## LORD FAIRFAX COMMUNITY COLLEGE BOARD MEETING

**MINUTES NO. 256** 

**February 3, 2022** 

#### **CALL TO ORDER**

Board Chair Michael Wenger convened a regular meeting of the Lord Fairfax Community College (LFCC) Board at 11:30 a.m., Thursday, February 3, 2022, in the Carl & Emily Thompson Conference Center at the Middletown campus.

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Members Present	Kimberly P. Blosser Edwin C. Daley Krista Farris Benjamin C. Freakley Brad A. Hodgson Kimberly Jenkins Paul Johnson Andrew C. Keller Michael A. Lake Brandon Monk Michael Wenger	Lord Fairfax Community College Warren County City of Winchester Shenandoah County City of Winchester Fauquier County Page County Shenandoah County Frederick County Frederick County Rappahannock County
Members Absent	Renard Carlos Michael Czinkota Pamela M. McInnis Maryam Tabatabai	Fauquier County Page County Warren County Clarke County
Others Present	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 Caroline Wood, associate vice president of student services and academic support	
Approval of Minutes No. 255	On a motion made by Brad Hodgson, seconded by Ed Daley, Minutes No. 255 were unanimously approved.	

	OLD BUSINESS
Inviting Students through a Culture of Care: Engage 2027 Strategic Plan Goals 1, 2 and 3	Caroline Wood, LFCC associate vice president of student services and academic support, and Anne Davis, LFCC vice president of academic and student affairs, presented an in-depth look at the strategic approach the college is taking to invite and engage students through a

#### culture of care. These strategies align with and are in support of the (Information Item) college's 2027 Strategic Plan Goals 1, 2 and 3. Goal 1: Remove barriers to the student onboarding experience to ensure students can seamlessly advance from interest to enrollment. Goal 2: Increase inquiries/application 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. This was an information item and required no further action. (Attachment No. 1; 1 page) LFCC President Kim Blosser presented background information and Recommendation to approve New Name of rationale for the proposed new name of Fairfax Hall at the Middletown Fairfax Hall at the campus. Middletown campus In 2020, the college was charged by the VCCS State Board to review all (Action Item) facility and college names for their appropriateness and alignment with the mission of each respective college and the VCCS. The workgroup that reviewed building and facility names indicated they would wait on renaming Fairfax Hall until the college name decision had been made. Once the new college name, Laurel Ridge Community College, had been chosen, the process was started to find a new name for Fairfax Hall. In October 2021, President Blosser formed a committee consisting of members of the college renaming workgroup. In November 2021, a survey was sent to all LFCC employees and all LFCC students inviting them to submit suggested new names for the building. More than 150 suggested names were sent in. The committee reviewed the submissions and selected their top 10 based on the process used for the college renaming. In January 2022, the committee met and further narrowed down their choices to a top four. The top four names (Cornerstone Hall, Laureate Hall, Reliance Hall, and Vista Hall) and a brief narrative about the names were sent to all LFCC employees and all LFCC students to rank their preference. The name Cornerstone Hall was the most preferred name among employees and students. Therefore, the college leadership recommends Cornerstone Hall as the new name for Fairfax Hall. The public signage on Fairfax Hall will not change until June 2, 2022, when the college name of Laurel Ridge will become official. However, the college will need to make the change in our Student Information System (SIS) and fall publications so that students who are registering for fall classes beginning in March will see the correct location of their

classrooms when they begin classes in August.

On a motion made by Brad Hodgson, seconded by Krista Farris, Cornerstone Hall was approved as the new name for Fairfax Hall at the Middletown campus by majority vote. Board member Brandon Monk, representing Frederick County, voted not in favor of the motion.

(Attachment No. 2; 4 pages)

#### **NEW BUSINESS**

# Recommendation to approve 2022 College Board Medallion of Recognition nominations

(Action Item)

LFCC President Kim Blosser reviewed the criteria for medallion recipients and guided board members to review the attached nominations for recipients of the 2022 College Board Medallion of Recognition. Nominees include Frank E. Borleske, LFCC associate professor of mathematics (1970-2022); Dr. Glenn DuBois, VCCS chancellor (2001-2022); Dr. Tracy Fitzsimmons, Shenandoah University president (2008-present); and Dr. Colin Greene, former Lord Fairfax Health District director (2017-2022) and current Virginia State Health Commissioner.

Medallion recipients will be publicly recognized in the 2022 LFCC Commencement Ceremonies print program and related press release. Honorees will be presented medallions during a recognition ceremony to be held in August 2022.

On a motion made by Brad Hodgson, seconded by Paul Johnson, the 2022 College Board Medallion of Recognition nominations were unanimously approved.

(Attachment No. 3; 8 pages)

# Recommendation to approve 2022 LFCC Professor Emeritus nominations

(Action Item)

LFCC President Kim Blosser guided board members to review the attached nominations for professor emeritus to be conferred in 2022. Nominees include William Lewis, retired assistant professor of engineering technology (1983-2021); and Ramon Selove, retired associate professor of anatomy and physiology (1990-2021).

Professor emeritus nominations are submitted by LFCC full-time faculty. Nominees must meet certain criteria including having taught for ten or more years, being retired for at least one year prior to being nominated, and exhibiting exemplary work during their tenure with the College. There is a maximum of two nominees allotted per year.

Professor Emeritus honorees will be publicly recognized in the 2022 LFCC Commencement Ceremonies print program and related press release. Honorees will be recognized in-person during a special ceremony to be held in August 2022.

On a motion made by Ed Daley, seconded by Kim Jenkins, the 2022 LFCC Professor Emeritus nominations were unanimously approved.

	(Attachment No. 4; 4 pages)	
Recommendation to approve 2021-22 President Evaluation Procedures (Action Item)	Board Chair Mike Wenger recommended to board members that the proposed procedure for the President's evaluation be consistent with years prior. In March, Dr. Kim Blosser will provide board members with a written progress report on the AY 2021-22 LFCC Institutional Priorities that were approved by the Chancellor in 2021. At the April board meeting, Dr. Blosser will give a verbal progress report on these goals.	
	After the April College Board meeting, board members will complete an anonymous electronic survey evaluating the President's performance over the 2021-22 academic year. A sample survey was included as an attachment for review. The College Board Chair will review the survey results and draft a letter of evaluation for board review. Upon board member approval, the letter will be sent to the Chancellor in May 2022.	
	On a motion made by Brad Hodgson, seconded by Kim Jenkins, the 2021-22 President Evaluation Procedures were unanimously approved.	
	(Attachment No. 5; 6 pages)	
Recommendation to approve Lord Fairfax Community College Board Resolution – Commending Glenn DuBois, VCCS	LFCC President Kim Blosser and LFCC Board Chair Mike Wenger proposed the Lord Fairfax Community College Board Resolution – Commending Glenn DuBois, VCCS Chancellor 2001-2022 for approval. Board members reviewed the draft resolution (Attachment No. 6).	
(Action Item)  On a motion made by Ed Daley, seconded by Kim Jenkins, the resolution was unanimously approved.		
,	(Attachment No. 6; 1 page)	
Recommendation to approve the following curricular proposals:	Anne Davis recommended to board members the discontinuance of the following:	
a. Discontinuance of Phlebotomy Career Studies Certificate	<ul> <li>a. discontinuance of Phlebotomy Career Studies Certificate</li> <li>b. discontinuance of Healthcare Technology Specialist Career Studies Certificate</li> </ul>	
b. Discontinuance of Healthcare	Board members reviewed the attached curricular proposals (Attachment No. 7 and 8).	
Technology Specialist Career Studies Certificate	On a motion made by Paul Johnson, seconded by Brad Hodgson, the curricular proposals were unanimously approved.	
(Action Item)	(Attachment No. 7; 9 pages) (Attachment No. 8; 10 pages)	

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Recommendation to approve Small Unmanned Aircraft Systems (sUAS) Flight Operator Career Studies Certificate (Action Item)	Anne Davis recommended the Small Unmanned Aircraft Systems (sUAS) Flight Operator Career Studies Certificate for approval. Board members reviewed the new curriculum proposal (Attachment No. 9).  On a motion made by Ed Daley, seconded by Krista Farris, the curricular proposal was unanimously approved.  (Attachment No. 9; 9 pages)
Recommendation to approve Small Unmanned Aircraft Systems (sUAS) Flight Technician Career Studies Certificate (Action Item)	Anne Davis recommended the Small Unmanned Aircraft Systems (sUAS) Flight Technician Career Studies Certificate for approval. Board members reviewed the new curriculum proposal (Attachment No. 10).  On a motion made by Ed Daley, seconded by Krista Farris, the curricular proposal was unanimously approved.  (Attachment No. 10; 8 pages)
Workforce Solutions Quarterly Performance Update, Second Quarter, FY22 (Information Item)	Jeanian Clark reviewed the Workforce Solutions Quarterly Performance Update, Second Quarter, FY22 with board members.  This was an information item and required no further action.  (Attachment No. 11; 1 page)
Recommendation to approve College Board Governance Ad Hoc Committee (Action Item)	College Board Chair Mike Wenger proposed the need for establishing a College Board Governance Ad Hoc Committee charged with:  1. Review of board bylaws to include compliance with Virginia Code concerning electronic meeting processes; and  2. Development of a written code of conduct for College Board members.  College Board Vice Chair Ben Freakley as agreed to chair the ad hoc committee upon request of Board Chair Mike Wenger.  Ed Daley made a motion to amend the meeting agenda creating an action item to recommend approval of a College Board Governance Ad Hoc Committee. This motion was approved unanimously.  On a motion by Ed Daley, seconded by Brandon Monk, the recommendation to form a College Board Governance Ad Hoc Committee was unanimously approved.  REPORT OF THE COLLEGE BOARD CHAIRMAN

In respect of the running meeting time, there was no report of the College Board chairman.

#### REPORT OF THE EDUCATIONAL FOUNDATION BOARD REPRESENTATIVE

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

 The Foundation Board approved changing its name to Laurel Ridge Community College Educational Foundation in alignment with the new college name.

• \$574,000 has been raised to support the Building the Future Fund, including a \$164,000 grant from the PATH Foundation for welding equipment.

#### **REPORTS OF THE COLLEGE**

#### **President**

Kim Blosser reported on the following:

#### Enrollment

As of January 5, 2022 – overall credit headcount was up 4% and FTE up 2% over 2021 (reminder – this is a day in time comparison – will fluctuate each week). "New" students were up 15%.

- Federal COVID funding has been used to offset revenue losses, mostly caused by enrollment declines but also because of loss of rental income and other losses due to being closed much of last academic year
- Have until 2023 to spend last COVID funding
- Our state funding has increased partially due to positive performance measures
- Our budget situation is very stable; if enrollment declines were to continue, we could see implications in 2024-25

#### Commencement

We surveyed students and employees after last year's 'drive-thru' commencement ceremonies (70% of responses were from students). Overwhelmingly – the responses focused on:

- Loved having graduates and families on our campuses
- Prefer a more traditional commencement ceremony
- Students want to walk across the stage
- Graduates liked the designated picture taking areas with folks willing to take family pictures
- Graduates would have preferred to graduate with their classmates

This year, we will hold two outdoor 'more traditional' commencement ceremonies; both will be held at the Middletown Campus; all details will be finalized this month

- Friday, May 13<sup>th</sup> All Health Professions graduates
- Saturday, May 14<sup>th</sup> All other graduates

#### **Covid Mitigation**

- Gov. Youngkin has rescinded former Gov. Northam's executive order requiring state employees to disclose vaccination status or test weekly as a condition of employment.
- Masking for now, masks will continue to be required in all indoor settings, unless alone in an office
- Gov. Youngkin has also rescinded the current Emergency Order regarding mask mandates for K-12 and will may direct local governing boards to make those decisions
- The State Board for Community Colleges will take up the mask requirement at their meeting on January 20

#### State Budget

- \$38M to increase G3 \$24M in yr1; \$14M in yr2
- \$20M each year to continue and increase affordable access
  - roughly doubles the previously provided as one-time funding
  - o can be applied to VCCS share of compensation increases
- \$30M to increase financial aid \$4M in yr1; \$26M in yr2
- \$5M to enhance cybersecurity \$4M in yr1; \$1M in yr2
- Funding included for some capital projects
  - \$8.5M to expand Network2Work \$4M in yr1; \$4.5M in yr2
  - \$5M for Hampton Roads Strong construction, shipbuilding and offshore wind
  - \$1M for new building O&M
  - \$1M in yr2 for transferring OTA program to VWCC
  - \$540K for increased minimum wage

#### Compensation Increases and Healthcare

5% increase in year 1 and 5% in year 2 – includes faculty, staff, & adjuncts

Effective June 10, 2022 & June 10, 2023, respectively:

- Provides funding for the "state's share"
- Funding from the Affordable Access allocation may be applied to "colleges' share"
- Health insurance premiums to rise by 2% and 2.5% in yr1 and yr2, respectively for employer

#### Workforce Solutions and Continuing Education

Report provided as information item under New Business.

(Attachment No. 11; 1 page)

#### Communications and Planning

Chris Coutts, vice president of communications and planning and Fauquier campus provost, reported on the following:

#### Our Redesigned Website Wins a Gold Award

The summer redesign of LFCC's website was recently named the Gold winner for the institutional website category in the 2021 Education Digital Marketing Awards. The Education Digital Marketing Awards recognize the best educational websites, digital content, electronic communications, mobile media and social media from colleges and universities nationwide. A national panel of industry specialists reviewed the entries, judging creativity, marketing execution, message impact, technology application and innovation content.

#### **Becoming Laurel Ridge**

The Communications and Planning Team began working in November with Roanoke-based firm Access to help us establish our new Laurel Ridge brand. You will start to notice some new branding materials as early as March. Below is a brief outline of the branding efforts to help you know what to expect between now and when we officially become Laurel Ridge Community College on June 2, 2022.

#### November 2021 – January 2022

- Existing Research Review
- Review of current, existing research on the college, including Workforce Solutions.

#### January 2022

 Establishment of on-campus and online focus groups which will include current and future students, alumni and community leaders.

#### February 2022

- Development of Initial Brand Positioning Strategy and Message Themes
- Photo and video sessions scheduled at each location

#### March 2022

- Summer and fall 2022 recruitment materials such as viewbooks, program cards, flyers, brochures - featuring the Laurel Ridge brand will be printed and displayed across all locations in the community (including high schools)
- Laurel Ridge items will be available in the campus bookstore
- Outreach staff will be provided Laurel Ridge display items

#### March – June 2022

 Business Cards – Employees will be given the opportunity to order new Laurel Ridge business cards. Be on the lookout for an email request during this timeframe.

 Name Tags – The Office of Communications and Planning will send out correspondence to employees on how to order new name tags.

 All business cards and name tags will be printed and distributed by June 2.

#### June 2, 2022

- "We are Laurel Ridge" Celebration at each location
- The Laurel Ridge logo and brand will be visible in all areas of the college, including but not limited to, our website and social media, signage, employee name tags and business cards, and highway signs

#### Academic and Student Affairs

Anne Davis, vice president of academic and student affairs, reported on the following:

#### **Transfer Virginia Updates**

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. https://www.transfervirginia.org/

- The Universal Certificate in General Studies will be replacing the General Education Certificate starting in in fall 2022. As part of Transfer Virginia and SCHEV initiatives, this twosemester set of classes satisfies the lower division general education requirements for all public, and most private, 4 – year schools in Virginia and helps make transfer seamless and without the loss of credits.
- As part of Transfer Virginia, several new English classes were approved as universally transferable, a big win for us community colleges! The English Department is diligently adding great new literature courses like African American and Women's Literature to our regular offerings. The Department is also adding an option for the second composition class ENG 113, Technical and Professional Writing that will be a more practical option for certain majors.
- 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. The Transfer Virginia portal is now live.

