sent back to the school dean.

**Item 12:** With the Curriculum and Instruction endorsement and further analysis, the Vice President of Academic and Student Affairs will make a final determination. If approved, the office of the Vice President of Academic and Student Affairs will inform the appropriate groups. A disapproved proposal will be sent back to the coordinating division dean for re-analysis, and the Curriculum and Instruction Chair will be informed of the disapproval.

## Curriculum or Course Discontinuation Request Form

Check one	Title
1. <input type="checkbox"/> Program	Personal Training and Group Exercise Leadership Career Studies Certificate
Complete Forms if Program	<input type="checkbox"/> VCCS Request Program Discontinue <input type="checkbox"/> SCHEV Intent to Discontinue and Academic Program Cover Sheet
<input type="checkbox"/> Course	Prefix: <b>PED</b> Number: Spring 2022 <input type="checkbox"/> <a href="#">Course Catalog Form</a> (required)
2. Signature of Requesting Faculty Member and School Dean	Signature <u>Stacey A. Ellis</u> Date <u>9/12/2021</u> Signature <u>Ia Gomez</u> Date <u>9/12/2021</u>
3. Reason(s) for Discontinuation	Low enrollment and low graduation rates
4. Enrollment Data (Program placed students)	<input type="checkbox"/> Attached
5. Teach out plan	<input type="checkbox"/> Attached Last Admit Term <u>Spring 2022</u> Last Conferral Term <u>Fall 2022</u>
6. LFCC Schools Affected by Request	(check all appropriate) <input type="checkbox"/> Humanities & Social Sciences <input type="checkbox"/> Professional Programs <input checked="" type="checkbox"/> Science, Technology, Engineering & Math
7. SACSCOC Review	Comments:  Signature of SACSCOC Liaison <u>Amy Judd</u> Date <u>9/28/2021</u>
8. Signatures of Other Faculty/ Staff Involved in Proposed Change	Comments:  Signature of Advising Lead <u>Greg Anderson</u> Date <u>9/12/2021</u>  Signature of Faculty Member _____ Date _____

9. AA Deans Meeting	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved         Date of Meeting: <u>9/28/2021</u>
10. Curriculum & Instruction Committee Action	<i>(check appropriate box)</i> <input checked="" type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <input type="checkbox"/> Tabled until <u>10/15/2021</u> Signature of C&I Committee Chair <u>Sam Dillender</u> Date <u>10/15/2021</u>
11. Actions Taken by Vice President of Instruction & Student Services <div style="margin-left: 40px;"> <input checked="" type="checkbox"/> Approved    <input type="checkbox"/> Disapproved  <input type="checkbox"/> College Board preparation  <input type="checkbox"/> AS&amp;R, SCHEV, VCCS and State Board preparation  <input type="checkbox"/> SACSCOC notification preparation  <input type="checkbox"/> Internal College Catalog Editor notified  <input type="checkbox"/> RADS notified to begin cancellation process in SIS and elsewhere         </div> <div style="margin-top: 10px;">           Signature of Vice President <u>Anne Davis</u> Date <u>10/18/2021</u> </div>	
12. Actions Taken by Vice President of Academic and Student Affairs Office <div style="margin-left: 40px; margin-top: 10px;"> <input type="checkbox"/> Proposal Number Assigned _____  <input type="checkbox"/> College Board Agenda Item  <input type="checkbox"/> Curriculum Changes Group Notified  <input type="checkbox"/> RADS (SIS, Navigate, XAP)         </div> <div style="margin-top: 10px;">           Completed By: _____ Date _____         </div>	

LORD FAIRFAX COMMUNITY COLLEGE  
173 Skirmisher Lane  
Middletown, VA 22645

RECOMMENDATION FOR COLLEGE BOARD

TO: Kimberly P. Blosser, President  
FROM: Chris Coutts, Provost, Fauquier Campus and VP of CAP  
DATE: 10/29/2021  
SUBJECT: Item Recommendation for College Board Agenda

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

Information Item: ☐ or Action Item: ☒

Item Title for Agenda (be specific): Endorsement of ENGAGE 2027 Strategic Plan

Initiating Administrator's Recommendation (If funding is involved, please indicate appropriate budget line item number and title.) The **ENGAGE 2027** Strategic Plan will guide the College for the next six years. The plan was developed with extensive feedback from faculty, staff, students, and members of the community over the past two years, and was supported in part by grant funding from the PATH Foundation. **ENGAGE 2027** commits the college to provide an engaging, impactful student experience characterized by an inviting campus, and inclusive community, and an innovative education. I recommend the College Board endorse **ENGAGE 2027** as our next strategic plan.

