

**LAUREL RIDGE COMMUNITY COLLEGE**  
**BOARD MEETING**  
**MINUTES NO. 258**  
**June 2, 2022**

<b>CALL TO ORDER</b>		
Board Chair Michael Wenger convened a regular meeting of the Laurel Ridge Community College Board at 12:00 p.m., Thursday, June 2, 2022, at the Luray-Page County Center.		
<b>Members Present</b>	Kimberly P. Blosser Renard Carlos Michael Czinkota Edwin C. Daley Benjamin C. Freakley Paul Johnson Michael A. Lake Brandon Monk Michael Wenger	Lord Fairfax Community College Fauquier County Page County Warren County Shenandoah County Page County Frederick County Frederick County Rappahannock County
<b>Members Absent</b>	Krista Farris Brad A. Hodgson Kimberly Jenkins Andrew C. Keller Pamela M. McInnis Maryam Tabatabai	City of Winchester City of Winchester Fauquier County Shenandoah County Warren County Clarke County
<b>Others Present</b>	Bruce Coor, police chief Chris Coutts, vice president of communications and planning; Fauquier campus provost Ashley Hansen, executive assistant to the president Liv Heggoy, associate vice president of development; executive director of LFCC Educational Foundation Craig Short, vice president of financial and administrative services	
<b>Approval of Minutes No. 257</b>	On a motion made by Ed Daley, seconded by Paul Johnson, Minutes No. 257 were unanimously approved.	

<b>NEW BUSINESS</b>	
<b><i>Laurel Ridge Community College Campus Safety and Security; a presentation by Laurel Ridge Police Chief Bruce Coor</i></b> (Information Item)	Laurel Ridge Community College Police Chief Bruce Coor presented a comprehensive overview of the college's safety and security infrastructure.  This was an information item and required no further action.

<p><b>Recommendation to approve <i>College Board Electronic Meeting Policy</i></b> (Action Item)</p>	<p>Board Chair Mike Wenger recommended the College board Electronic Meeting Policy for approval. Board members reviewed the draft policy (Attachment No. 1).</p> <p>On a motion made by Mike Lake, seconded by Brandon Monk, the College Board Electronic Meeting Policy was unanimously approved.</p> <p>(Attachment No. 1; 2 pages)</p>
<p><b>Recommendation to approve <i>Laurel Ridge Community College Board Bylaws revision</i></b> (Action Item)</p>	<p>Board Chair Mike Wenger recommended the Laurel Ridge Community College Board Bylaws revision for approval. Board members reviewed the draft revisions (Attachment No. 2).</p> <p>On a motion made by Mike Lake, seconded by Paul Johnson, the Laurel Ridge Community College Board Bylaws revision was unanimously approved.</p> <p>(Attachment No. 2; 7 pages)</p>
<p><b>Laurel Ridge Community College Board Code of Ethics and Ethical Standards draft review</b> (Information Item)</p>	<p>Board Vice Chair Ben Freakley presented the draft College Board Code of Ethics and Ethical Standards for consideration. Board members reviewed the attached draft (Attachment No. 3).</p> <p>The code will be recommended for board approval at the September 2022 meeting. Board members were strongly encouraged to carefully review the proposed document and recommend any adjustments to Ben Freakley prior to the September meeting.</p> <p>This was an information item and required no further action.</p> <p>(Attachment No. 3; 2 pages)</p>
<p><b>Recommendation to approve <i>Naming of Fauquier Campus Trades Building Lab (Post) and Hazel Hall Science Lab (Country Chevrolet)</i></b> (Action Item)</p>	<p>Liv Heggoy recommended Naming of Fauquier Campus Trades Building Lab (Post) and Hazel Hall Science Lab (Country Chevrolet) for approval.</p> <p>These names are recommended by the Laurel Ridge Foundation Board because of two donations to the Building the Future Fund: Expanding Career &amp; Technical Education at the Fauquier Campus.</p> <p>Trades Lab 2: Gift from Michael and Kellie Post Engineering &amp; Physics Flex Lab: Gift from Country Chevrolet</p> <p>Per VCCS policy (attached), the naming of college facilities requires the final approval of the College Board, whether the named facility is honorific or because of a philanthropic gift.</p>