#### <u>Cybersecurity Program selected to join the Academic Engagement</u> Network

U.S. Cyber Command has selected Lord Fairfax to join their Academic Engagement Network (AEN) program. The selected institutions are from 34 states and the District of Columbia and include community colleges and 4-year/graduate institutions. The Cyber Command's goal for the AEN is to strengthen relationships and communication among the participating institutions to improve and sustain the Cyber Command's efforts to meet cyberspace educational requirements and workforce needs.

#### Cyber Student to Showcase Skills in Competition

LFCC cybersecurity students will participate in the CAE-NCX pilot competition in April. CAE-NCX's goal is for student competitors to gain enhanced skills and knowledge to help meet the ever-evolving cyber threat in support of our nation. The competition helps students to develop and test cybersecurity skills, teamwork, planning, communication, critical thinking, and decision-making. LFCC is one of two community colleges included among 39 colleges and universities participating this year.

#### School of STEM receives Micron Technologies Grant

The School of STEM has a second grant from Micron Technologies of \$20,000 to support and enhance our Engineering Technology programs. With these funds we will be providing resources for our students to use inside and outside of the classroom at MC and FC.

K-12 Teachers Complete Computer Science Credential at LFCC
Eight public school teachers have completed the Computer Science
Generalist Career Studies Certificate with LFCC and secured the add-on
endorsement in Computer Science to their teaching license through a
Virginia Department of Education grant in partnership with all 8 public
school divisions, George Mason, Shenandoah University, and LFCC.

#### Re-engaging Students with Some College but No Degree

LFCC is partnering with the UVA Nudge Lab, a research group at UVA that studies behavioral strategies to re-engage students to return to college, complete their degree and improve their socioeconomic status. The Restart You project targets students who completed 15 or more college credits at LFCC in the last ten years, but have not completed a degree. Chuck Freer, an advisor at LFCC, will dedicate his time to creating course maps and working with these students to find a way back to LFCC. Through grant funding, the UVA Nudge Lab can cover the cost of this endeavor.

#### **New Student Coaches**

The enrollment management team is transitioning to new student coaches who will help ease the way for new students as they go through the enrollment onboarding process. Coaches will case manage students who apply to ensure a smooth transition to enrollment by

getting them set in orientation, collecting their documentation, counseling them on financial aid, and moving them on to advising for the rest of their academic careers. In this way, students have a dedicated advocate that steps through the onboarding process.

#### **Student Services**

- LFCC Students now have access to mental health care services.
   The VCCS has contracted with Timely MD to allow colleges to opt into multiple levels of mental health care for students. Our students will have access to 24/7 crisis counseling, health coaching, 6 counseling sessions, psychiatric care, discounted prescriptions and more.
- The college has expanded the loaner laptop program. Our libraries now have more than 100 laptops for loan to LFCC students. Refer students to the library for help, and they will ensure students are taken care of.
- The food pantry at the Middletown Campus now has a refrigerator. Why is this a big deal? It allows us to purchase healthier items such as dairy products and produce to ensure we are offering healthy options to our students who may be experiencing food insecurity. Look for news on the Fauquier food pantry when Hazel Hall opens this summer.
- Student Engagement is now one office collegewide.
   Congratulations to Chris Lambert who will take on the responsibility of overseeing student engagement at all locations. This continues our Student Services effort to ensure we are one college.
- Due to COVID-19 precautions, New Student Welcome moved online with "Back to School: Back to Basics." Academic Success Coordinator, Sonya Foor hosted the session. In addition, a Gear Up panel helped students get ready. Our heavily online welcome week boasts an online game show, concert, trivia challenge, and a virtual escape room!
- Our students have a dream, and in celebration of Martin Luther King Jr's speech LFCC will host a speech contest on January 25th. All students are encouraged to participate and prepare a 3–5-minute speech on the following topic: "I have a dream." They are then asked to share their own dream whether it be political, personal, educational, etc. The event will be hosted via Zoom and anyone is encouraged to join in and hear the speeches. All participants on the call can vote for their favorite speech and the winning speech will receive a \$100 Visa Gift Card; 2nd place will receive a \$50 Visa Gift Card. A recording of the event will be posted at lfcc.edu/mlk afterwards as well.

#### <u>Instructional Technology Office (ITO) Updates</u>

 The Instructional Technology Office (ITO) has launched a faculty development course tile in Canvas called: Instructional Technology Resources. This one-stop resource contains

featured articles, guides, teaching and learning strategies, Canvas how-to's and a wide variety of education technology tips.

- Instructional designer Erin Mills and several faculty who are part of the Faculty Fellows cohort (a selected group of faculty engaged in advancing excellence in teaching and learning) will present a hands-on workshop on "Universal Design for Learning & Assessment" on Feb 8<sup>th</sup> as part of the VCCS' professional development series in online learning. Faculty will share examples of authentic assessments they implemented in their courses as part of the UDL framework.
- A new Faculty Handbook for Distance Learning is being created to structure and guide onboarding, new curriculum development steps and off boarding procedures with online classes as well as define distance learning and support for the college.

#### Development; LFCC Educational Foundation

Liv Heggoy, associate vice president of development and executive director of the LFCC Educational Foundation, reported on the following:

#### Fiscal Year End

The Foundation's fiscal year ended 12/31/21. We received \$2,351,279 in financial support in 2021.

#### Building the Future Fund

One of the college's strategic priorities is to expand career and technical programming at the Fauquier Campus. The LFCC Foundation began a new fundraising initiative in Fall 2021 -- the "Building the Future Fund" -- with a \$1.5 million fundraising goal. \$576,000 has been raised to date, including a \$165,000 grant from the PATH Foundation to purchase welding equipment.

#### 2022/23 Scholarships

We encourage students to apply for 2022/23 LFCC Foundation scholarships. The application went live in early January and will remain open year-round. However, the first priority deadline is April 5. The key message for students: Don't assume that you're not eligible! The application is easy, and the Foundation has many different types of scholarships. Ifcc.edu/scholarships

#### New Scholarships in 2022

Three new scholarships have already been established in the first month of 2022:

- An annual \$2,000 scholarship to support students in the health professions program
- An endowed scholarship in memory of former LFCC
   Foundation board member, Dave Slye. Preference will be given to Page County students.

 An endowed scholarship established by the co-owners of Rotz Pharmacy in Winchester.

#### HB200

Delegate Webert has sponsored HB200, which will allow non-profits such as the Lord Fairfax Community College Foundation to transfer the property they own into a separate LLC and maintain the existing tax exemption for the property. The bill has passed the House committee and the full House unanimously and has crossed over to the Senate.

#### Financial and Administrative Services

Craig Short, vice president of financial and administrative services, reported on the following:

#### **Business Office**

Working through recruitment efforts for full time cashier position. Assembling information for the APA audit underway. Continuing to manage HEERF related grant expenditures that remain.

#### **Auxiliaries and Facilities Planning**

The PT fitness center attendant position is posted but no applications yet. Hazel on track at 65% complete. 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, Kjellstrom & Lee are compiling the GMP proposal with permit review completed. Whitney Miller has coordinated the move for that area to be completed by March 25th with faculty and staff, who are responsible for packing material/equipment and the project moving it. Anticipate temporary changes in parking at the upper lot of Wolk Hall on February 14 to transition to all ADA for at least 60 days. Fauquier Trades lab remains on an aggressive schedule for September 22 completion with final design review January 27. Issued RFQ December 13, 2021; received several submittals and committee selected the "short list" of contractors for the bidding pool: Miller Brothers, Pavone Construction, Harrisonburg Construction, and Kjellstrom & Lee. Smith Hall Addition underway with masonry and structural steel being installed on slab and MEP ongoing in the interior; on schedule for planned completion of June 2022; currently at 50% complete. The Janet Shimel Memorial Garden and landscaping at Jenkins Hall is at roughly 70% complete overall with the trellis constructed, tree plantings in and the paver area at 90% complete.

#### **Facilities Management**

Ongoing efforts being made to accommodate for the COVID pandemic including joint scope for major HVAC Controls upgrade college-wide (procurement complete and vendor in process of securing equipment and scheduling kickoff meeting week of February 7). Chiller replacement and modernization (scheduled for delivery in early February), exhaust air improvements at Fauquier campus, distribution of air purification units throughout all campuses, and further

distribution of cleaning supplies for all classrooms. Additional projects going through the VCCS process for design and procurement: Middletown campus: Fairfax Hall Office 501 wall installation (design complete), Veterans Suite (schematics complete and submitted to staff for review), B&G Operations Center, and Warehouse office separations (schematics complete), vending area improvements (schematics in review with LFCC), and the replacement of a vacuum pump and lab controls in Science and Health Professions lab (equipment on order; awaiting delivery). Fauquier campus at Wolk Hall include atrium lighting upgrade (in design), concrete pad replacement at rear dock, Police Desk relocation (schematics complete), bookstore relocation (schematics complete), Student Success Suite renovations (schematics complete and design documents in process), tree and stump removal (complete), classroom lighting upgrades (in process), and mini split installation for IT closets to support HyFlex equipment (complete). The recent cold weather has brought challenges with frozen sprinkler and water lines that Facilities is working through.

#### LFCC Police

We have not yet filled the full-time police officer position at the Middletown campus, recruitment in process. We've locked in the two-day DCJS training on Campus Threat Assessment for July 12-13, 2022. Ongoing projects police continue working on include: (1) body-worn cameras (2) improving first responder radio reception/transmission in campus buildings (3) name change related issues management.

We continue to maintain a heightened awareness of COOP posture because of the COVID pandemic. COOP Campus Coordination team continues to meet for planning Summer and Fall course delivery.

#### Information Technology

Finalized organizational change moving ITO from FAS to ASA; no change from customer facing perspective. 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 instruction if necessary.

#### Name Change Working Group

Expected document request template before the Christmas break based on the JTCC experience so that we can prepare for what will be needed in the early part of the year; received on January 14 and currently working through providing those deliverables. Working group continues to meet on a weekly basis.

IMPORTANT DATES			
Date	Activity	Time	Location
Thursday, April 7,	College Board meeting	12:00 p.m.; lunch	Fauquier Campus; room TBD
2022		served at 11:30	
		a.m.	
Friday, April 15, 2022	LFCC Educational	11:00 a.m.	Carl & Emily Thompson
	Foundation		Conference Center, Corron
	Appreciation		Community Development
	Luncheon		Center, Middletown Campus
Friday, May 13, 2022	LFCC Commencement,	TBD	Middletown Campus
	Health Professions		
	Programs		
Saturday, May 14,	LFCC Commencement,	11:00 a.m.	Middletown Campus
2022	Non-Health		
	<b>Professions Programs</b>		
Thursday, June 2, 2022	College Board meeting	12:00 p.m.; lunch	Luray-Page County Center;
		served at 11:30	room TBD
		a.m.	

#### **A**DJOURNMENT

On a motion by Brad Hodgson, seconded by Kim Jenkins, Board Chair Mike Wenger declared the meeting adjourned at 1:08 p.m.

**SUBMITTED BY:** 

**APPROVED BY:** 

Kimberly P. Blosser

President of the College and

Secretary to the Lord Fairfax

Community College Board

Michael S Wenger

Chair

Lord Fairfax Community College Board

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

Copy of Approved MINUTES NO. 255 (November 4, 2021) filed with Glenn DuBois, Chancellor, Virginia Community College System.



# Inviting Students through a Culture of Care:

STRATEGIC PLAN GOALS 1, 2, & 3

#### **GOAL 1:**

Remove barriers to the student onboarding experience to ensure students can seamlessly advance from interest to enrollment.

#### Strategies:

- New Student Coaches
- Expansion of Outreach Team
- Early Advising
- Set schedules for transitioning high schoolers

#### **GOAL 2:**

Increase inquiries/application to the college and net enrollment yield.

#### Strategies:

- Adoption of a CRM (customer relationship management) system
- One college marketing structure
- Rebranding to Laurel Ridge
- Synergies between Outreach and Marketing

#### GOAL 3:

Provide holistic student support services that address the social, mental, and financial needs of our students.

#### Strategies:

- Culture of Care
- Access to Mental Health Care
- Proactive Advising practices
- Sense of belonging through redesigned SDV and Student Engagement
- Wider array of financial resources
- Staff support in finding and accessing local, state, and federal resources
- Strong academic support through tutoring, library assistance, and laptop loaner program.





# Inviting Students through a Culture of Care

Strategic Plan Goals 1,2, & 3



"Students don't care how much you know until they know how much you care."

(Theodore Roosevelt)



### Goals

- Remove barriers to the student onboarding experience to ensure students can seamlessly advance from interest to enrollment
- Increase inquiries/applications to the college and net enrollment yield
- Provide holistic student support services that address the social, mental, and financial needs of our students

### Context

#### **National Trends**

- Community college enrollment trending down nationwide
- A significant drop in male college students
- More mental health crises than ever

#### **Pandemic and Equity Impacts**

- Lack of access to broadband has caused inequity across our region
- Students have anxiety!
- Juggling needs of children and education has become complex

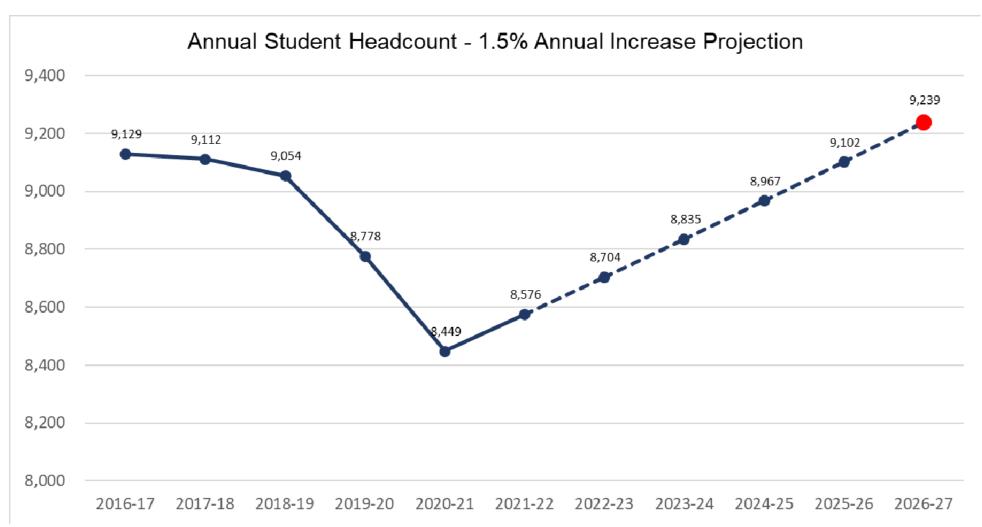
#### **Local Trends**

- During pandemic, more than half of surveyed students reported a basic needs insecurity (housing or food)
- 42% reported feeling anxiety
- One-third had a family member or close friend die of COVID
- Declines in enrollment and applications to the college

#### Money is available

- SNAP 50/50
- Single Stop
- G3

# **Headcount Projections**



# Goal 1: Remove barriers to the student onboarding experience to ensure students can seamlessly advance from interest to enrollment

#### **Care Team Approach**

- New student coaches
- Expansion of outreach team
- Early advising
- Online orientation
- Scheduling for transitioning high schoolers



# Goal 2: Increase inquiries/applications to the college and net enrollment yield

#### **Marketing and Outreach/Early Intervention**

- Adoption of a CRM
- Rebranding with Laurel Ridge
- Communication strategies between outreach and marketing



7/20/20XX

# Goal 3: Provide holistic student support services that address the social, mental, and financial needs of our students



Advising



Student Learning



Engagement



Wraparound Services/Resources

## **Wraparound Services**

Ensuring students have access to resources to help them on their path to success

#### **Single Stop and SNAP 50/50**

- Single Stop screener connects students with possible federal aid
- Working with LFCC Human Services program to provide internships
- SNAP 50/50 for every non-federal dollar spent on a SNAP 50/50 recipient, we get 50 cents back

#### **Unite Virginia**

- Statewide online referral
- LFCC both refers and receives referrals
- Connects students with a variety of resources

#### **Staff-Focused Intervention**

- Student Support Team
- TRIO
- Food Pantry
- Trauma-informed training

#### **Financial Support**

- G3
- Additional State Aid
- Scholarship/Foundation Support

#### **Tele Mental Health**

- Around-the-clock crisis care
- 6 counseling appointments
- Psychiatric care
- Health coaching
- Discounted prescription card

## **Advising Initiatives**

#### Intervention with underrepresented populations

- Higher retention than general population
- Higher GPA than general population

#### Nudge

- UVA Nudge Lab will provide \$70,000 in benefits to help LFCC re-engage students who stopped out
- Academic road maps and incentives for advising

Ensuring students have a clearly defined pathway to success

# Student Engagement

Ensuring students
have a sense of place
and belonging
whether they are
online or on campus.