Attachments (List supporting documents): **ENGAGE 2027** Strategic Plan

# ENGAGE 2027

Laurel Ridge Community College Strategic Plan



INVITE



INCLUDE



INNOVATE



IMPACT





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## FROM THE PRESIDENT

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In 2020, the College celebrated its 50<sup>th</sup> anniversary. Part of our year-long celebration focused on looking back with pride at the many accomplishments of our students, employees, and alumni. A larger part was a call to action for our internal and external communities to dream about what this College should look like in our next 50 years. These dreams have helped shape our new strategic plan.

We were unsure how much our college community could dream during the midst of a global pandemic surrounded by so much uncertainty. However, just like when the pandemic hit, everyone rose to the challenge and blew us away with their enthusiasm and engagement. Students, faculty, staff, alumni, board members, business and industry partners, and members of the larger community attended virtual workshops, focus groups and brainstorming sessions; completed surveys; and contributed long hours drafting, editing, and further refining the content of this plan. From this process, **ENGAGE 2027** was born.

As part of this plan, we are re-committing ourselves to building a more diverse and inclusive college that welcomes every student, ensures every student succeeds, supports our faculty and staff, and leaves a strong, enduring imprint on our communities. You can see this commitment in Laurel Ridge's first **Student Impact Statement**. We pledge to always deliver an engaging, transformational college experience to our students, which not only changes their lives, but strengthens our local communities, our state, and our world.

Thank you to everyone who helped envision the next chapter of our College's history.

*Kimberly Blosser*



## MISSION

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Laurel Ridge provides a positive, caring and dynamic learning environment that inspires student success, values diversity and promotes community vitality.

## VISION

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Laurel Ridge enriches communities as we provide exemplary educational opportunities based on our core values.

## VALUES

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**LEARNING** – We foster an environment that ignites and sustains a passion for lifelong learning.

**HIGH PERFORMANCE** – We are focused, responsive, collaborative and accountable.

**INTEGRITY** – We exemplify honesty, character and respect for our communities.

**POSITIVE SPIRIT** – We value creativity, enthusiasm and a “can-do” attitude.

**DIVERSITY** – We honor the uniqueness of individuals and communities.

# BACKGROUND

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ENGAGE 2027 was developed with input from students, faculty, staff members, and community members during the 2020-21 academic year, a time when many people felt uncertain and disconnected from each other. Despite the challenges presented by a global pandemic, members of the Laurel Ridge community were able to rally together to formulate a vision and execute a plan for meaningful engagement in the rapidly changing world.

The strategic plan rests on a foundation of **four core areas – Invite, Include, Innovate, and Impact** – and outlines a set of goals that will help ensure we meet our mission of making a positive difference on the individuals, families, and communities we serve.

## ACKNOWLEDGEMENT

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### 2027 Strategic Plan Leadership Team

Chris Coutts, Vice President of Communications and Planning and Provost, Fauquier Campus

Melissa DeDomenico-Payne, Grants Manager

Rachel Dodson, Associate Professor of Business Management and Administration

Amy Judd, Director of Academic Assessment, Evaluation, and Analytics

### PATH Foundation

Strategic planning events were supported by grant funding from the PATH Foundation.

### College and Community

Many college and community stakeholders contributed their time and talent to the strategic planning process. While we could not list everyone, we are grateful to all of you!

## OUR COMMITMENT

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At Laurel Ridge Community College, everything starts and ends with the impact we have on the success of our students. Our renewed commitment is based on these words: ***Invite. Include. Innovate. Impact.*** While the words may sound simple and obvious, they are the result of a year-long conversation that took place during a time unlike anything the college has gone through in our history.