	<p>On a motion made by Ed Daley, seconded by Ben Freakley, the recommendation was unanimously approved.</p> <p>(Attachment No. 4; 4 pages)</p>
<p><b>Recommendation to approve <i>Parking Capital Plan FY22-24</i></b> (Action Item)</p>	<p>Craig Short recommended the Parking Capital Plan FY22-24 for approval. Board members reviewed the (Attachment No. 9).</p> <p>On a motion made by Mike Lake, seconded by Paul Johnson, the recommendation was unanimously approved.</p> <p>(Attachment No. 5; 3 pages)</p>
<p><b>Recommendation to approve <i>Local Funds Budget FY22-23</i></b> (Action Item)</p>	<p>Craig Short recommended the Local Funds Budget FY22-23 for approval. Board members reviewed the FY22-23 proposed Local Funds Budget Outline and the associated FY22-24 proposed Capital Outlay Parking Plan (Attachment No. 6).</p> <p>On a motion made by Paul Johnson, seconded by Ed Daley, the recommendation was unanimously approved.</p> <p>(Attachment No. 6; 3 pages)</p>
<p><b>Recommendation to approve <i>Discontinuance of Advanced Early Childhood Development Career Studies Certificate</i></b> (Action Item)</p>	<p>Chris Coutts recommended the Discontinuance of Advanced Early Childhood Development Career Studies Certificate for approval.</p> <p>The Early Childhood program currently has three credentials. The Career Studies Certificate (CSC) in Early Childhood Education, the CSC in Advanced Early Childhood Education and the AAS in Early Childhood Education. Based on feedback from the CAC and evaluation of job market data, this CSC in Advanced Early Childhood does not garner any additional advantage to students for employment beyond the foundational CSC in Early Childhood Education. Hence, students who wish to progress in the career within the field are encouraged complete the AAS degree in Early Childhood Development. There is only one student with this program as their primary program, and the student has not yet enrolled at the college in any courses. They will be informed of the discontinuance.</p> <p>On a motion made by Mike Lake, seconded by Brandon Monk, the recommendation was unanimously approved.</p> <p>(Attachment No. 7; 3 pages)</p>
<p><b>Recommendation to approve <i>Student Handbook and Code of Conduct AY22-23</i></b></p>	<p>Chris Coutts recommended the Student Handbook and Code of Conduct AY22-23 for approval. Board members were provided a summary statement and a link to the comprehensive handbook and code of conduct housed on the college's website. The items are unchanged from last year.</p>

(Action Item)	On a motion by Ed Daley, seconded by Brandon Monk, the recommendation was unanimously approved.
<b>REPORT OF THE COLLEGE BOARD CHAIR</b>	
<p>Board Chair Mike Wenger reported on his attendance of Chancellor Glenn DuBois' retirement celebration and fundraiser for his legacy fund through the Virginia Community College Educational Foundation. Wenger thanked the other board members who also attended including Renard Carlos and Krista Farris.</p> <p>Wenger also commended the college on the recent commencement ceremonies held in May.</p>	
<b>REPORT OF THE EDUCATIONAL FOUNDATION BOARD REPRESENTATIVE</b>	
There was no report of the Educational Foundation Board representative.	
<b>REPORTS OF THE COLLEGE</b>	
<b>President</b>	<p>Kim Blosser reported on the following:</p> <p><u>Highlights</u></p> <ul style="list-style-type: none"> <li>• Have hosted several tours of Hazel Hall for area leaders, elected officials, and college supporters</li> <li>• Attended the Opportunity Scholars grand opening on April 11<sup>th</sup>, hosted by Knox Singleton and Senator Mark Warner</li> <li>• The GO Virginia Region 9 Council meeting was held and a grant request for LFCC was voted on and approved. President Blosser is currently a member of this council.</li> <li>• The GO Virginia Region 8 Council meeting was held and two grant requests for LFCC were voted on and approved. Kim is also a current member of this council and the vice-chair of the Grants subcommittee.</li> <li>• Attended PTK All-Virginia Academic Team Ceremony and Luncheon in Richmond to honor students who had received the honor of being part of the All-Virginia Academic Team. LFCC had four students who were honored and received their certificate and medallion.</li> <li>• Attended the Chancellor's Award Leadership in Philanthropy Luncheon in Richmond, where the LFCC Foundation honored the Claude Moore Foundation for their support of the college.</li> <li>• Had annual evaluation with Chancellor DuBois. Contract was extended until 2024.</li> <li>• Held a Virtual College-Wide Open Forum to provide employees with updates and respond to questions</li> <li>• Presented awards to Governor's Scholars at a Dual Enrollment Student Awards ceremony for students from Page and Rappahannock counties, held at Jenkins Hall in Luray.</li> <li>• Attended the Shenandoah Valley Technology Council's Annual Tech Nite Awards Banquet. LFCC had two</li> </ul>

nominations: (1) LFCC's Workforce Solutions IT Program Pathways was nominated for the Innovation in Higher Education Award (unfortunately Blue Ridge Community College won); and (2) Kim Blosser was nominated for and won the Dr. John Noftsinger Leadership Award.