**E-Sports** 

Engage students in what they love!



**Co-curricular Activities** 

Teach students while they are having fun!



Leadership

Build tomorrow's leaders



**Transfer** 

You can get there from here!

# **Student Learning**



SDV Redesign



Summer Bridge Program



ESOL Umbrella



QEP and Library Instruction

Ensuring students have the academic preparation they need for school and work

# Thank you





#### LORD FAIRFAX COMMUNITY COLLEGE 173 Skirmisher Lane Middletown, VA 22645

#### RECOMMENDATION FOR COLLEGE BOARD

TO:	LFCC College Board		
FROM:	Kim Blosser, LFCC President		
DATE:	January 2022		
SUBJECT:	JBJECT: Recommended Item for College Board Agenda		
The following	gitem is recommended for the Agenda of the next College Board meeting:		
Information Item:  or Action Item:			
Item Title for Agenda (be specific): Recommendation to approve New Name of Fairfax Hall at the Middletown Campus			
Initiating Administrator's Recommendation (If funding is involved, please indicate appropriate budget line item number and title.):			
Backer	round		

When the college first opened in Middletown in 1970, there was only one building and at the time had no name other than Lord Fairfax Community College. From 1970 until 2009, the original building was simply known as the "main building". It was in 2009, as the Middletown campus began to grow and add new buildings, that a Building Naming Committee was formed to suggest potential names for several new buildings on campus so that students could more easily find classrooms.

The Building Naming Committee came up with three options and asked employees to vote on which building names they preferred. At that time, the college was proposing names for six buildings on the Middletown campus. The survey employees received is copied here:

As the College continues to grow, the importance of building names and signage is becoming more and more critical. The Building Naming Committee has been meeting for several months and would like to present the following naming conventions to you. Please help to shape the face of the Middletown Campus by voting for your choice of potential building names by Jan. 22, 2009.

#### Option 1

- The Academic and Administrative Building (main building)
- · Alson H. Smith Building (William H. McCoy Event Center)
- · Science and Health Professions Building
- · Corron Community Development Center
- Modular Building I
- · Facilities Operations Center

#### Option 2

- · Fairfax Hall (main building)
- · Alson H. Smith Hall (William H. McCoy Event Center)
- · Science and Health Professions Building
- · Corron Community Development Center
- · The Lodge (modular building)
- · Facilities Operations Center

#### Option 3

- The Middletown Campus Center (main building)
- · Alson H. Smith Center (William H. McCoy Event Center)
- · Science and Health Professions Building
- · Corron Community Development Center
- The Cannons' Modular (modular building)
- · Facilities Operations Center

Option 2 was selected, which included the main building being renamed to Fairfax Hall.

#### Process

Last year, when the college was required to review all the named spaces on our campuses, the workgroup that reviewed building and facility names indicated they would wait on the name Fairfax Hall until the college name decision had been made. Now that the new college name has been chosen, the process was started to find a new name for Fairfax Hall.

In October, the President formed a committee consisting of members of the college name workgroup. In November, a survey was sent to all LFCC employees and all LFCC students inviting them to submit suggested new names for the building. More than 150 suggested names were sent in. The committee reviewed the submissions and selected their top 10 based on the process used for the college name. In January, the committee met and further narrowed down their choices to a Top 4. The Top 4, which are located below, were sent to all LFCC employees and all LFCC students to rank their preference.

#### **Cornerstone Hall**

This name means "a stone that forms the base of a corner of a building" or "a feature on which a particular thing depends". As we are renaming the college, we want to ensure we continue to honor the first 52 years we were LFCC. The name Cornerstone Hall will pay tribute to the "main" building – the first structure students stepped into in 1970 – as the cornerstone of our beginnings as an institution of higher learning.

#### Laureate Hall

An important reason for our college's new name was because the word laurel communicates academic achievement, because of its association with the term Laureate. The term laureate is bestowed upon those who have accomplished outstanding creative or intellectual achievement,

such as a Poet or Nobel Laureate. Thousands of students each year earn a baccalaureate degree. The name Laureate Hall will reinforce the college name and our ultimate goal for every student to succeed.

#### Reliance Hall

One of the prominent roads leading to Middletown is Reliance Road, named for the small town, Reliance. The definition of the word also has a connection to the college's mission and vision – to be reliable and dependable. Students can expect trust and reliability from the college, which the name Reliance Hall would exemplify.

#### Vista Hall

During the college renaming process, many roundtable participants had a very positive response to Vista. The name conjures images of a beautiful outlook or view, particularly a view gained through a narrow passage or journey. Others liked the bilingual aspect of the word, having a similar English and Spanish meaning and an ability to pronounce the building name in either English or Spanish. The name Vista Hall will inspire all as a place where success is achieved.

Attachments (List supporting documents.):

Lord Fairfax Community College Board Meeting – February 3, 2022

#### Old Business

2. Recommendation to approve new name of Fairfax Hall at the Middletown Campus

A survey was sent to all LFCC employees and students asking them to rank potential new names for Fairfax Hall. The four potential names and a brief narrative about the name was included in the survey. The ranking order was 1-4, with 1 being the top selection and 4 being the least recommended name.

There were 524 responses with the following results:

Building Name	#1 votes	#2 votes	Total
Cornerstone Hall	174	143	317
Laureate Hall	115	113	228
Reliance Hall	130	142	272
Vista Hall	99	114	213

Based on the results of the survey, the College recommends to the Local College Board to rename the current Fairfax Hall to Cornerstone Hall, effective immediately.

The public signage on Fairfax Hall will not change until June 2, 2022, when the college name will become official. However, the college will need to make the change in our Student Information System and fall publications so that students who are registering for fall classes beginning in March will see the correct location of their classrooms when they begin classes in August.

#### LORD FAIRFAX COMMUNITY COLLEGE 173 Skirmisher Lane Middletown, VA 22645

#### RECOMMENDATION FOR COLLEGE BOARD

TO:	LFCC College Board
FROM:	Office of the President
DATE:	January 2022
SUBJECT:	Recommended Item for College Board Agenda
The following	gitem is recommended for the Agenda of the next College Board meeting:
Inform	nation Item:  or Action Item:
	Title for Agenda (be specific): <b>Recommendation to approve 2022 College Board Ilion of Recognition nominations</b>
	ing Administrator's Recommendation (If funding is involved, please indicate briate budget line item number and title.):
	commended that the College Board approve the following nominees as honorees of 22 Lord Fairfax (becoming Laurel Ridge) Community College Board Medallion of nition:
<ol> <li>Dr</li> <li>Dr</li> </ol>	ank E. Borleske, LFCC associate professor of mathematics (1970-2022)  Glenn DuBois, VCCS chancellor (2001-2022)  Tracy Fitzsimmons, Shenandoah University president (2008-present)  Colin Greene, former Lord Fairfax Health District director (2017-2022), current

Attachments (List supporting documents.): <u>College Board Medallion of Recognition Criteria</u>; <u>Supporting narratives for abovementioned nominees</u>

Virginia State Health Commissioner

# 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.



#### Lord Fairfax Community College Board Medallion of Recognition Nominations 2022

#### Frank E. Borleske

Lord Fairfax Community College
Associate professor of mathematics, 1970-2022

Professor Frank Borleske has demonstrated he can be counted upon. After all, the math professor has been with LFCC for the college's entire 52 years. More than a half-century ago, he sat around the kitchen table with his parents, telling them he wanted a career teaching at a community college.

After a year of teaching high school math, Professor Borleske was hired by LFCC. "When I got the job, I was just really thrilled," he said. "I like the flexibility of community college. You can experiment with teaching methods."

Having grown up in Maryland, Middletown was close enough to go home on weekends and holidays. Prior to LFCC's first day of classes, Professor Borleske spent a week at the Hotel Roanoke at an orientation conference with others new to the Virginia Community College System. "I really got a sense right at the beginning of how connected we were to the whole state community college system," Professor Borleske said. "I thought, 'This is a group I really want to be connected with.'"

He felt supported by the administration of LFCC, too. "I remember [LFCC's first president] Dr. McCoy saying that one of the jobs of administrators was to support the faculty," Professor Borleske said. "It's always been that way at LFCC. There has always been a lot of support."

He recalled a special occasion less than a month after the college first opened. "I was there at the dedication ceremony, Oct. 17, 1970 in the old student lounge," Professor Borleske said. "It was an absolutely beautiful day. The mountains were very clear. Gov. Mills Godwin gave the address. It was quite a nice ceremony. Gov. Godwin spoke about the advantage of having a community college, how it would change lives in this area."

Professor Borleske has always immensely enjoyed his job. He has taught a wide range of classes at LFCC. "It's always been a pleasure working with faculty, administrators, staff and students," he said. "I have had a lot of terrific tutors. I have never forgotten any of them."

A few of the students he tutored have gone on to earn degrees in math. One, John Updike, ended up joining LFCC's math faculty. Professor Updike graduated in 1980 with associate degrees in both science and education. After earning his master's degree in math from James Madison University, he returned to LFCC as an adjunct, becoming a full-time faculty member in 1999. "Frank Borleske played a big part in the direction my education took and in my teaching," Professor Updike said. "When I began at LFCC, I felt my math was a little rusty and I planned to take precalculus. Frank was involved in the math placement testing, and, based on my performance, encouraged me to take calculus. I followed his advice and regained confidence in my math ability."

Working as a tutor under Professor Borleske, was invaluable because he was able to observe how his mentor undertook teaching.

"First, Frank was genuinely concerned with every student, and I could tell that the students appreciated that concern," Professor Updike said. "Second, he showed me great flexibility in his explanations of concepts to students. That is, if one explanation didn't seem to work, he would take another approach. I never forgot those lessons, and did my best to put them into practice throughout my teaching career. "I have always had great respect and admiration for Frank Borleske as a teacher and as a person, and consider him to be invaluable to Lord Fairfax Community College."

Another student who left a lasting impression on Professor Borleske is Sam Snarr, the 2018 Middletown Campus Outstanding Graduate. Snarr graduated from James Madison University in 2020 with a degree in math, statistics and computer science. Snarr, who works in the software field in Northern Virginia, describes Professor Borleske as "a truly amazing person."

"It blows me away to think he has given his whole life to LFCC," he said. "He puts in so much time and effort for his students. He gives every student the opportunity for one-on-one tutoring outside of class, which many students use frequently. He also has a natural way of keeping everyone engaged and motivated, something only the best teachers can do. To Professor Borleske, succeeding is not just passing a class, or getting a good grade, but it's learning something that you can carry with you and cultivating an appreciation of learning. He is a friend we are all lucky to have."

Nomination submitted by:

**Kim Blosser** LFCC President January 2022



# Lord Fairfax Community College Board Medallion of Recognition Nominations 2022

#### Dr. Glenn DuBois

Virginia Community College System *Chancellor, 2001-2022* 

Dr. Glenn DuBois is the longest-serving chancellor of the Virginia Community College System history. He will retire at the end of June 2022.

Dr. DuBois is a community college graduate who has dedicated his entire career to ensuring the opportunity he received is available to those coming behind him. DuBois is now the longest-serving chancellor in the history of Virginia's Community Colleges (VCCS), hired in 2001. Since then, he has led the system of 23 colleges and 40 campuses through three successful strategic plans, and into a fourth called *Opportunity 2027*, which aspires to increase equity and student success throughout the VCCS.

Virginia's Community Colleges have, during DuBois's tenure, signed groundbreaking guaranteed transfer agreements with dozens of public and private universities; become Virginia's leading provider of workforce development training; diversified community college resources through expanded philanthropy efforts; maintained a tuition rate that is one-third of the comparable rate at Virginia's public universities; and begun innovative programs like FastForward and G3 to make postsecondary credentials leading to good-paying jobs more accessible and affordable.

Recently DuBois presided over community college names changes after the VCCS state board requested all community colleges examine their organization and facility names in fall 2020.

The Phi Theta Kappa National Honor Society presented DuBois with their State Community College Award of Distinction at its national convention in April, 2008.

Prior to coming to Virginia, DuBois built an impressive record of executive higher education leadership, including serving as the Commissioner and CEO of the New Hampshire Community Technical College System as well as the Director of Community Colleges for the State University of New York – one of America's largest networks of community colleges.

DuBois earned his doctorate in higher education administration, research and policy from the University of Massachusetts. He holds a master's degree from Eastern Kentucky University, a bachelor's degree from Florida Atlantic University and an associate of science degree from the State University of New York in Farmingdale.

Nomination submitted by:

**Kim Blosser** LFCC President January 2022



# Lord Fairfax Community College Board Medallion of Recognition Nomination 2022

# **Dr. Tracy Fitzsimmons**Shenandoah University *President, 2008-present*

Tracy Fitzsimmons, Ph.D., became Shenandoah University's 16th president on July 1, 2008. She is the institution's first female president since its founding in 1875. She came to Shenandoah in 2001, as dean of the College of Arts & Sciences, became vice president for Academic Affairs in 2002 and was named senior vice president in 2006. She holds a faculty appointment as professor of political science. Previously, Dr. Fitzsimmons was a tenured faculty member and faculty leader at the University of Redlands in Redlands, Calif.

As president of Shenandoah University, she leads an institution of 4,100 students, and 900 faculty and staff at its 129-acre site in Winchester, Va., and sites in Loudoun, Fairfax, and Clarke Counties, Va. In 2020, *Virginia Business* featured President Fitzsimmons in its Virginia 500 Power List.

As a university president, Dr. Fitzsimmons still teaches a course each year. With regional expertise in Latin America, Tracy Fitzsimmons has taught courses on development and disaster relief, world politics, Latin American politics, global democratization, women and politics in Latin America. Her published research on democratization, civil society and gender in new civilian police forces has taken her across the world. She has been especially involved in the rebuilding of Haitian schools and communities following the 2010 earthquake.

Shenandoah University, in response to the COVID-19 pandemic, began discussing and implementing measures in winter 2020 to ensure the safety and well-being of not only its university community, but also the local community. Shenandoah University, in partnership with Valley Health and the Lord Fairfax Health District, began a COVID-19 mass vaccination clinic at its James R. Wilkins, Jr. Athletics & Events Center on January 12, 2021, to aid in the fight against the COVID-19 pandemic. Faculty, staff, and students, along with Valley Health employees and community members, signed up to help in this historic public health effort through vaccine administration, patient signup and checkout, on-site coordination of patients, greeting and escorting of patients, transportation, and more. More than 900 volunteers over the course of four months aided in the clinic's administration of more than 60,000 shots to individuals throughout the community and the Commonwealth in an effort to combat COVID-19. Fitzsimmons reached out to LFCC to offer our more at-risk faculty and staff priority vaccination in the early stages of the pandemic.

In addition to the clinic, Shenandoah's asymptomatic surveillance testing program and variant sequencing also aided in the health of Virginians. Through both early detection of the virus within the university community and proper adherence to isolation/quarantine protocols, Shenandoah was able to keep these cases out of the larger community. More than 14,000 COVID-19 tests have been conducted through this program, with 10,000 tests completed in Spring 2021 alone.