As a result of conversations with students, faculty, staff, and community members, we are re-committing ourselves to building a more diverse and inclusive college that welcomes every student, ensures every student succeeds, supports our faculty and staff, and leaves a strong, enduring imprint on our communities. ENGAGE 2027 - our next six-year strategic plan - begins with a ***student impact statement***, which challenges every person working at the college to engage in this work.



# STUDENT IMPACT STATEMENT

Laurel Ridge commits to providing  
**AN ENGAGING STUDENT EXPERIENCE**  
characterized by:



An **INVITING** campus that offers a welcoming and supportive college learning environment for every student, regardless of race, ethnicity, gender, or socioeconomic group.



An **INCLUSIVE** community that provides students and employees fair and equitable access to services, resources, and opportunities, without exception.



An **INNOVATIVE** education that is facilitated by world-class faculty who teach using 21st century learning spaces and modalities and help create career and transfer opportunities that enable students to thrive.



An **IMPACTFUL** educational experience that ensures students have a seamless transfer path to a baccalaureate degree or to enter a high demand career field, while also supporting regional economic development and growth.

# GOALS

## INVITE



- Goal 1:** Remove barriers to the student onboarding experience to ensure students can seamlessly advance from interest to enrollment.
- Goal 2:** Increase inquiries/applications to the college and net enrollment yield.
- Goal 3:** Provide holistic student support services that address the social, mental, and financial needs of our students.
- Goal 4:** Increase the number of high school dual enrollment students who smoothly transition to workforce and degree programs.
- Goal 5:** Collaborate college-wide to achieve welcoming and functional campuses.

## INCLUDE



- Goal 6:** Achieve equity in access and success for students from every race, ethnicity, gender, and socioeconomic group.
- Goal 7:** Structure class schedules, activities, and facilities with consideration of the needs of underserved and underrepresented student populations.
- Goal 8:** Develop inclusive recruitment and onboarding processes that result in employee demographics reflective of student demographics.
- Goal 9:** Promote a positive organizational culture that values employees' lived experiences and contributions.

## INNOVATE



- Goal 10:** Enhance and expand learner-centered, high-impact teaching practice.
- Goal 11:** Seek innovative and inclusive approaches to scale facilities to meet the needs of instructional programs and student support services.
- Goal 12:** Grow revenue through innovative partnerships and philanthropic endeavors aimed at supporting student success.
- Goal 13:** Employ best practices for engaging and communicating with employees in an expanding virtual work environment.

## IMPACT



- Goal 14:** Increase persistence and completion and ensure students are successfully entering the workplace or earning a bachelor's degree.
- Goal 15:** Elevate the college's role as the region's first-choice education and training provider, well-positioned to strengthen the economic and educational position of the students and communities we serve.
- Goal 16:** Align career and technical workforce programs with current and future labor market needs.
- Goal 17:** Expand community involvement and engagement.
- Goal 18:** Build systems for sharing data to support data-informed improvements in all areas of the college.



# BUILDING *the* FUTURE



**Expanding Career & Technical Education Programs at the Fauquier Campus**

LORD FAIRFAX COMMUNITY COLLEGE



# Building the Future Fund

The LFCC Foundation is pleased to announce the **Building the Future Fund** with a fundraising goal of \$1.5 million. Your financial support will help us:

- Ensure that a trades building is constructed and fully equipped by Fall 2022
- Provide resources needed to expand current programs and bring new programs online, such as:
  - ✓ Training equipment
  - ✓ Nationally certified curriculum
  - ✓ Experienced instructors
  - ✓ Scholarships

Naming opportunities are also available for the new building. You or your organization can create a lasting legacy by naming a designated space—or the building itself.

**Invest in Career & Technical Education.  
Donate Today.  
[lfcc.edu/donate](https://lfcc.edu/donate)**

## Our Vision

One of the college's strategic priorities is building our capacity to offer more career and technical education programs to more students at the Fauquier Campus.