- Participated in Student Leadership and Engagement Awards, Middletown campus.
- Participated in Student Academic Awards ceremony, Middletown campus.
- Signed updated MOU with Mountain Vista Governor's School.
- Participated in Student Academic and Engagement Awards, Fauquier campus.
- Attended TRIO Graduation Celebration, Middletown campus.
- Participated in Faculty Rewards and Recognition event.
- Hosted the annual Employee Recognition Celebration in person at the Middletown campus (first in-person one since 2019).
- Presented awards to Governor's Scholars at a Dual Enrollment Student Awards ceremony held at the Middletown campus.
- Commencement ceremonies, May 13 and May 14.
- Participated in the Associate Degree of Nursing Pinning ceremony.
- Signed a Partnership Agreement with Opportunity Scholars and hosted the signing ceremony at the Middletown campus.
- Hosted Luray-Page County Chamber of Commerce Business After Hours at Jenkins Hall in Luray.

#### Upcoming Activities

- Will be hosting additional tours of Hazel Hall in the coming months.
- Will host a College-wide Employee Virtual Open Forum on Thursday, June 23. We will hopefully be able to review the approved state budget by that meeting.
- Hosting a leadership and planning retreat for leadership team on August 1.
- Will hold a first-year faculty welcome luncheon on Monday, August 15.
- Will hold the College Medallion of Recognition and Professor Emeritus Ceremony and Luncheon on Tuesday, August 16 at 12:00 noon, in the Corron Community Development Center, Middletown Campus.
- Will host a College-wide Employee Virtual Open Forum on Wednesday, August 17.

	<p><u>Items to Watch</u></p> <ul style="list-style-type: none"> <li>• General Assembly is expected to have a State Budget approved in early June. Soon after the budget is approved, the College will receive our appropriation from the VCCS and can move forward with finalizing our college budget.</li> <li>• At their May meeting, the State Board for Community Colleges did not take action on Tuition and Fees because there was no state budget. As a result, the college will begin accepting payments for tuition and fees beginning in July based on 2021-22 tuition rates. The State Board will review this again at their July meeting and will either leave tuition unchanged or may possibly raise tuition, which will result in colleges having to go back and collect additional tuition and/or fees from students who have paid. The last tuition increase in the VCCS was in 2018.</li> <li>• New Chancellor, Russ Kavalhuna, will begin on July 1.</li> <li>• The Governor's New Telework Policy will go into effect July 5. The impact to employees is something we'll be watching closely.</li> </ul>
<p><b>Communications and Planning</b></p>	<p>Chris Coutts, vice president of communications and planning and Fauquier campus provost, reported on the following:</p> <p><u>Fall Enrollment Marketing Campaign</u></p> <ul style="list-style-type: none"> <li>• Our Fall 2022 enrollment marketing campaign with the themes 'You Belong Here' and 'Grow With Us' launched in May 2022. Viewbooks were mailed to households across the service region and posters and brochures were distributed to area high schools.</li> <li>• The CAP team continues to work behind the scenes to support the new logo and brand.</li> </ul> <p><u>Grants</u></p> <ul style="list-style-type: none"> <li>• Since the last report in March, the grants office has submitted nearly \$800,000 in grant requests, including 3 Private/Foundation grants, 1 grant through the VCCS, and 1 state-level grant. The grants office also contributed to significant grant requests submitted by faculty (ex. Perkins, private large contribution to the Foundation), and completed and submitted documents for 2 partnership grant opportunities – one with Radford and one with the Department of Defense.</li> <li>• The grants office also wrote several articles for the Laureate and coordinated and submitted several reports to funders.</li> <li>• Our large GO Virginia grant was awarded at the Regional Council level but is still going through multiple submissions of information through a process of review with the state.</li> <li>• Many of our larger requests from earlier this year are still</li> </ul>