In addition to Fitzsimmons leadership and mobilization of the Covid public health crisis mitigation, below are some of the examples of her and Shenandoah University's partnerships with LFCC:

- LFCC and Shenandoah University five-year, fast-track MBA articulation agreement
- LFCC and Shenandoah University Honors Program; agreement to facilitate transfer of arts and sciences honors students from LFCC to Shenandoah University
- Valley Health Sciences Academy; week-long summer program available to 10<sup>th</sup>-12<sup>th</sup> grade high school students from the counties of Clarke, Frederick, Page, Rappahannock, Shenandoah, and Warren and the City of Winchester designed to strengthen interest in and increase awareness of healthcare fields
- "The Hunting Ground"; community screening of the documentary film about the sexual assault
  of men and women on college and university campuses with panel discussions to support
  awareness and action

Fitzsimmons serves on the board of directors of the publicly-traded company Shentel (Shenandoah Telecommunications, Inc.) where she is the Lead Independent Director and the Chair of the Nominating & Governance Committee. She is Past-President of the ODAC Conference and Past-Chair of the Council of Independent Colleges in VA. As past President, she remains very involved at NAICU (the National Association of Independent Colleges and Universities). She also serves on the board of Blue Ridge District BB&T Bank; she is a member of the International Women's Forum of DC, Loudoun Education Foundation, and 100 Women Strong of Loudoun County. Currently, she is President of the ODAC Conference, Chair of the Council of Independent Colleges in VA and is the Presidential Sponsor of the VA Network.

Nomination submitted by:

**Kim Blosser** LFCC President January 2022



# Lord Fairfax Community College Board Medallion of Recognition Nomination 2022

#### Dr. Colin Greene

Former Lord Fairfax Health District director; current interim Virginia State Health Commissioner

In July 2017, Dr. Greene accepted the position of Director of the Lord Fairfax Health District. When Dr. Greene started in 2017, he stated that environmental health would be a major focus of his, along with the opioid epidemic that was impacting our region.

In March 2021, Dr. Greene was named interim director of the Rappahannock-Rapidan Health District, which meant he was the director over all the LFCC service region. That made it very nice during the pandemic.

Since the pandemic began, Dr. Greene has created informative presentations and held weekly zoom meetings with a myriad of local leaders to help ensure everyone has the same, correct COVID information. He worked with Valley Health to do joint, weekly meetings to ensure local leaders were hearing not only what was happening from a public health perspective but also from the hospital system view. Every week, those who join his zoom meetings have an opportunity to ask questions.

Throughout this pandemic, Dr. Greene has been available to provide guidance and support to all of us in education who have been making decisions aimed at keeping our employees and students as safe as possible, while keeping them in classes.

Dr. Greene and the local health departments in our region hosted many vaccine clinics and supported other sites in the community such as the clinic at Shenandoah University and at Lord Fairfax Community College.

Dr. Greene was recently appointed by Governor Glenn Youngkin as the acting Virginia health commissioner and leader of the Virginia Department of Health.

Dr. Greene earned a bachelor's degree in Chemistry from Johns Hopkins University (1980) and his Doctor of Medicine (M.D.) from Temple University School of Medicine (1984). Also has a master's degree in National Resource Strategy from the National Defense University and a master's degree in Public Health from the University of Washington.

Dr. Greene served 30 years in the military, primarily as an Army physician, and spent the final years of his military career as the Director of the Joint Trauma Analysis and Prevention of Injury in Combat in Fort Detrick, Maryland.

Nomination submitted by:

#### Liv Heggoy

LFCC Assistant Vice President of Development, LFCC Educational Foundation Executive Director January 2022

# LORD FAIRFAX COMMUNITY COLLEGE 173 Skirmisher Lane Middletown, VA 22645

# RECOMMENDATION FOR COLLEGE BOARD

TO:	LFCC College Board
FROM:	LFCC Faculty Senate
DATE:	January 2022
SUBJECT:	Recommended Item for College Board Agenda
The followin	g item is recommended for the Agenda of the next College Board meeting:
Inform	nation Item:  or Action Item:
	Title for Agenda (be specific): Recommendation to approve 2022 Lord Fairfax ming Laurel Ridge) Community College Professor Emeritus nominations
	ting Administrator's Recommendation (If funding is involved, please indicate priate budget line item number and title.):
	ecommended that the College Board approve the following nominees as awardees 2022 Lord Fairfax (becoming Laurel Ridge) Community College Professor itus:
	Villiam Lewis, retired LFCC assistant professor of engineering technology (1983- 021)
	amon Selove, retired LFCC associate professor of anatomy and physiology (1990- 021)

Attachments (List supporting documents.): <u>VCCS Professor Emeritus Selection Policy;</u> <u>Supporting narratives for abovementioned nominees</u>

## Lord Fairfax Community College Professor Emeritus Selection Policy

## Background:

The establishment of the status of Professor Emeritus is authorized in paragraph 3.4.1.2 of the VCCS Policy Manual. It is intended to be granted to a retired person of faculty rank (usually Associate Professor or Professor) who has a minimum of ten years VCCS service. The purpose of the award is to honor meritorious and significant contributions to the college.

#### II. Procedures:

- A. Faculty can recommend retired colleagues at any time to the Faculty Council. Nominees must have been full-time faculty members for at least ten years. At least one full semester must have lapsed since the potential nominee held a full-time teaching position at the institution. If the next Spring Commencement ceremonies are the desired recognition time, the written recommendation should be submitted no later than the Council's October meeting.
- B. The Faculty Council will announce in the minutes of the October meeting the names of the nominee(s) and invite faculty comment to be received by the November meeting.
- C. The nomination(s) will be discussed and voted on by the Faculty Council by November 30. The results will be forwarded to the College President by December 7.
- D. The President will review the recommendation(s) and, if favorable, forward them to the College Board for its action. The President can ask a nominator or a Faculty Council member to present the nomination(s) to the Board.
- E. The number of nominations per year will not exceed two persons or 2% of the faculty strength whichever is greater.
- F If the College Board approves the nomination, public acknowledgement will be made at the next scheduled Commencement. If the Board disapproves, the nomination will be returned to the Faculty Council.

#### III. Benefits:

All persons granted Professor Emeritus shall be extended the following considerations:

- Listing in the College catalog and other appropriate publications as professors emeriti.
- B. March at the head of the faculty in academic processions.
- C. Be included in all social and professional activities of the active faculty.

Revision: 12/99

## **LFCC Professor Emeritus Nomination** (to be conferred 2022)

Nominee: William "Bill" Lewis

Retired, Assistant Professor of Engineering Technology, 1983-2021

I am delighted to nominate former engineering teaching faculty William "Bill" Lewis for the distinction of Professor Emeritus.

Over the years at LFCC, Bill influenced many students as he built the Engineering Technology program. As the engineering program lead, his enthusiasm for teaching engineering was contagious. He truly cared about the success of his students not only in the classroom but in their career and transfer goals. Bill's love is engineering. He always continued to learn and pursue new paths in engineering and wanted very much to develop a transfer degree in Engineering, but the College did not have the funds to support this degree.

Bill worked hard with Old Dominion University to find a path for his students to transfer and complete a four-year degree in both Mechanical and Civil Engineering. He wrote a Dominion Grant and was able to receive funds to offset some of the costs. He learned about Virginia Tech's program and ultimately was able to push through his goal of a transfer degree in November 2013. He aligned the program for direct transfer to VA Tech, and LFCC launched a successful program for Engineering students.

During Bill's 38 years of service, he taught over 35 different courses many of which he personally developed. A few of Bill's numerous contributions to the college are highlighted below:

- Founded LFCC's first engineering degree program (Mechanical Engineering Technology), and later expanded program offerings to include many degrees/specializations such as Computer- Aided Drafting Technology, Industrial Electricity and Controls Technology, Civil Engineering Technology, Plastics Technology, Operations Technology, and Industrial Design (etc.)
- Worked with SCHEV to make the engineering transfer specialization a stand-alone degree (Associate of Applied Science Degree in General Engineering Technology) in the VCCS catalog
- Established an engineering transfer specialization at LFCC for students to seamlessly transfer to 4-year institutions after their graduation.
- Established engineering transfer agreements with Virginia Tech and West Virginia University, among others
- Assisted in the design of the new Process Control Electrical program; tuition funded by G3
- Updated the LFCC faculty response to the Faculty Evaluation System handbook
- Awarded a Chancellors' Professorship, and served as the chair for a SACSCOC self-study
- Received LFCC's 2021 Outstanding Faculty Award

The contributions above are only a small portion of Bill's total impact on LFCC and its students. Bill established numerous gateways for engineering students to succeed in their ambitions. With this, please consider this nomination for Bill to receive the distinction

### Nomination submitted by:

#### Naomi Simpson

Associate Professor of Communication Studies; Faculty Senate co-chair January 2022

## **LFCC Professor Emeritus Nomination** (to be conferred 2022)

Nominee: **Ramon Selove** 

Retired, Associate Professor of Anatomy and Physiology, 1990-2020

I enthusiastically nominate Ramon Selove for professor emeritus. Ramon is highly deserving of this honor. He devoted his 30+ year career at LFCC to his students. Many at the college will attest to the student-focused nature of his teaching, as well as his leadership and community involvement.

Meeting students where they are in their academic journey was one of Ramon's many strengths as an educator. Some of many examples were the intensive tutoring of students he met with during his office hours, the SDV course he taught before fall semesters specifically designed to prepare science majors for success, and the B.O.N.D. club he formed, and still participates in, to support neurologically diverse students.

Many of his students became health professionals. He was not only concerned that they learned the content and its significance to their career, but that they also had skills such as thinking critically, writing concisely, and speaking clearly. His lectures were challenging and full of real-world examples to engage his students. Additionally, as a member of the QEP team, Ramon designed a research assignment years before our QEP Information Literacy initiative. The scaffolded assignment asked students practice telling the difference between primary and secondary scientific literature and to synthesize those sources to write review papers on scientific topics. Again, he saw the importance of teaching his students how to be scientifically as well and informationally literate to enhance their career and personal lives.

Along with his dedication to students, Ramon was an exceptional colleague. His wealth of institutional knowledge was critical for consistency as our department dealt with many changes in our direct administration. I know he was also valued as a leader in the formal positions he held in the governance of the college prior to my tenure at LFCC.

As a professor emeritus, I know he will make use of unlimited access to the library and its databases for his continued scholarship and community involvement. Ramon does numerous public speaking engagements about autism and service dogs to local civic organizations, school classrooms, college classes, and professional organizations every year.

In summary, LFCC Faculty Senate is honored to present Ramon as a candidate for Professor Emeritus as he continues to be a part of the LFCC community on and off campus.

### Nomination submitted by:

### Naomi Simpson

Associate Professor of Communication Studies; Faculty Senate co-chair January 2022

# LORD FAIRFAX COMMUNITY COLLEGE 173 Skirmisher Lane Middletown, VA 22645

# RECOMMENDATION FOR COLLEGE BOARD

TO:	LFCC College Board
FROM:	Office of the President
DATE:	January 2022
SUBJECT:	Recommended Item for College Board Agenda
The following	item is recommended for the Agenda of the next College Board meeting:
Inform	nation Item:  or Action Item:
Item T	itle for Agenda (be specific): <u>Procedures for President's Evaluation</u>
	ng Administrator's Recommendation (If funding is involved, please indicate briate budget line item number and title.):
years p will gi electro membe year. E evalua consen	oposal is that the President's evaluation process will be conducted the same as prior. At the April 2022 College Board meeting, LFCC President Dr. Kim Blosser we a verbal progress report on the 2021-22 approved Institutional Priorities. An unic survey (sample survey is attached) will be made available to all board ers to provide feedback on the President's performance for the 2021-22 academic Board Chair Mike Wenger will review these survey results and draft a letter of tion to the Chancellor for board members to review. Upon board member usus, the letter of evaluation will be sent to the Chancellor in May 2022. This had requires the College Board's approval.

Attachments (List supporting documents.): Sample of President's Evaluation Electronic Survey



## **LFCC Board Presidential Evaluation 2021**

Please take a moment to fill out this evaluation of Dr. Kim Blosser. Your contribution is very important. Please complete by 11:59 p.m. on Monday, April 19, 2021.  $\bigcirc$  0

## 1. GENERAL ADMINISTRATION $\bigcirc$ 0

	Excellent	Very Good	Good	Fair	No opportunity to observe
Management techniques and style	$\circ$		$\bigcirc$		
Involvement in day-to- day operations	$\bigcirc$		$\bigcirc$		$\bigcirc$
Institutional leadership		$\circ$	0		0

## 2. RELATIONSHIPS: Builds and maintains positive relationships with the College Board $\mathbf{Q}$ 0

	Excellent	Very Good	Good	Fair	No opportunity to observe
Builds and maintains positive relationships with the College					
Fosters board teamwork and common purpose	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$
Demonstrates an open mind to suggestions for improvement	0			0	

	Excellent	Very Good	Good	Fair	No opportunity to observe
Exhibits concern for the welfare of students and employees	0	0		0	
Works with business community in order to understand workforce development employment requirements	0	0	0	0	0
Advocates the needs of the College to appropriate local and state officials	0				0
Works with educational groups (public schools, universities, etc) to understand their needs					

		ent exhibits $ abla$ 0			
	Excellent	Very Good	Good	Fair	No opportunity to observe
Communication Skills (defines problems and provides possible solutions)	0				0
Enthusiasm for College, mission and position	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\circ$
Integrity and maintains a high standard of honesty	0	0	0		0
Creativity		$\bigcirc$	$\bigcirc$		
Personal growth and development	$\circ$		0	0	$\circ$
Sound and timely decision making skills	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\circ$
A positive and professional image in the community	0	$\circ$		0	$\circ$
A good work ethic and stamina to meet demands of the job	0	0	0	0	0
. PERSONNEL ADMINIS	Excellent	Very Good	Good	Fair	No opportunity to observe
Ensures the selection of high quality employees	0	$\circ$	$\circ$		$\circ$
Develops leadership skills in employees and encourages leadership development among employees	0	0		0	0
Effectively evaluates					

		TION ♀0			
	Excellent	Very Good	Good	Fair	No opportunity to observe
Develops sound budget and operates within it			$\bigcirc$		
Provides appropriate oversight on College assets	$\bigcirc$	$\circ$	$\bigcirc$	$\circ$	$\circ$
Maintains the buildings and grounds at all three LFCC locations	0	0		$\circ$	
Provides appropriate information to the College Board on fiscal and facility issues	0				
Develops new funding sources		0			0
. INSTRUCTIONAL LEA	Excellent	Very Good	Good	Fair	No opportunity to observe
Ensures educational programs meet the needs of the community, students, businesses and industries					
Ensures that qualified individuals are in key academic leadership positions	0	0		0	0

	Excellent	Very Good	Good	Fair	No opportunity to observe
Enrollment					
Affordability	$\bigcirc$	$\circ$	$\bigcirc$		$\circ$
Student Success					
Workforce		$\bigcirc$			
Resources					
). Overall Evaluation:	Recommendatior	ns for Improvement:	₽0		

# RESOLUTION

Commending Glenn DuBois, VCCS Chancellor 2001-2022

- **WHEREAS**, the Honorable Glenn DuBois has served diligently and faithfully as the longest-serving Chancellor in the history of the Virginia Community College System from 2001 to 2022; and
- **WHEREAS**, Dr. DuBois has led the Virginia Community College System of 23 colleges and 40 campuses through three successful strategic plans, and into a fourth called Opportunity 2027, which aspires to increase equity and student success throughout the system, bringing his knowledge and expertise to these plans and providing valuable guidance; and,
- **WHEREAS**, during his tenure, Virginia's Community Colleges have signed groundbreaking guaranteed transfer agreements with dozens of public and private universities; and,
- **WHEREAS**, during his tenure, Virginia's Community Colleges have become Virginia's leading provider of workforce development training; and,
- **WHEREAS**, he has led the diversification of community college resources through expanded philanthropy efforts; and,
- **WHEREAS**, during his tenure, Virginia's Community Colleges have maintained a tuition rate that is one-third of the comparable rate at Virginia's public universities; and,
- **WHEREAS**, he has begun innovative programs like FastForward and G3 to make postsecondary credentials leading to gainful employment more accessible and affordable; and,
- **WHEREAS**, he has given freely of his time and talents to the development and expansion of Lord Fairfax (becoming Laurel Ridge) Community College and its varied offerings in this region;
- **NOW THEREFORE BE IT RESOLVED** that the Lord Fairfax (becoming Laurel Ridge) Community College Board does hereby express its grateful appreciation to this distinguished citizen of the Commonwealth of Virginia; and,
- **BE IT FURTHER RESOLVED** that the Lord Fairfax (becoming Laurel Ridge) Community College Board does hereby direct that this resolution be inscribed in the permanent records of the Board, and a copy be presented to Dr. Glenn DuBois as a token of this Board's profound respect and appreciation for his exemplary service and many contributions to the success of the Virginia Community College System and Lord Fairfax (becoming Laurel Ridge) Community College.