Our first priority is to build our own facility, which will be custom designed for trades instruction (see pages 4-5). With a new trades building, we can expand our current programs and explore partnerships with Fauquier and Rappahannock County high schools for programs such as a Trades Academy.

Thanks to Virginia's investment in G3, FastForward, and the Re-Employing Virginians (REV) initiative, it's more affordable than ever for individuals to enroll in skilled trades programs and other high-demand career pathways. Therefore, it is critical that we have adequate facilities and resources to meet the enrollment demand, provide the training needed by business and industry, and add new programs.

*"The expansion of trades programs on the Fauquier Campus is good news for the home construction industry. By investing in the infrastructure to develop the next generation of building trade professionals, LFCC is a valuable partner in addressing the skilled labor shortage. I'm proud to support the college."*

**JOEL BARKMAN**

Founder, President/CEO of Golden Rule Builders  
Catlett, Virginia  
LFCC Foundation Board





# The Opportunity

By Fall 2022, we will have expanded facilities for career and technical programs at the Fauquier Campus.

**TRADES BUILDING**—This project would not have been possible without Fauquier County's gift to the LFCC Foundation of 60 acres of property adjacent to campus.

The space we have leased for trades instruction at Vint Hill is not ideal, and the lease ends in 2022. The College and the Foundation have pooled existing resources to build a facility on campus by Fall 2022, which is a very ambitious timeline.

Similar to the LFCC Foundation's real estate projects with the Student Union at the Middletown Campus and the new Luray-Page County Center, the trades building at the Fauquier Campus will be constructed on property owned by the LFCC Foundation. Unlike the complex process for state capital outlay projects (like Hazel Hall), the Foundation will oversee construction, own the building, and lease it to the College.

**HAZEL HALL**—Thanks to leadership gifts from the William A. Hazel Family Foundation and the PATH Foundation, state funding was subsequently appropriated for a new academic building for **science, engineering, and health professions** programs.

**WOLK HALL**—Classrooms on the lower level of Wolk Hall will be renovated and include new instructional space for several programs, including **IT** and **cybersecurity**.

Donations to the Foundation's ***Building the Future Fund*** will help ensure that our Fauquier Campus facilities are fully equipped and have the resources needed to expand our career and technical programs.

**[lfcc.edu/donate](https://lfcc.edu/donate)**



# Trades Building

Since 2015, LFCC has been able to provide some training for trades and apprenticeship programs to a limited number of Fauquier Campus students by using loaned or leased space off campus, the latter at a significant annual expense.

Without our own space on campus, we are missing the opportunity to provide training to many more students and expand our programs.

Trades programs are costly endeavors and require flexible “lab style” space for hands-on learning. Hard floors, high ceilings, state-of-the-art ventilation systems, sufficient space, and an adequate power supply with multiple outlets and drop cords located throughout the space are needed to accommodate the commercial training equipment within the labs. The security of the expensive equipment and hand tools is another important reason to have our own trades facility.