Unanimously approved this 3<sup>rd</sup> day of February, 2022.

Lord Fairfax (becoming Laurel Ridge) Community College Board					
BY:					
	Michael S Wenger, Board Chair				
ATTEST: _					
	Kimberly Blosser, President and Secretary to the Board				

# LORD FAIRFAX COMMUNITY COLLEGE 173 Skirmisher Lane Middletown, VA 22645

## RECOMMENDATION FOR COLLEGE BOARD

TO:	Kimberly P. Blosser, P	resident		
FROM:	Anne P. Davis, VP of A	Academic and St	tudent Affairs	
DATE:	1/21/22			
SUBJECT:	Item Recommendatio	n for College B	oard Agenda	
The following i	item is recommended	for the Agenda	of the next College Board meeting:	
Inform	ation Item: $\square$	or	Action Item: ⊠	
		0.1.0		
		·	34 – Phlebotomy CSC Discontinuance – lov	
enrollment in	CSC with only 9 studer	nts listing it as a	program (many are MLT degree students)	).
_	inistrator's Recommen m number and title.)		ng is involved, please indicate appropriate e to enter text.	ž
o .	,			
Attachments (	List supporting docum	ents): C&I Prop	osal #334	

	Ç	ırriculum or Course Discontinual	tion Request Form
Che	ck one	Title	The state of the s
1.		Phlebotomy, CSC	
	Complete Forms if Program		☐ SCHEV Intent to Discontinue and Academic Program Cover Sheet
	□ Course	Prefix: Number:	□ <u>Course Catalog Form</u> ( <i>required</i> )
2.	Signature of Requesting Faculty Member and School	Signature Jan McLaughin via email	
	Dean	Signature <u>Craig F. Santicola</u>	Date 12/10/2021
3.	Reason(s) for Discontinuation	Low enrollment in CSC with only 9 studen degree students). Note: Course Catalog For eliminated at this time.	ts listing it as a program (many are MLT orm not needed as no courses are being
4.	Enrollment Data (Program placed students)	⊠ Attached	
5.	Teach out plan	☑ Attached Last Admit Term: <u>Spring</u>	2022 Last Conferral Term: Spring 2023
6.	LFCC Schools Affected by Request	(check all appropriate)  ☐ Humanities & Social Sciences ☐ Science, Technology, Engineering & N	X Professional Programs 1ath
7.	SACSCOC Review	Comments: Signature of SACSCOC Liaison	Date
			Date
Ω.	Signatures of	Comments:	
0.	Other Faculty/ Staff Involved in	Signature of Advising Lead	Date
	Proposed Change	Comments:	
		Signature of Faculty Member	Date
9.	AA Deans Meeting	☐ Approved☐ Not Approved☐ Date of Meetin	ng:
10.	Curriculum & Instruction Committee	(check appropriate box) ☐ Recommended ☐ Not Recommended	□ Tabled until
	Action	Signature of C&I Committee Chair	Date

11. Actions Take	n by Vice President of Instruction & Student Services	
	<ul> <li>□ Approved</li> <li>□ College Board preparation</li> <li>□ AS&amp;R, SCHEV, VCCS and State Board preparation</li> <li>□ SACSCOC notification preparation</li> <li>□ Internal College Catalog Editor notified</li> <li>□ RADS notified to begin cancellation process in SIS and elsew</li> </ul>	/here
Signature of Vice Pr	esident	_ Date
12. Actions Taken by	Vice President of Academic and Student Affairs Office	
	□ Proposal Number Assigned □ College Board Agenda Item □ Curriculum Changes Group Notified □ RADS (SIS, Navigate, XAP)	
Completed By:		_ Date

Campus	ID Nam	ie	Acad Plan	Descr	Date Admitted	Catalog (	REQ) Term Catalog (REQ) Term Value	Last Term Enri	Value VCCS Email
MIDD	7499752 Alfar	ro,Samantha Janeth	221-151-02	Phlebotomy	4/1/2021	2213	2021 Summer	2021 Fall	sja24744@email.vccs.edu
MIDD	7760968 Berni	hardt,Makayla Love	221-151-02	Phlebotomy	4/1/2021	2213	2021 Summer	2021 Fall	mlb270192@email.vccs.edu
MIDD	7454370 Kenn	ney,Kaliyah Azzure	221-151-02	Phlebotomy	7/22/2021	2214	2021 Fall	2021 Fail	kak21681@email.vccs.edu
MIDD	7700407 Laing	g,Ashley Dawn	221-151-02	Phlebotomy	4/1/2021	2213	2021 Summer	2021 Fall	adl2496@emall.vccs.edu
MIDD	5922448 Reed	Christine Maria	221-151-02	Phlebotomy	4/27/2021	2213	2021 Summer	2021 Fall	cmr2504@email.vccs.edu
MIDD	6739301 Rojas	s Cabrera,Maria Isabel	221-151-02	Phlebotomy	4/1/2021	2213	2021 Summer	2021 Fall	mir240@email.vccs.edu
MIDD	7621336 Ryma	an,Hannah D	221-151-02	Phlebotomy	5/25/2021	2213	2021 Summer	2022 Spring	hdr2781@email.vccs.edu
MIDD	7490691 Shiffi	lett,Kathryn Marie	221-151-02	Phlebotomy	4/1/2021	2213	2021 Summer	2021 Summer	kma2364@email.vccs.edu
MIDD	7376185 Velas	squez, Rufina	221-151-02	Phlebotomy	4/1/2021	2213	2021 Summer	2022 Spring	rv24227@email.vccs.edu

Teachout Plan: Students will be notified of upcoming discontinuance with students wishing to change majors referred to the Medical Laboratory Technology degree and/or Workforce solutions Phlebotomy courses. Courses will be scheduled per the curriculum page until Spring 2023



# REQUEST PROGRAM DISCONTINUANCE ACADEMIC AND WORKFORCE PROGRAMS

I.	PROGRA	AM LEVEL (Check the program level below that applies)
	□ DEGR	EE PROGRAM - ASSOCIATE OF
	□ CERTII	FICATE DIPLOMA X CSC D SPECIALIZATION
II.	PROGRA	AM CHARACTERISTICS
	A.	Name of College: Lord Fairfax Community College
	В.	Program Title: Phlebotomy CSC
	c. <b>D.</b>	VCCS Program Code and CIP Code: VCCS 221-151-02; CIP 51.1004 Program Start Date: <u>approximately 2016</u>
	E.	Catalog Description:
		The phlebotomy program is designed to prepare students to work as entry-level phlebotomists. Entry-level phlebotomists work in a variety of clinical settings. This is done with an emphasis on venipuncture and micro-collection techniques, infection control, safety, quality assurance, personal communication, management, and professionalism.
		Graduates are eligible to sit for the national examination to become certified as a Phlebotomy Technician (PBT) by the American Society for Clinical Pathology (ASCP). Find out more about the ASCP at <a href="www.ascp.org">www.ascp.org</a> .
	F.	Date of Approval of Request for Discontinuance by Local College Board:
	G.	Term and Year program closed to new enrollments: Spring 2022 (i.e. term denotes the start of the academic term the program closes to new enrollments at the college, no admission to the plan, begin teach out)
	Н.	Term and Year program deactivated for data submission/closed: Spring 2023 (i.e. term denotes the end of the academic term the program is officially closed.)
	I.	List the names of the program(s) students will be referred to due to this discontinuance: Medical Laboratory Technology AAS or workforce solutions Phlebotomy course.

# III. REASON(S) for DISCONTINUANCE

The program is being discontinued due to multiple years with low enrollment and few students declaring it as a program of student.

Submitted by <u>Craig F. Santicola</u> Dean, Professional Programs

Name Title 12/13/2021 Date

#### **Lord Fairfax Community College**

#### 2021-22 Academic Catalog

#### Phlebotomy, CSC

#### This is a G3 eligible program. Click here to learn more.

PURPOSE: The phlebotomy program is designed to prepare students to work as entry-level phlebotomists. Entry-level phlebotomists work in a variety of clinical settings. This is done with an emphasis on venipuncture and micro-collection techniques, infection control, safety, quality assurance, personal communication, management, and professionalism.

Graduates are eligible to sit for the national examination to become certified as a Phlebotomy Technician (PBT) by the American Society for Clinical Pathology (ASCP). Find out more about the ASCP at www.ascp.org.

OCCUPATIONAL OBJECTIVES: Opportunities include employment in hospitals, medical clinics, commercial medical laboratories, public health clinics and other settings where blood is collected from patients.

#### ADMISSION REQUIREMENTS:

- 1. Students should be 18 years of age to register for phlebotomy classes (MDL).
- 2. Application to Lord Fairfax Community College.
- 3. LFCC placement tests and completion of any developmental work that may be identified by the placement test;
- 4. Should show competence in MTE 1-MTE 5 and readiness for ENG 111 to satisfy requirement without taking remediation.
- 5. Graduation from high school or satisfactory completion of general education development (GED); official copy required.
- 6. Students will need to complete and pay for background screen prior to clinical classes.
- 7. Students need to complete health forms which include a physical, proof of various immunizations including a common flu vaccine and a TB skin test.
- 8. Students must have current CPR from American Heart Association Health Care provider.
- 9. Must be accepted in Phlebotomy program.

#### UPON ACCEPTANCE TO THE PHLEBOTOMY PROGRAM THE STUDENT MUST:

- Comply with all the rules and guidelines explained in the LFCC Phlebotomy Student Handbook and the LFCC Student Handbook.
- Sign an agreement which releases all clinical agencies and their employees, Lord Fairfax Community College, the Virginia Community College System and the Commonwealth of Virginia from any liability for injury or death to the student or damage to her/his property arising out of agreement of use of facilities associated with the phlebotomy program.

#### **Certificate Curriculum**

#### First Semester

- BIO 145 Basic Human Anatomy and Physiology 4 cr. 1
- HIM 111 Medical Terminology I 3 cr.
- MDL 105 Phlebotomy 3 cr.

# Semester Total: 10 Credits

#### **Second Semester**

- MDL 106 Clinical Phlebotomy 4 cr.
- HIM 112 Medical Terminology II 3 cr.

#### Semester Total: 7 Credits

### **Program Total: 17 Credits**

 $<sup>^{1}</sup>$  BIO 141 and BIO 142 can be substitute for BIO 145 if both classes are taken.



# DISCONTINUANCE OF AN ACADEMIC PROGRAM

# Academic Services & Research

The discontinuance process is highlighted in the VCCS Policy Manual, 5.2, Development of Programs and Courses, Table 5-3, "Procedures for Discontinuance of Programs." Below is a listing of the required documentation by program type for a discontinuance request. The documentation may be sent electronically to <u>dlewis@vccs.edu</u> and <u>mfitzgerald@vccs.edu</u>. Please use the list(s) below to sort your proposal.

# ASSOCIATE DEGREES, DIPLOMAS AND CERTIFICATES

## **VCCS Discontinuance Form**

Note the following items on the Discontinuance form are required for submission to the State Board so please keep this in mind when completing this documentation for diplomas, degree programs and majors:

- The date the program was first offered at the college.
- The college's catalogue description.
- The program(s) student will be referred to.

Please do not add a page number to this form.

# Cover Letter from the Chief Academic Officer addressed to Sharon Morrissey.

Note the following items must be included in the CAO letter,

- Indicate the nature of the request and include the program name/title, and CIP code, termination date, administrative unit, and the Local and State Board approval date. Note: State Board Approval is required to discontinue a degree program.
- Indicate the reason for the intent to discontinue the academic program;
- Indicate the institution's plan to address state needs if the program is in a critical shortage area;
- Describe the institution's commitment to the proposed change (in terms of faculty and physical resources), if applicable;
- Describe the resources needed to support the change, if applicable; and
- Include contact information (name, title, telephone number, and e-mail address) of person(s) other than the institution's chief academic officer who may be contacted regarding the document.

Do not add a page number to the letter.
SCHEV Intent to Discontinue an Academic Degree Program Cover Sheet Form  Note the SCHEV Intent to Discontinue Proposal Cover Sheet form may not be altered in any way and must be the version dated April 1, 2016. Do not add a page number this form.  *** The termination date for reporting degrees should not exceed seven years beyond the last date for reporting new enrollments. Be certain to provide SEMESTER and YEAR.
Table of Contents
Narrative Description to address the following,
Indicate the name/title, and CIP code of the program.
Indicate the date the program would no longer be available.
• Include a background narrative to describe factors prompting the closure of the program.
<ul> <li>Include a rationale providing justification for the intent to discontinue the program. Provide support documentation, if needed.</li> </ul>
<ul> <li>For degree programs in a critical shortage area, include a detailed explanation for the intent to discontinue the program. What will the institution do to address regional and state need for graduates of such academic programs? Provide support documentation, if needed.</li> </ul>
• Include the institution's plans to "teach out" current students. When does the institution anticipate students graduating?
Documentation that includes the <u>local</u> college administration and board approval.
Labeled Appendix with any supporting documentation, if appropriate.
CAREER STUDIES CERTIFICATES
VCCS Discontinuance Form
Documentation that includes the <u>local</u> college administration and board approval.
Copy of Advising Sheet or Curriculum

# 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:	1/21/22
SUBJECT:	Item Recommendation for College Board Agenda
The following	item is recommended for the Agenda of the next College Board meeting:
Inform	nation Item: $\square$ or Action Item: $\boxtimes$
Item Title for A	Agenda (be specific): C&I Proposal #331 – Healthcare Technology CSC
Discontinuano	ce – The program has been in existence for at least 5 years with less than 5 students
enrolled. The	re are currently 4 students declaring this program as their major/program, but
none are activ	vely taking courses in it.
_	inistrator's Recommendation (If funding is involved, please indicate appropriate
budget line ite	em number and title.) Click or tap here to enter text.

Attachments (List supporting documents): C&I Proposal #331

HE ST	Curriculum or Course Discontinuation Request Form			
.Ch	eck one	Title		
1.	☑ Program	Healthcare Technology Specialist	CSC	
	Complete Forms if Program	☑ VCCS Request Program Discontinue	☐ SCHEV Intent to Discontinue and Academic Program Cover Sheet	
	□ Course	Prefix: Number:	风 Course Catalog Form (required)	
2.	Signature of Requesting Faculty Member and School Dean	SignatureBeth Shanholtzer		
3.	Reason(s) for Discontinuation	The program has been in existence for at than five (5) students enrolled in it. Curre major/program, but none are actively takedata.	ntly four (4) students have it as a declared	
4.	Enrollment Data (Program placed students)	⊠ Attached		
5,	Teach out plan	☑ Attached Last Admit Term Spring_2	2022 Last Conferral Term Spring 2023	
6.	LFCC Schools Affected by Request	(check all appropriate)  ☐ Humanities & Social Sciences ☐ Science, Technology, Engineering & N	x Professional Programs Math	
7.	SACSCOC Review	Comments: Signature of SACSCOC Liaison	Date	
		Comments:		
8.	Signatures of Other Faculty/ Staff Involved in	Signature of Advising Lead	Date	
	Proposed Change	Comments:		
	J	Signature of Faculty Member	Date	
9.	AA Deans Meeting	☐ Approved ☐ Not Approved ☐ Date of Meeting	ng:	
10.	Curriculum & Instruction Committee	(check appropriate box) □ Recommended □ Not Recommended	□ Tabled until	
	Action	Signature of C&I Committee Chair	Date	

11. Actions Take	n by Vice President of Instruction & Student Services		
	□ 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 elsew	here	
Signature of Vice Pr	Signature of Vice President Date		
12. Actions Taken by	Vice President of Academic and Student Affairs Office		
	☐ Proposal Number Assigned ☐ College Board Agenda Item ☐ Curriculum Changes Group Notified ☐ RADS (SIS, Navigate, XAP)		
Completed By:		Date	

<u>ID</u> <u>Name</u>	Acad Plan	<u>Descr</u>	1st Term Enrolled	Last Term Enrolled	VCCS Email
5171867 Blow,Jen	ifer Lynn 221-152-1	5 Healthcare Technology Speciali	2019 Fall	2022 Spring	jls244@email.vccs.edu
6893886 Blanson,	mane Mar'Shae 221-152-1	Healthcare Technology Speciali	2016 Fall	2020 Fall	emb23161@email.vccs.edu
7562261 Rodrigue:	Gaines, Maricela 221-152-1	Healthcare Technology Speciali	2019 Fall	2020 Fall	mr27583@email.vccs.edu
7623738 Thomas,0	oria Ann 221-152-1	Healthcare Technology Speciali	2020 Summer	2021 Summer	gat2961@emall.vccs.edu

This information is current as of December 2, 2021

TEACHOUT PLAN: Students will be notified of upcoming discontinuance with students wishing to change majors referred to the Medical Billing & Coding and/or Technology Essentials CSC. Courses will be scheduled per the curriculum page until Spring 2023



# LORD FAIRFAX COMMUNITY COLLEGE Course Catalog Request Form

ADD	UPDATE	*DELETE	(INACTIV	ATE)X	DE Only?
	Please use the	VCCS Master Con	urses when	completing this	form.
Term effective	ve: Spring 2023	<del></del>	When typic	cally offered _S	pring
Subject:	<u>HIT</u>	<del></del>	Course #: _	298	
Course Title:	Seminar and	Project			
Total:	Credits 2	Contact hours	2		
	Credits2				
Laboratory:	Credits0	_ Contact hours		_ Workload F	lours
Prerequisite(s	) for this course:	N/A N/A			<del></del>
	S required prerequis				
Requested by	: <u>Beth Shanhol</u>	tzer		_ Date:	_12/11/2021
Approved by	Dean:			Date:	
Please re	turn this form to th	e Office of the Vic	e President	of Academic at	nd Student Affairs.
		Office U	se Only		
Approved by	VP:			Date:	· · · · · · · · · · · · · · · · · · ·
Entered in LF	CC Catalog by:			Date:	
					<del></del> -
Course ID:	En	rollment Requirem	ent Group (	if applicable): Form	Revised: 1/14/21 by Nancy Smith



# REQUEST PROGRAM DISCONTINUANCE ACADEMIC AND WORKFORCE PROGRAMS

I.	INUGRA	NVI LE VEL (Check the program level below that applies)		
	□ DEGREE PROGRAM - ASSOCIATE OF			
	□ Certii	FICATE DIPLOMA X CSC D SPECIALIZATION		
II.	PROGRA	AM CHARACTERISTICS		
	A.	Name of College: Lord Fairfax Community College		
	B.	Program Title: <u>Healthcare Technology Specialist CSC</u>		
	<ul> <li>VCCS Program Code and CIP Code: <u>VCCS 221-152-15</u>; <u>CIP 51.070</u></li> <li>Program Start Date: <u>approximately 2017</u></li> </ul>			
	E.	Catalog Description: Individuals in this technical role provide on-site user support for implementation and maintenance of health IT systems in healthcare setting such as hospitals, physician practices and outpatient clinics. It is recommended that individuals interested in this role have a degree or certificate and at least six-months experience in information technology, information management or informatics.		
	F.	Date of Approval of Request for Discontinuance by Local College Board:		
	G.	Term and Year program closed to new enrollments: Summer 2021.  (i.e. term denotes the start of the academic term the program closes to new enrollments at the college, no admission to the plan, begin teach out)		
	Н.	Term and Year program deactivated for data submission/closed: Spring 2023 (i.e. term denotes the end of the academic term the program is officially closed.)		
	I.	List the names of the program(s) students will be referred to due to this discontinuance: Medical Billing & Coding CSC or Technology Essentials CSC		

III.	REASON(S	for DISCONTINU	IANCE
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The program has been in existence for at least 5 years, and there have been less than five (5) students enrolled in it. Currently four (4) students have it as a declared major/program, but none are actively taking courses in it.

Submitted by Craig F. Santicola Professional Programs 12/11/2021

Name Title Date

# Lord Fairfax Community College

20

# Healthcare Technology Specialist, CSC

## This is a G3 eligible program. Click here to learn more.

Individuals in this technical role provide on-site user support for implementation and maintenance of health IT systems in healthcare sett outpatient clinics. It is recommended that individuals interested in this role have a degree or certificate and at least six-months experience management or informatics.

PROGRAM REQUIREMENTS: This program requires students to enter with the following requisite skills:

· Demonstrated minimum keyboarding skill of 30 wpm.

## Certificate Curriculum

#### **First Semester**

- HIM 141 Fundamentals of Health Information Systems 3 cr.
- HIM 226 Legal Aspects of Health Record Documentation 2 cr.
- HIM 230 Information Systems & Technology in Health Care 3 cr.
- ITD 130 Database Fundamentals 3 cr.

#### Semester Total: 11 Credits

### **Second Semester**

- HIM 130 Healthcare Information Systems 3 cr.
- HIM 220 Health Statistics 2 cr.
- HIT 298 Seminar and Project 2 cr. 1
- ITN 107 Personal Computer Hardware & Troubleshooting 3 cr.

#### Semester Total: 10 Credits

## **Program Total: 21 Credits**

<sup>&</sup>lt;sup>1</sup> To be taken in last term.



# DISCONTINUANCE OF AN ACADEMIC PROGRAM

#### Academic Services & Research

The discontinuance process is highlighted in the VCCS Policy Manual, 5.2, Development of Programs and Courses, Table 5-3, "Procedures for Discontinuance of Programs."

Below is a listing of the required documentation by program type for a discontinuance request. The documentation may be sent electronically to <a href="mailto:dlewis@vccs.edu">dlewis@vccs.edu</a> and <a href="mailto:mfitzgerald@vccs.edu">mfitzgerald@vccs.edu</a>. Please use the list(s) below to sort your proposal.

## ASSOCIATE DEGREES, DIPLOMAS AND CERTIFICATES

#### **VCCS** Discontinuance Form

Note the following items on the Discontinuance form are required for submission to the State Board so please keep this in mind when completing this documentation for diplomas, degree programs and majors:

- The date the program was first offered at the college.
- The college's catalogue description.
- The program(s) student will be referred to.

Please do not add a page number to this form.

# Cover Letter from the Chief Academic Officer addressed to Sharon Morrissey. Note the following items must be included in the CAO letter,

- Indicate the nature of the request and include the program name/title, and CIP code, termination date, administrative unit, and the Local and State Board approval date.

  Note: State Board Approval is required to discontinue a degree program.
- Indicate the reason for the intent to discontinue the academic program;
- Indicate the institution's plan to address state needs if the program is in a critical shortage area;
- Describe the institution's commitment to the proposed change (in terms of faculty and physical resources), if applicable;
- Describe the resources needed to support the change, if applicable; and
- Include contact information (name, title, telephone number, and e-mail address) of person(s) other than the institution's chief academic officer who may be contacted regarding the document.

• Do not add a page number to the letter.
SCHEV Intent to Discontinue an Academic Degree Program Cover Sheet Form  Note the SCHEV Intent to Discontinue Proposal Cover Sheet form may not be altered in any way and must be the version dated April 1, 2016. <u>Do not add a page number this form.</u> *** The termination date for reporting degrees should not exceed seven years beyond the last date for reporting new enrollments. Be certain to provide SEMESTER and YEAR.
Table of Contents
Narrative Description to address the following,
• Indicate the name/title, and CIP code of the program.
<ul> <li>Indicate the date the program would no longer be available.</li> </ul>
• Include a background narrative to describe factors prompting the closure of the program.
<ul> <li>Include a rationale providing justification for the intent to discontinue the program. Provide support documentation, if needed.</li> </ul>
<ul> <li>For degree programs in a critical shortage area, include a detailed explanation for the intent to discontinue the program. What will the institution do to address regional and state need for graduates of such academic programs? Provide support documentation, if needed.</li> </ul>
<ul> <li>Include the institution's plans to "teach out" current students. When does the institution anticipate students graduating?</li> </ul>
Documentation that includes the <u>local</u> college administration and board approval.
Labeled Appendix with any supporting documentation, if appropriate.
CAREER STUDIES CERTIFICATES
VCCS Discontinuance Form
$\sqrt{}$ Documentation that includes the <u>local</u> college administration and board approval.
Copy of Advising Sheet or Curriculum

# 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: 1/21/22

SUBJECT: Item Recommendation for College Board Agenda

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

Information Item:  $\square$  or Action Item:  $\boxtimes$ 

Item Title for Agenda (be specific): C&I Proposal #336 – Small Unmanned Aircraft Systems (sUAS) Flight Operator CSC - Per letter from WRAA (included w/ proposal) "As aviation professionals, we view unmanned aerial systems (i.e., drones) as essential technology that will become commonplace in society due to their ability to be utilized in a myriad of practical, low-cost applications and in service to the public good. Examples include law enforcement, emergency response, utility inspections, construction, real estate, weather reporting, surveying, and disaster relief operations. Increased demand for drone services will bring new economic opportunities. A post-secondary education program like LRCC is proposing will foster workforce development and spur innovation and business growth within our community. This outcome aligns perfectly with the airport's strategic vision to connect youths and jobseekers to schools, employers, and training programs that bolster the region's aerospace workforce."

Attachments (List supporting documents): C&I Proposal #336

	New Curriculum Proposal Form	
VCC:	S, SCHEV, and SACSCOC Review Requirements	
1. New Title	small Unmanned Aircraft Systems (sUAS) Flight Operator	
2. Award (check applicable)	☐ A.A.S. ☐ A.S. ☐ A.A.&S. ☐ Specialization ☐ Certificate ☒ CSC	
3. Non-degree Program New to VCCS?	□ Yes ⊠ No	
4. Proposal Developer(s) & School Dean Signature	Proposal Developer: Melissa Stange Date:12/21/2021 Coordinating School Dean: Craig Santicola Date: 12/21/2021	
5. Proposed Effect. Date	Fall 2022	
6. Required Curricular Information	☑ VCCS 102 ☑ Catalog Page Template ☑ Other Attachments	
7. Justification Using SCHEV Narrative Format	☐ Attached <u>Not Applicable</u>	
8. SACSCOC Review Delivery Mode	☑ Face-to-Face ☐ Virtual/Online ☑ Hybrid	
	Comments:	
9. Signatures of Others	Signature of Advising LeadDate	
Affected by Proposal	Comments:	
	Signature of Faculty MemberDate	
10. LFCC Schools Affected by Proposal	(check all appropriate)  ☐ Humanities & Social Sciences         ☑ Professional Programs ☐ Science, Technology, Engineering & Math	
11. AA Deans Meeting	☐ Approved ☐ Not Approved Date of Meeting:	
12. Curriculum Committee Action	□ Recommended □ Not Recommended □ Table until	
	Signature of C&I ChairDate	

13. Actions Taken by Vice	President of Academic and Student Affa  ☐ Approved ☐ Disapproved  ☐ College President's Signature  ☐ College Board preparation  ☐ AS&R, SCHEV, VCCS & State Board preparation  ☐ SACSCOC preparation	
Signature of Vice Preside	nt	Date
Signature of President		_Date
14. Actions Taken by Vice	President of Academic and Student Affa  ☐ Proposal Number Assigned  ☐ College Board Agenda Item  ☐ Curriculum Changes Group Notified  ☐ RADS (SIS, Navigate, XAP)	
Completed By:		Date

LFCC Acade	emic Catalog Template for New Programs
Program Name:	ease Include with Curriculum Proposal
riogram Name.	small Unmanned Aircraft Systems (sUAS) Flight Operator (DRONES)
	(DICONES)
Degree Type:	□ AAS □ AA&S □ AS □ Spec □ Cert ☒ CSC
School:	☐ HSS ☐ STEM ☒ Prof. Programs ☐ Other
Program Description:	This career studies certificate is designed to prepare students for a
	career as a small unmanned aircraft systems flight operator. Upon successful completion of the coursework, students will demonstrate basic
	proficiency in the area of sUAS operations, general maintenance and
	repair, and sUAS collection of and processing of aerial images, videos.
	and geospatial data.
	Coursework aligns with the aeronautical knowledge required for FAA
	approved commercial operations as a Remote Pilot with sUAS rating and
	prepares students to sit for the FAA Part 107 exam.
	sUAS/Drone operators are in demand by a variety of industries with
	potential commercial uses in disaster response, police, fire, and EMS
	response and investigation, search and rescue, scientific research.
	agriculture, farming, ranching, land, livestock, and wildlife surveys, pipeline and power line inspection, industrial and residential inspection,
	delivery and transport, and aerial photography
Program Admission	
Requirements: (if applicable)	
Program Pre-Requisites:	
(if applicable)	
Program Curriculum:	Please enter required courses for each semester.
1 <sup>st</sup> Semester	UMS 107 Unmanned Aircraft Systems (sUAS) Remote Pilot Ground School (3 cr.)
	UMS 111 Small Unmanned Aircraft Systems (sUAS) I (3 cr.)
	UMS 177 Small Unmanned Aircraft Systems (sUAS)
	Components and Maintenance (3 cr.)
	CSC 110 Principles of Computer Science or ITE 152 Introduction
	to Digital and Information Literacy and Computer Applications
	(3 cr.)
	GIS 101 Introduction to Geospatial Technology I (3 cr.)
	,
	SDV 100 College Success Skills (1 cr.)
	Semester Credit Total: 16
2 <sup>nd</sup> Semester	
	Semester Credit Total:
3 <sup>rd</sup> Semester	Compostor Credit Tabel
4 <sup>th</sup> Semester	Semester Credit Total:
+ Jemester	

	Semester Credit Total:
Additional Semester	
	Semester Credit Total:
Total Credits	16
Footnotes:	Please include footnote message associated with each letter. (if applicable)
	a.)
	b.)
	c.)
	d.)
	e.)

Where students may choose from a list of electives, please indicate the top six for each instance (for Navigate academic planner).