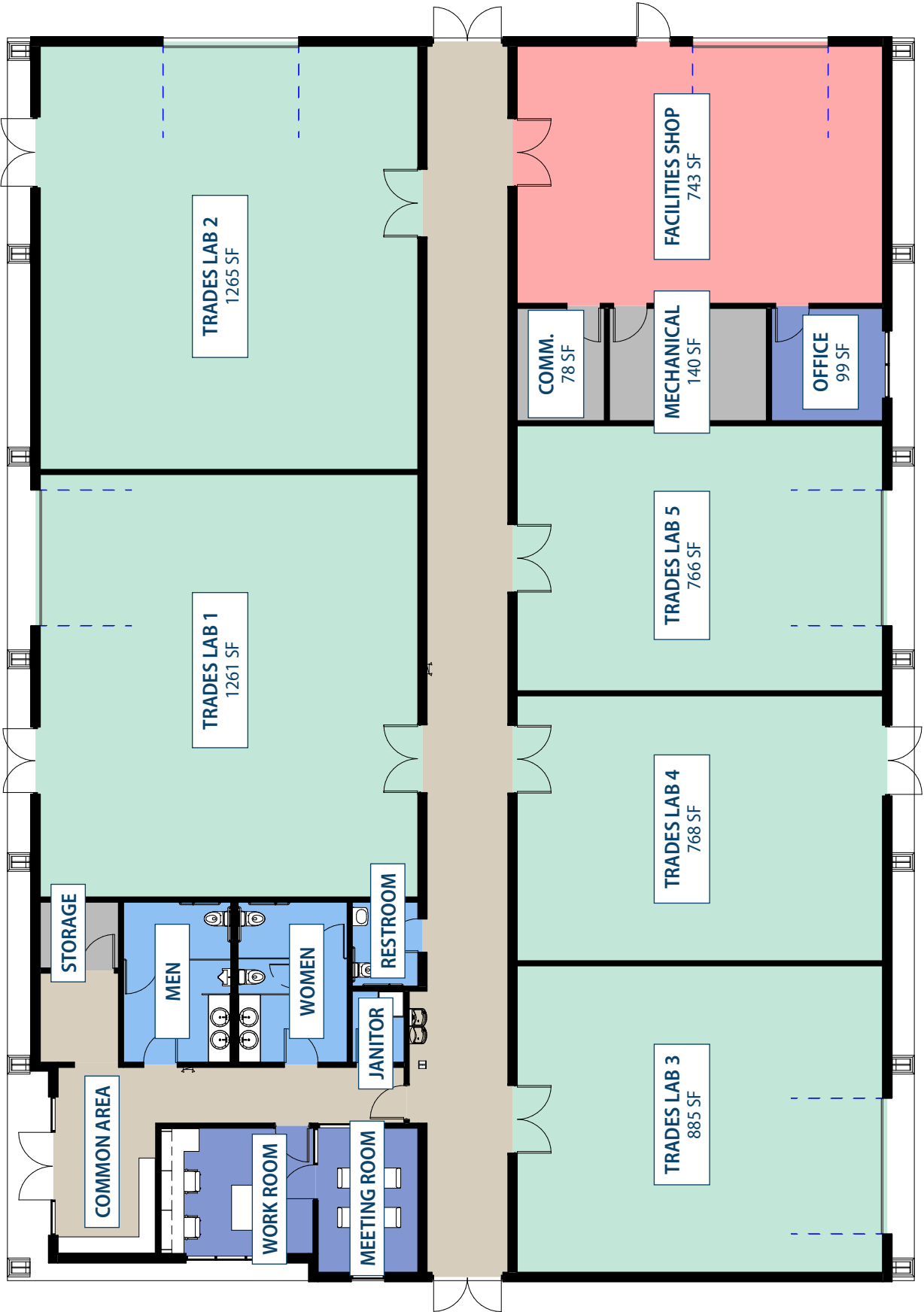
Rather than continuing to make do with leased space, our new building will be custom designed for trades instruction. We will also be able to offer welding for the first time at the Fauquier Campus, and carpentry will begin as a new program for the College.



The 8,000-square-foot pre-engineered metal building will provide secure space for electrical, HVAC, plumbing, heavy equipment operator, welding, and carpentry.

# Conceptual Floor Plan

Carpentry, Electrical, Heavy Equipment Operator, HVAC, Plumbing, and Welding







## Angel Ortiz

Like many people, **ANGEL ORTIZ** of Remington lost his job at the start of the COVID-19 pandemic. Luckily for Ortiz, he was able to turn this setback into a positive, quickly earning a National Center for Construction Education & Research (NCCER)-recognized credential and starting a new career he loves. He completed the heavy equipment operator (HEO) program from LFCC Workforce Solutions.

LFCC was the first community college in Virginia to offer statewide industry credential programs for HEOs. HEO students receive safe, hands-on simulator training. The program also comes with a guarantee to be interviewed by hiring companies. Ortiz was hired by S.W. Rodgers Co. Inc. before his course was even completed.

"I went from having no job, to having four job offers in one day," he said. "That's amazing."

## Thanya Canelas

Although she is a resident of Bealeton, **THANYA CANELAS** travels to Middletown to take mechatronics courses. Currently working as a nursing aide, Canelas makes the long trip without complaint and looks forward to increasing her income when she earns her credentials and secures a job in advanced manufacturing.