Elective Group					Notes:
				i	

Submitted by: Melissa Stange Date: 12/22/2021

# REQUEST FOR NEW CURRICULUM (VCCS-102)

College: <u>Lord Fairfax Community Co</u> Code: <u>008659</u>	illege	College Code: <u>LF298</u> F	ICE
1. Title of Curriculum: Small Unmanr	ned Aircraft Systems (sUA	AS) Flight Operator	
Proposed Initiation Date: Fall X     Proposed 1st Degree Conferral: Fall	_ Spring Summer _   Spring <u>X</u> Su	Year <u>2022</u> ımmer Year <u>2023</u>	
3. Program Level Transfer: Occupational/Technical:	AAAS AASAAA	AA&SAFA DiplomaCertificate _X_	csc
Specialization: ☐ (C	heck the box to the left if this	s is a Specialization request)	
Major: ☐ (Ca	heck the box to the left if this	is a Majorrequest)	
4. Additional funding required: \$7,500	New funds required:	Facilities \$ Equipment	
No new funds required		Operations \$1,500 Other	
5. Faculty required: No new faculty required	Additional Faculty Required	First year:FT _X_Adju Second Year:FTAdju	
(Check all that apply)			е
Other		-	,
7. FTES Enrollment Projections: year <u>25</u>	1 <sup>st</sup> year <u>10</u>	2 <sup>nd</sup> year <u>20</u> 3 <sup>rd</sup>	
If after 3 years the program does no will be analyzed to determine			
Yes <u>X</u> No	gh a combination of cours	ements be completed as follows? es taken on the main campus and onli ination of courses taken at the off-cam	
site and online? Yes_X_No_ c) Solely via distance learning? `			
9. Is this program defined as a, "High I either known hazards or potential No		m; a program that has identified hazard sity to cause injury or illness? Yes <u>X</u>	
10. Do you recommend this program b G3 targeted industry sectors? Ye		• • •	the
11. Estimated Annual Job Openings Transfer Degrees.)	Source and Da	ate of Data (Note: Question 11 is not required fo	or
Local <u>80+</u> Postings	<u>Indeed 12/23/</u>	2021_VA Drone Pilot Job	

COLLEGE APPROVAL:  Date:	
COLLEGE APPROVAL:  EES/PROVOST (s/) Date:	
COLLEGE APPROVAL: RES/PROVOST (s/) Date:	
COLLEGE APPROVAL:  ES/PROVOST (s/) Date:	
COLLEGE APPROVAL:  ES/PROVOST (s/) Date:	
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	·
E PRESIDENT (s/) Date:	



### WINCHESTER REGIONAL AIRPORT

491 AIRPORT ROAD WINCHESTER, VIRGINIA 22602 (540) 662-5786

January 10, 2022

Craig Santicola, PhD
Dean of Professional Programs
Laurel Ridge Community College
173 Skirmisher Lane
Middletown, VA 22645

Bill Pifer Chairman Winchester Regional Airport Authority 491 Airport Road Winchester, VA 22602

Dear Dr. Santicola,

On behalf of the Winchester Regional Airport Authority (WRAA), I wish to express support for Laurel Ridge Community College's (LRCC) efforts to develop of a course of study related to aviation and unmanned systems. The WRAA Board of Directors endorsed this letter at its business meeting on December 9, 2021.

As aviation professionals, we view unmanned aerial systems (i.e., drones) as essential technology that will become commonplace in society due to their ability to be utilized in a myriad of practical, low-cost applications and in service to the public good. Examples include law enforcement, emergency response, utility inspections, construction, real estate, weather reporting, surveying, and disaster relief operations.

Increased demand for drone services will bring new economic opportunities. A post-secondary education program like LRCC is proposing will foster workforce development and spur innovation and business growth within our community. This outcome aligns perfectly with the airport's strategic vision to connect youths and jobseekers to schools, employers, and training programs that bolster the region's aerospace workforce. We offer our enthusiastic support of LRCC's program and hope to be a partner in its promising future.

If you have any questions about this letter, please contact the Executive Director at (540) 662-5786.

Respectfully Yours,

Bill Pifer, Chairman

Ec: WRAA Board of Directors
Nick Sabo, Executive Director

### 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: 1/21/22

SUBJECT: Item Recommendation for College Board Agenda

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

Information Item:  $\square$  or Action Item:  $\boxtimes$ 

Item Title for Agenda (be specific): C&I Proposal #335 – Small Unmanned Aircraft Systems (sUAS) Flight Tech CSC - Per letter from WRAA (included w/ proposal) "As aviation professionals, we view unmanned aerial systems (i.e., drones) as essential technology that will become commonplace in society due to their ability to be utilized in a myriad of practical, low-cost applications and in service to the public good. Examples include law enforcement, emergency response, utility inspections, construction, real estate, weather reporting, surveying, and disaster relief operations. Increased demand for drone services will bring new economic opportunities. A post-secondary education program like LRCC is proposing will foster workforce development and spur innovation and business growth within our community. This outcome aligns perfectly with the airport's strategic vision to connect youths and jobseekers to schools, employers, and training programs that bolster the region's aerospace workforce."

Attachments (List supporting documents): C&I Proposal #335

	New Curriculum Proposal Form		
VCC <sup>S</sup>	5, SCHEV, and SACSCOC Review Requirements		
1. New Title	small Unmanned Aircraft Systems (sUAS) Flight Technician		
2. Award (check applicable)	☐ A.A.S. ☐ A.S. ☐ A.A.&S. ☐ Specialization ☐ Certificate ☒ CSC		
3. Non-degree Program New to VCCS?	□ Yes ⊠ No		
4. Proposal Developer(s) & School Dean Signature	Proposal Developer: Melissa Stange Date:12/21/2021 Coordinating School Dean: Craig Santicola Date: 12/21/2021		
5. Proposed Effect. Date	Fall 2022		
6. Required Curricular Information	☑ VCCS 102 ☑ Catalog Page Template ☑ Other Attachments		
7. Justification Using SCHEV Narrative Format	☐ Attached <u>Not Applicable</u>		
8. SACSCOC Review Delivery Mode	☑ Face-to-Face ☐ Virtual/Online ☑ Hybrid		
	Comments:		
9. Signatures of Others	Signature of Advising LeadDate		
Affected by Proposal	Comments:		
	Signature of Faculty MemberDate		
10. LFCC Schools Affected by Proposal	(check all appropriate)  ☐ Humanities & Social Sciences         ☑ Professional Programs ☐ Science, Technology, Engineering & Math		
11. AA Deans Meeting	☐ Approved ☐ Not Approved Date of Meeting:		
12. Curriculum Committee Action	Recommended		
	Signature of C&I ChairDate		

13. Actions Taken by Vice	President of Academic and Student Affai  □ Approved □ Disapproved  □ College President's Signature  □ College Board preparation  □ AS&R, SCHEV, VCCS & State Board preparation  □ SACSCOC preparation	
Signature of Vice Presider	nt	Date
Signature of President		_Date
14. Actions Taken by Vice	President of Academic and Student Affai  Proposal Number Assigned  College Board Agenda Item  Curriculum Changes Group Notified  RADS (SIS, Navigate, XAP)	
Completed By:		_ Date

	mic Catalog Template for New Programs ase Include with Curriculum Proposal
Program Name:	small Unmanned Aircraft Systems (sUAS) Flight Technician (DRONES)
Degree Type:	□ AAS □ AA&S □ AS □ Spec □ Cert ☒ CSC
School:	☐ HSS ☐ STEM ☒ Prof. Programs ☐ Other
Program Description:	This career studies certificate is designed to prepare students for a career as a small unmanned aircraft systems flight technician. Upon successful completion of the coursework, students will demonstrate advanced proficiency in a variety of sUAS areas. Topics covered include both theory and hands-on experience with mission planning, ground control operations, crew management, emergency procedures, safety, sensor selection, advanced maintenance, drone programming, flight data management, geospatial technology and systems, and manipulation of geospatial data for the purpose of analysis, presentation, and decision-making.  Students must complete the sUAS Flight Operator Career Studies Certificate prior to beginning the coursework in this certificate.  sUAS/Drone operators are in demand by a variety of industries with potential commercial uses in disaster response, police, fire, and EMS response and investigation, search and rescue, scientific research, agriculture, farming, ranching, land, livestock, and wildlife surveys, pipeline and power line inspection, industrial and residential inspection, delivery and transport, and aerial photography
Program Admission Requirements: ( <i>if applicable)</i>	
Program Pre-Requisites: (if applicable)	
Program Curriculum:	Please enter required courses for each semester.
1 <sup>st</sup> Semester	UMS 112 Small Unmanned Aircraft Systems (sUAS) Program and Flight Data Management (3 cr.)
	UMS 211 Small Unmanned Aircraft Systems (sUAS) II (3 cr.)
	GIS 102 Introduction to Geospatial Technology II (3 cr.)
	GIS 200 Geographical Information Systems I (4 cr.)
	UMS 290 Coordinated Internship (3cr.) or UMS 296 On-site Training
2nd Comestar	Semester Credit Total: 16
2 <sup>nd</sup> Semester	Semester Credit Total:
3 <sup>rd</sup> Semester	Semester Credit Total:
4 <sup>th</sup> Semester	

	Semester Credit Total:
Additional Semester	
7.23107121	
	Semester Credit Total:
Total Credits	16
Footnotes:	Please include footnote message associated with each letter.
	(if applicable)
	a.)
	b.)
	c.)
	d.)
	e.)

Where students may choose from a list of electives, please indicate the top six for each instance (for Navigate academic planner).

Elective Group				Notes:
			<u>-</u>	
			10/00/0	

Submitted by: Melissa Stange Date: 12/22/2021

# REQUEST FOR NEW CURRICULUM (VCCS-102)

College: Lord Fairfax Community College	<u>e</u>	College(	Code: <u>LF298</u> FICE Code: <u>008659</u>						
1. Title of Curriculum: Small Unmanned Aircraft Systems (sUAS) Flight Technician									
Proposed Initiation Date: Fall X Spring Summer Year 2022  Proposed 1st Degree Conferral: Fall Spring Summer Summer									
Program Level     Transfer:     Occupational/Technical:	AAASAA AASAAA	A&SAFA _DiplomaC	certificate <u>X</u> CSC						
Specialization:   (Check the box to the left if this is a Specialization request)									
Major: ☐ (Check the box to the left if this is a Major request)									
Additional funding required:     No new funds required	lew funds required: Faci Ope	ilities \$erations <u>\$0</u>	Equipment \$7,500_ Other						
	Additional Faculty First Required Sec	t year: ond Year:	_FT <u>X_</u> Adjunct _FTAdjunct						
6. Costs to be funded by:  (Check all that apply)  Savings through program restructuring or discontinuances  Savings through attrition from other programs  X_ Enrollments in new courses  Other									
7. FTES Enrollment Projections: 1 <sup>st</sup> year _10 2 <sup>nd</sup> year _20 3 <sup>rd</sup> year _25									
If after 3 years the program does not sustain an enrollment of <u>10</u> FTES, the program will be analyzed to determine whether or not it should be continued.									
<ul> <li>8. Can this program and all associated degree/certificate requirements be completed as follows?</li> <li>a) On the main campus or through a combination of courses taken on the main campus and online? Yes X_No</li> <li>b) At one of the listed off-campus sites or through a combination of courses taken at the off-campus site and online? Yes X_No</li> <li>c) Solely via distance learning? Yes No _X_</li> </ul>									
9. Is this program defined as a, "High Risk" Instructional program; a program that has identified hazards, either known hazards or potential hazards, with the propensity to cause injury or illness? Yes_X_ No									
10. Do you recommend this program be considered for G3 funding eligibility based on alignment with the G3 targeted industry sectors? Yes_X_ No (Note: Question 10 does not apply to Transfer Degrees.)									
11. Estimated Annual Job Openings Local 80+		Source and Date of Data (Note: Question 11 is not required for Transfer Degrees.) <u>Indeed 12/23/2021_VA_Drone Pilot Job Postings</u>							
12. Is the program eligible for Title IV support? Yes X No (Note: Question 12 applies to CSC & Certificates for submission to SCHEV)									
(10T DDE0 IDD0) (00T / I)	COLLEGE APPROV		Deter						
		Date:							
		Date:							
OCAL BOARD (s/)		Date:							



### WINCHESTER REGIONAL AIRPORT

491 AIRPORT ROAD WINCHESTER, VIRGINIA 22602 (540) 662-5786

January 10, 2022

Craig Santicola, PhD
Dean of Professional Programs
Laurel Ridge Community College
173 Skirmisher Lane
Middletown, VA 22645

Bill Pifer Chairman Winchester Regional Airport Authority 491 Airport Road Winchester, VA 22602

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If you have any questions about this letter, please contact the Executive Director at (540) 662-5786.

Respectfully Yours,

Bill Pifer, Chairman

Ec: WRAA Board of Directors
Nick Sabo, Executive Director

# QUARTERLY PERFORMANCE UPDATE



FY22Q2: OCT - DEC 2021

## LFCC Workforce Wins Chancellor's Award for Best Industry Statewide Partnership

During the annual VCCS Workforce Development Awards Banquet held in November, LFCC's Workforce Solutions was recognized with the top statewide award for Best Practices in Industry Partnerships. LFCC partnered with Outlier LLC, a real estate investment company that has a growing portfolio of affordable-housing properties throughout Virginia, and recently purchased two apartment complexes in Winchester. After 18 months of diligently searching for building maintenance technicians, Outlier struggled to find qualified workers to perform routine building maintenance. Outlier shared this plight with Virginia Career Works' Winchester center, who reached out to Workforce Solutions to create a responsive program. The Corporate Training team worked with Outlier to review apartment maintenance requests and design curriculum that addressed the foundational skills needed to be successful in addressing the common maintenance issues for an apartment complex. The program provided instruction and hands-on activities in the areas of electrical, carpentry, plumbing, HVAC, appliance repair, and included OSHA 10 Construction certification.

Virginia Career Works recruited disconnected youth, ages 18-24, who encounter barriers to employment to provide a hybrid training program whereby students with financial or cultural roadblocks were paid stipends while working at internship worksites. The six-week program taught students relevant, hands-on skills to become highly qualified candidates. All six graduates were offered jobs by local employers prior to graduation from the program.





Watch the video!



# **HIGHLIGHTS**

# LFCC Adds Two New Fast-Forward & G3 Industry Credentials for Advanced Manufacturing

Workforce Solutions received state approval for Fast-forward and G3 funding for two additional industry certifications to support advanced manufacturing. 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. These two additional Level One credentials include Fundamentals of PLCs and Fundamentals of Robotics. Beginning this Summer, Workforce Solutions will be offering five out of the six credentials needed to complete a Level One Industry Certification Series for Advanced Manufacturing.

# LFCC Partners in Fauquier to Host Career Café for Employers & Job Seekers

In response to continued requests from businesses to help find employees, LFCC Workforce Solutions, Fauquier County, Virginia Career Works Piedmont, and DSS partnered up to assist the community. The goal of the Career Café is to keep the atmosphere more casual than the traditional large job fair. The partners host this event during the morning hours and engage in meaningful conversations with all who attend, removing any intimidation or uncertainty one might feel when attending an event with a more overwhelming size. The number of employers in attendance is intentionally kept small, yet the job seeker to employer ratio is the same as during the larger fall job fair. The Career Café will be held on the third Wednesday every other month.



# ADDITIONAL UPDATES & INITIATIVES

# **Large Corporate Training Contracted Landed with Department of the ARMY**

Last Fall, our Workforce Solutions team received a call from the Department of the Army requesting a training proposal for our Professional Administrative Certification of Excellence (PACE) certification class for their 9,000 Administrative Assistants. Our Corporate Training team created a proposal for the pilot program, quickly contracted instructors, and responded to offer the training at twice the normal delivery schedule, through a synchronous virtual Zoom platform. Workforce instructors Tonya Thornhill and Rachel Robinson spent countless hours preparing the class and updating content. The entire program was completed shortly before the Christmas break, bringing in revenue of \$29,900. The Department of Army has reported an unexpectedly large interest in the certification program and requested another proposal for classes throughout 2022 and beyond.



PROFESSIONAL ADMINISTRATIVE CERTIFICATION OF EXCELLENCE

# Axalta Bright Futures Scholarship Brings Additional Funding for Welding and CDL Students

Axalta (formerly Dupont) in Front Royal contacted our Foundation to award LFCC \$38,000 in scholarships to be spent by March 1, 2022, for credit and WSCE programs focused on science, chemistry, engineering, HVAC, manufacturing, and other trades programs. Workforce Solutions was granted \$19,000 of this donation for CDL and Welding students. Currently, no available scholarships exist for welding students. All scholarships were successfully awarded by January 3, 2022!

#### **Reports of the College**

Lord Fairfax Community College Board Meeting No. 256 February 3, 2022

#### a. President, Kim Blosser

#### **Enrollment**

As of January 5, 2022 – overall credit headcount was up 4% and FTE up 2% over 2021 (reminder – this is a day in time comparison – will fluctuate each week). "New" students were up 15%.

- Federal COVID funding has been used to offset revenue losses, mostly caused by enrollment declines but also because of loss of rental income and other losses due to being closed much of last academic year
- Have until 2023 to spend last COVID funding
- Our state funding has increased partially due to positive performance measures
- Our budget situation is very stable; if enrollment declines were to continue, we could see implications in 2024-25

#### Commencement

We surveyed students and employees after last year's 'drive-thru' commencement ceremonies (70% of responses were from students). Overwhelmingly – the responses focused on:

- Loved having graduates and families on our campuses
- Prefer a more traditional commencement ceremony
- Students want to walk across the stage
- Graduates liked the designated picture taking areas with folks willing to take family pictures
- Graduates would have preferred to graduate with their classmates

This year, we will hold two outdoor 'more traditional' commencement ceremonies; both will be held at the Middletown Campus; all details will be finalized this month

- Friday, May 13<sup>th</sup> All Health Professions graduates
- Saturday, May 14<sup>th</sup> All other graduates

#### **Covid Mitigation**

- Gov. Youngkin has rescinded former Gov. Northam's executive order requiring state employees to disclose vaccination status or test weekly as a condition of employment.
- Masking for now, masks will continue to be required in all indoor settings, unless alone in an office
- Gov. Youngkin has also rescinded the current Emergency Order regarding mask mandates for K-12 and will may direct local governing boards to make those decisions
- The State Board for Community Colleges will take up the mask requirement at their meeting on January 20

#### State Budget

- \$38M to increase G3 \$24M in yr1; \$14M in yr2
- \$20M each year to continue and increase affordable access
  - o roughly doubles the previously provided as one-time funding
  - o can be applied to VCCS share of compensation increases
- \$30M to increase financial aid \$4M in yr1; \$26M in yr2
- \$5M to enhance cybersecurity \$4M in yr1; \$1M in yr2
- Funding included for some capital projects
  - \$8.5M to expand Network2Work \$4M in yr1; \$4.5M in yr2
  - o \$5M for Hampton Roads Strong construction, shipbuilding and offshore wind
  - o \$1M for new building O&M
  - o \$1M in yr2 for transferring OTA program to VWCC
  - \$540K for increased minimum wage

#### Compensation Increases and Healthcare

5% increase in year 1 and 5% in year 2 – includes faculty, staff, & adjuncts Effective June 10, 2022 & June 10, 2023, respectively:

- Provides funding for the "state's share"
- Funding from the Affordable Access allocation may be applied to "colleges' share"
- Health insurance premiums to rise by 2% and 2.5% in yr1 and yr2, respectively for employer
- b. **Workforce Solutions and Continuing Education,** Jeanian Clark, vice president of Workforce Solutions and Continuing Education

Report provided as information item under New Business (Attachment No. 11)

**c. Communications and Planning; Fauquier Campus,** Chris Coutts, vice president of communications and planning, Fauquier Campus provost

#### Our Redesigned Website Wins a Gold Award

The summer redesign of LFCC's website was recently named the Gold winner for the institutional website category in the 2021 Education Digital Marketing Awards. The Education Digital Marketing Awards recognize the best educational websites, digital content, electronic communications, mobile media and social media from colleges and universities nationwide. A national panel of industry specialists reviewed the entries, judging creativity, marketing execution, message impact, technology application and innovation content.

#### **Becoming Laurel Ridge**

The Communications and Planning Team began working in November with Roanoke-based firm Access to help us establish our new Laurel Ridge brand. You will start to notice some new branding materials as early as March. Below is a brief outline of the branding efforts to help you know what to expect between now and when we officially become Laurel Ridge Community College on June 2, 2022.

#### November 2021 – January 2022

- Existing Research Review
- Review of current, existing research on the college, including Workforce Solutions.

#### January 2022

• Establishment of on-campus and online focus groups which will include current and future students, alumni and community leaders.

#### February 2022

- Development of Initial Brand Positioning Strategy and Message Themes
- Photo and video sessions scheduled at each location

#### March 2022

- Summer and fall 2022 recruitment materials such as viewbooks, program cards, flyers, brochures - featuring the Laurel Ridge brand will be printed and displayed across all locations in the community (including high schools)
- Laurel Ridge items will be available in the campus bookstore
- Outreach staff will be provided Laurel Ridge display items

#### March – June 2022

- Business Cards Employees will be given the opportunity to order new Laurel Ridge business cards. Be on the lookout for an email request during this timeframe.
- Name Tags The Office of Communications and Planning will send out correspondence to employees on how to order new name tags.
- All business cards and name tags will be printed and distributed by June 2.

#### June 2, 2022

- "We are Laurel Ridge" Celebration at each location
- The Laurel Ridge logo and brand will be visible in all areas of the college, including but not limited to, our website and social media, signage, employee name tags and business cards, and highway signs
- d. Academic and Student Affairs, Anne Davis, vice president of academic and student affairs

#### **Transfer Virginia Updates**

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. <a href="https://www.transfervirginia.org/">https://www.transfervirginia.org/</a>

 The Universal Certificate in General Studies will be replacing the General Education Certificate starting in in fall 2022. As part of Transfer Virginia and SCHEV initiatives, this two-semester set of classes satisfies the lower division general education requirements for all public, and most private, 4 – year schools in Virginia and helps make transfer seamless and without the loss of credits.

- As part of Transfer Virginia, several new English classes were approved as universally transferable, a big win for us community colleges! The English Department is diligently adding great new literature courses like African American and Women's Literature to our regular offerings. The Department is also adding an option for the second composition class ENG 113, Technical and Professional Writing that will be a more practical option for certain majors.
- 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. The Transfer Virginia portal is now live.

#### Cybersecurity Program selected to join the Academic Engagement Network

U.S. Cyber Command has selected Lord Fairfax to join their Academic Engagement Network (AEN) program. The selected institutions are from 34 states and the District of Columbia and include community colleges and 4-year/graduate institutions. The Cyber Command's goal for the AEN is to strengthen relationships and communication among the participating institutions to improve and sustain the Cyber Command's efforts to meet cyberspace educational requirements and workforce needs.

#### Cyber Student to Showcase Skills in Competition

LFCC cybersecurity students will participate in the CAE-NCX pilot competition in April. CAE-NCX's goal is for student competitors to gain enhanced skills and knowledge to help meet the ever-evolving cyber threat in support of our nation. The competition helps students to develop and test cybersecurity skills, teamwork, planning, communication, critical thinking, and decision-making. LFCC is one of two community colleges included among 39 colleges and universities participating this year.

#### School of STEM receives Micron Technologies Grant

The School of STEM has a second grant from Micron Technologies of \$20,000 to support and enhance our Engineering Technology programs. With these funds we will be providing resources for our students to use inside and outside of the classroom at MC and FC.

#### K-12 Teachers Complete Computer Science Credential at LFCC

Eight public school teachers have completed the Computer Science Generalist Career Studies Certificate with LFCC and secured the add-on endorsement in Computer Science to their teaching license through a Virginia Department of Education grant in partnership with all 8 public school divisions, George Mason, Shenandoah University, and LFCC.

#### Re-engaging Students with Some College but No Degree

LFCC is partnering with the UVA Nudge Lab, a research group at UVA that studies behavioral strategies to re-engage students to return to college, complete their degree and improve their socioeconomic status. The **Restart You** project targets students who completed 15 or more college credits at LFCC in the last ten years, but have not completed a degree. Chuck Freer, an

advisor at LFCC, will dedicate his time to creating course maps and working with these students to find a way back to LFCC. Through grant funding, the UVA Nudge Lab can cover the cost of this endeavor.

#### **New Student Coaches**

The enrollment management team is transitioning to **new student coaches** who will help ease the way for new students as they go through the enrollment onboarding process. Coaches will case manage students who apply to ensure a smooth transition to enrollment by getting them set in orientation, collecting their documentation, counseling them on financial aid, and moving them on to advising for the rest of their academic careers. In this way, students have a dedicated advocate that steps through the onboarding process.

#### **Student Services**

- LFCC Students now have access to mental health care services. The VCCS has contracted with Timely MD to allow colleges to opt into multiple levels of mental health care for students. Our students will have access to 24/7 crisis counseling, health coaching, 6 counseling sessions, psychiatric care, discounted prescriptions and more.
- The college has expanded the loaner laptop program. Our libraries now have more than 100 laptops for loan to LFCC students. Refer students to the library for help, and they will ensure students are taken care of.
- The food pantry at the Middletown Campus now has a refrigerator. Why is this a big deal? It allows us to purchase healthier items such as dairy products and produce to ensure we are offering healthy options to our students who may be experiencing food insecurity. Look for news on the Fauquier food pantry when Hazel Hall opens this summer.
- Student Engagement is now one office collegewide. Congratulations to Chris Lambert
  who will take on the responsibility of overseeing student engagement at all locations.
  This continues our Student Services effort to ensure we are one college.
- Due to COVID-19 precautions, New Student Welcome moved online with "Back to School: Back to Basics." Academic Success Coordinator, Sonya Foor hosted the session. In addition, a Gear Up panel helped students get ready. Our heavily online welcome week boasts an online game show, concert, trivia challenge, and a virtual escape room!
- Our students have a dream, and in celebration of Martin Luther King Jr's speech LFCC will host a speech contest on January 25th. All students are encouraged to participate and prepare a 3–5-minute speech on the following topic: "I have a dream." They are then asked to share their own dream whether it be political, personal, educational, etc. The event will be hosted via Zoom and anyone is encouraged to join in and hear the speeches. All participants on the call can vote for their favorite speech and the winning speech will receive a \$100 Visa Gift Card; 2nd place will receive a \$50 Visa Gift Card. A recording of the event will be posted at Ifcc.edu/mlk afterwards as well.

#### <u>Instructional Technology Office (ITO) Updates</u>

The Instructional Technology Office (ITO) has launched a faculty development course tile
in Canvas called: Instructional Technology Resources. This one-stop resource contains
featured articles, guides, teaching and learning strategies, Canvas how-to's and a wide
variety of education technology tips.

- Instructional designer Erin Mills and several faculty who are part of the Faculty Fellows cohort (a selected group of faculty engaged in advancing excellence in teaching and learning) will present a hands-on workshop on "Universal Design for Learning & Assessment" on Feb 8<sup>th</sup> as part of the VCCS' professional development series in online learning. Faculty will share examples of authentic assessments they implemented in their courses as part of the UDL framework.
- A new Faculty Handbook for Distance Learning is being created to structure and guide onboarding, new curriculum development steps and off boarding procedures with online classes as well as define distance learning and support for the college.
- e. Development; LFCC Foundation, Liv Heggoy, associate vice president of development, LFCC Educational Foundation executive director

#### Fiscal Year Ends

The Foundation's fiscal year ended 12/31/21. We received \$2,351,279 in financial support in 2021.

#### **Building the Future Fund**

One of the college's strategic priorities is to expand career and technical programming at the Fauquier Campus. The LFCC Foundation began a new fundraising initiative in Fall 2021 -- the "Building the Future Fund" -- with a \$1.5 million fundraising goal. \$576,000 has been raised to date, including a \$165,000 grant from the PATH Foundation to purchase welding equipment.

#### 2022/23 Scholarships

We encourage students to apply for 2022/23 LFCC Foundation scholarships. The application went live in early January and will remain open year-round. However, the first priority deadline is April 5. The key message for students: Don't assume that you're not eligible! The application is easy, and the Foundation has MANY different types of scholarships. Ifcc.edu/scholarships

#### New Scholarships in 2022

Three new scholarships have already been established in the first month of 2022:

- An annual \$2,000 scholarship to support students in the health professions program
- An endowed scholarship in memory of former LFCC Foundation board member, Dave Slye. Preference will be given to Page County students.
- An endowed scholarship established by the co-owners of Rotz Pharmacy in Winchester.
- f. Financial and Administrative Services, Craig Short, vice president of financial and administrative services

#### **Business Office**

Working through recruitment efforts for full time cashier position. Assembling information for the APA audit underway. Continuing to manage HEERF related grant expenditures that remain.

#### Auxiliaries and Facilities Planning

The PT fitness center attendant position is posted but no applications yet. Hazel on track at 65% complete. 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, Kjellstrom & Lee are compiling the GMP proposal with permit review completed. Whitney Miller has coordinated the move for that area to be completed by March 25<sup>th</sup> with Faculty and staff, who are responsible for packing material/equipment and the project moving it. Anticipate temporary changes in parking at the upper lot of Wolk Hall on 2/14 to transition to all ADA for at least 60 days. Fauquier Trades lab remains on an aggressive schedule for September 22 completion with final design review 1/27.22. Issued RFQ 12/13/2022; received several submittals and committee selected the "short list" of contractors for the bidding pool: Miller Brothers, Pavone Construction, Harrisonburg Construction, and Kjellstrom & Lee. Smith Hall Addition underway with masonry and structural steel being installed on slab and MEP ongoing in the interior; on schedule for planned completion of June 2022; Currently at 50% complete. The Janet Shimel Memorial Garden and landscaping at Jenkins Hall is at roughly 70% complete overall with the trellis constructed, tree plantings in and the paver area at 90% complete.

#### **Facilities Management**

Ongoing efforts being made to accommodate for the COVID pandemic including joint scope for major HVAC Controls upgrade college wide (Procurement complete and vendor in process of securing equipment and scheduling kickoff meeting week of 2/7), Chiller replacement and modernization (scheduled for delivery in early February), exhaust air improvements at Fauquier Campus, distribution of air purification units throughout all campuses, and further distribution of cleaning supplies for all classrooms. Additional projects going through the VCCS process for design and procurement: Middletown campus: Fairfax Hall Office 501 wall installation (design complete), Veterans Suite (schematics complete and submitted to staff for review), B&G Operations Center, and Warehouse office separations (schematics complete), vending area improvements (schematics in review with LFCC), and the replacement of a vacuum pump and lab controls in Science and Health Professions lab (equipment on order; awaiting delivery). Fauquier Campus at Wolk Hall include atrium lighting upgrade (in design), concrete pad replacement at rear dock, Police Desk relocation (schematics complete), bookstore relocation (schematics complete), Student Success Suite renovations (schematics complete and design documents in process), tree and stump removal (complete), classroom lighting upgrades (In process), and mini split installation for IT Closets to support HyFlex equipment (complete). The recent cold weather has brought challenges with frozen sprinkler and water lines that Facilities is working through.

#### LFCC Police

We have not yet filled the full-time police officer position at the Middletown campus, recruitment in process. We've locked in the two-day DCJS training on Campus Threat Assessment for July 12-13, 2022. Ongoing projects police continue working on include: (1) bodyworn cameras (2) improving first responder radio reception/transmission in campus buildings (3) name change related issues management.

We continue to maintain a heightened awareness of COOP posture because of the COVID pandemic. COOP Campus Coordination team continues to meet for planning Summer and Fall course delivery.

#### Information Technology

Finalized organizational change moving ITO from FAS to ASA; no change from customer facing perspective. 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 instruction if necessary.

#### Name Change Working Group

Expected document request template before the Christmas Break based on the JTCC experience so that we can prepare for what will be needed in the early part of the year; received on 1/14 and currently working through providing those deliverables. Working group continues to meet on a weekly basis.