"Having a building at the Fauquier Campus for trades will be beneficial for all students who live nearby," said Canelas. "It will reduce the time and expense it takes to go to the Middletown Campus and ease the stress of getting to class."



## Josiah Shortridge

**JOSIAH SHORTRIDGE** was just 22 when he completed the HVAC (heating, ventilation, and air conditioning) trades course offered through LFCC Workforce Solutions, and the facility operator HVAC technician is already thriving in his career.

Shortridge finished the accelerated program in two years and was hired by Micron Technology. "I love my job," he said. "They treat me well. It has good benefits and good hours." His goal is to stay with Micron and see where it takes him, whether in engineering or possibly management.

"I really appreciated the Workforce Solutions HVAC program because I was at a time in my life where I lacked direction," said Shortridge. "I would recommend this program because it benefited me so much."

# Business and Industry Partnerships

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**SIGNING DAY:** Students in the HEO program receive training from experienced instructors on state-of-the-art simulation equipment. The course comes with a “guarantee to interview” with local construction companies, such as S.W. Rodgers, upon successful completion.



## Employee Spotlight: Donna Comer

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**DONNA COMER** holds a jointly funded position as workforce coordinator for LFCC and the Fauquier

County Department of Economic Development. Her role requires interaction with key players in the county school districts served by LFCC, as well as with area businesses to ensure LFCC programs reflect regional needs.

She works directly with employers, educational institutions, and other local and regional entities to communicate the demands of the labor force. This proactive approach helps ensure that skills training and available educational resources mirror the needs of the immediate area. Since February 2020, Comer has served on the board of the Headwaters Foundation, the mission of which is to foster educational excellence in Rappahannock County, where she lives with her family.

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*“We will always need carpenters and tradespeople! Who do we call when our pipes burst? Who do we call when our wooden deck is rotting? My goal is to change the perception of contractors and make trades education just as prestigious and desirable as being a doctor or a lawyer.”*

### KIM JENKINS

President, Genesis Home Improvement  
Remington, Virginia  
LFCC College Board





[lfcc.edu](http://lfcc.edu)

6480 College Street, Warrenton, VA 20187  
Tami O'Brien, Development Officer, LFCC Foundation  
540-351-1046 | [tobrien@lfcc.edu](mailto:tobrien@lfcc.edu)

LORD FAIRFAX COMMUNITY COLLEGE

TO: LFCC Board

FROM: LFCC Board Chair and Vice Chair Nominating Committee 2022-24

DATE: October 28, 2021

SUBJECT: Recommended Item for College Board Agenda

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

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

Action Item:     X    

Agenda Item Title: 2022-24 LFCC Board Chair and Vice Chair Nominations

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

Pursuant to the LFCC Board Bylaws Article Three, Section 2, the officers of the Board shall be elected biennially by the Board to serve from July 1 immediately following. Article Three, Section 1 states the officers of the Board shall be a chair, vice chair, a secretary and such other officers as may be elected in accordance with the provisions of this article; and that the vice chair will be considered to be the chair elect.

Nominations for the offices of chair and vice chair during an election year will be proposed by a nominations committee consisting of the chair, vice chair and a board member appointed by the chair, preferably a past chair if available. The nominations committee shall be sensitive to locality representation and board rotation in its proposed nominations, which will be provided in writing to the Board prior to the election.

The board approved nominations committee consisting of Pam McInnis (chair), Mike Wenger (vice chair), Ed Daley (board member representing Warren County) and Kim Blosser (secretary to the board, LFCC president) propose the following board officer nominations for approval:

2022-24 LFCC Board Chair, Michael S. Wenger, representing Rappahannock County  
2022-24 LFCC Board Vice Chair, Benjamin C. Freakley, representing Shenandoah County

Attachments (List supporting documents.):



# QUARTERLY PERFORMANCE UPDATE

FY22Q1: JULY - SEPT 2021



**Coming out of the other end of the tunnel!** We are so relieved to be coming out of the other end of the tunnel and seeing an increase of interest and employment opportunities for our students! With this incredible wave of opportunities, we partnered with a local organization to help meet employment demands. On September 8th, in collaboration with Fauquier County Economic Development Department, Workforce Solutions/LFCC hosted the first in-person job fair to be held on campus since April of 2019! Engaging with multiple community partners, such as Virginia Career Works, Dept. of Social Services, Dept. of Aging and Rehabilitative Services, and Habitat for Humanity, the event was able to host 50 employers and attracted an estimated 75 job seekers. Employers reported collecting several good resumes and job seekers were pleased with options- some even being offered jobs on the spot!



## 18-Week Software Development Bootcamps Equip Students for High-Demand Tech Jobs

Within just 18 weeks, students learn the skills and technologies to fill the nearly 7,600 open software developer positions in the state of Virginia. LFCC Workforce Solutions is responding to the growing need for skilled software developers in the workforce with a fast-track solution by filling the IT education gap through offering Front End Bootcamps. The program covers a wide range of technologies that are broken up into three six-week courses, which include weekly lectures and assignments. The programs are led by professional software engineers who have teaching and training experience. Embracing the inevitable changes stemming from the pandemic, LFCC continues to find ways to offer valuable education in a remote setting. Graduates will be trained with the technologies and methodologies that hiring managers look for when onboarding Java developers, software engineers, application developers and front-end developers.



## HIGHLIGHTS

### Workforce's Educational Consortium Attendance BOOMS in 2021!

In August, the 2021 Education Consortium wrapped up classes with a 45% increase in participation over the 2020 season. With 6 participating school divisions, the Education Consortium hosted 10 national speakers including Gerry Brooks, Chris Emdin, Dr. Adolph Brown, and Hamish Brewer coving topics like Culture and Climate, STEM, Vintage Innovation, and many more. The Education Consortium offered 54 workshops to area teachers and administrators through a blend of multiple modalities, including face-to-face, live online, and the flexibility to watch recorded sessions.

### Corporate Training Leadership Programs are In-Demand!

The corporate training team at LFCC Workforce Solutions has been steadily increasing program offerings over the past 18 months. This quarter, we saw an increase in attendance and interest in two of our flagship programs, Leadercast and Leadership Basecamp. We had a successful turnout for the rebroadcast of Leadercast Shift 2021, both in-person and virtually, where we sold 232 tickets in total! Leadership Basecamp is a brand new leadership program that is part of the leadership series, which includes Leadership Institute and Leadership Excellence. The program kicked off this year for the very first time and we've already sold five cohorts, which generated a revenue of \$75,650.



### New Partnership with Ancora Delivers a Refreshed CDL Program

A nationwide shortage of truckers combined with a back-logged DMV created some issues with the previous CDL program. In July, LFCC Workforce Solutions chose Ancora Corporate Training (Ancora) to manage its CDL program. LFCC is the first of five community colleges in the VCCS to launch a refreshed program with Ancora as its training vendor. VCCS selected Ancora during a competitive bidding process designed to identify the most qualified vendors to provide expert CDL training for its member schools. Citing Ancora's ability to meet its stated requirements, program standards, and expectations, VCCS awarded a contract to Ancora in early 2021. LFCC's first 160-hour CDL class began July 11th and will run every four weeks with a weekend class as well.

## ADDITIONAL UPDATES & INITIATIVES

### New Financial Assistance Application to Help Streamline Available Funding for WSCE Students

Funding streams such as FastForward, FANTIC, G3, VA Ready, locality scholarships, VRSA, and other private donations and organizations have made it easier than ever for eligible Workforce students to receive grant aid for select programs. Unsurprisingly, keeping up with the application process for all of these different funding options had been logistically challenging for the registration and operations team, especially when students were eligible for more than one type of assistance. To streamline this process, Bill Pence, Director of Operations and Registration, has created a singular financial assistance form, which students can fill out once to see which financial assistance programs they qualify for. This has saved the operations and registration team significant time and effort during the registration process and has also reduced the amount of time it takes to check student funding eligibility.