	<p>awaiting notification of award.</p> <p><u>Public and Community Relations</u></p> <ul style="list-style-type: none"> <li>• The second edition of The Laureate will be printed and distributed in June and will highlight our numerous student and staff stories about overcoming barriers.</li> <li>• Laurel Ridge is serving as a sponsor for the NAACP and Museum of the Shenandoah Valley's Juneteenth Celebration on Sunday, June 19. A flyer with details is attached.</li> <li>• Laurel Ridge is partnering with the VCCS and ACCESS to plan a G3 signing day event to take place in June or July. The event will highlight Laurel Ridge students who have established employment agreements with local employers after completing our G3 programs.</li> <li>• We have scheduled the opening celebration for the new Hazel Hall building at the Fauquier Campus. Please save the date: <i>Wednesday, September 21, 2022 from 11am – 1pm</i>. We'll send more details later. We are planning a groundbreaking for the trades building at Fauquier in late July or early August.</li> </ul> <p><u>Commencement</u></p> <ul style="list-style-type: none"> <li>• Our Director of Public Relations, Brandy Boies, did a superb job managing logistics for our Commencement ceremonies. The events were very successful, and photos can be seen here: <a href="https://lfcc.edu/commencement/">https://lfcc.edu/commencement/</a></li> </ul>
<p><b>Academic and Student Affairs</b></p>	<p>Anne Davis, vice president of academic and student affairs, provided the following written report:</p> <p><u>Updates on Enrollment and Retention Strategic Initiatives</u> Fall</p> <p>Enrollment numbers are looking promising.</p> <ul style="list-style-type: none"> <li>• New Student enrollment for Summer is up and for the Fall.</li> <li>• Applications for non-Dual Enrollment students are up 51% compared to the same time last year</li> <li>• Returning student advising appointments up 40% compared to same point in time last year</li> <li>• On site New Student Orientations were held at 14 high schools with the opportunity for students to schedule classes early</li> </ul> <p><u>Student Services Enrollment Strategies</u></p> <ul style="list-style-type: none"> <li>• New students: The college's outreach team is now operating as a collegewide team and has been collaborating with our high school career coaches in the Clark/Frederick/Winchester Warren/Shenandoah/Page regions to provide pre-scheduling, high school orientation, and more seamless onboarding. These</li> </ul>

	<p>initiatives should help improve our draw rate from our regional high schools.</p> <ul style="list-style-type: none"> <li>• All of the college's student services have gone collegewide and staff members are available by whatever means a student wants to receive service – phone, zoom, or in person.</li> <li>• Advising team has undergone retraining and is fully leveraging our technology tools more effective communication and follow-up with potential students and returning students, resulting in the huge uptick in returning student advising appointments.</li> <li>• The college's wrap-around services have been more effective due to a focused approach by the Dean of Students. Between Single Stop, additional financial aid through federal and state funding, and Timely Care we are helping our students create realistic pockets in their lives where they can be academically successful. We have linked more students than ever with technology assistance through loaner laptops and hotspots, connected students to more help with regional resources.</li> <li>• We also cannot discount that coming out of the pandemic has made a difference, those who stopped out due to lack of broadband or other technology platforms may be re-joining us. High schoolers are re-engaged and attending school in person.</li> </ul> <p><u>Academic Strategic Scheduling Initiatives</u></p> <p>Academic School Deans Gillispie, Gomez, and Santicola are collaborating to work on strategic scheduling initiatives with faculty that will help the college meet enrollment goals. Some of these include:</p> <ul style="list-style-type: none"> <li>• Creating 'blocks' of courses so students can build their schedule with consistency</li> <li>• Strategically leveraging 7-week sessions so students can decrease time to completion</li> <li>• Leverage hybrid options for students to complete more courses in a semester</li> <li>• Creating a schedule for a full academic year as opposed to only scheduling one semester at a time</li> <li>• Increasing on-campus offerings at all sites to bring back a more vibrant campus atmosphere</li> <li>• Creating course options at Luray Page County Center that allow students to have a full schedule of courses without going to another campus and bringing full-time faculty instructors to maximize engaging experiences and create positive buzz about the center offerings.</li> </ul> <p><u>Academic Highlights</u></p> <ul style="list-style-type: none"> <li>• The 15th annual Student Research Symposium was held in April. Alana Turner received the VP Award of Excellence for her presentation "Preventing Restraints and/or Seclusion with Sensory Rooms." For research posters, Carter Smith won 1st</li> </ul>
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	<p>Place with "Urban and Suburban Runoff in the Chesapeake Bay Watershed," while Katherine Garber won 2nd Place with "Exercise for Women with PCOS and Obesity."</p> <ul style="list-style-type: none"> <li>• The STEM club remained very active this year. Brian Wilcox and two students in the STEM Club on the Fauquier Campus are doing independent research projects that include developing a strain of oral bacteria that prevents cavities. Students involved in this project were recognized in the student awards ceremony this year. The month of April was busy for the Middletown Campus STEM Club. They took a field trip to the Smithsonian African American Museum and held a Pet Drive to collect pet supplies to be donated to the LFCC Food Pantry. The club also had a trash pick-up on campus Thursday, April 14th, and a weeding and planting party in the butterfly garden on Thursday, Apr. 28th, in honor of Earth Day.</li> <li>• In April, Laurel Ridge participated in the 2022 Worlds of Work! (WOW) on April 21-22. WOW was hosted at Shenandoah University in partnership with LFCC Career Pathways Consortium and local businesses. Over the course of two days, 3000 8th graders participated in activities designed to spark interest in possible future careers in the science, math, engineering, computer, cybersecurity, and healthcare fields. The students learned about DNA science, engineering applications, data science, cybersecurity, robotic technologies, drone applications, and administration of justice. Many Laurel Ridge faculty, administrators, and students volunteered at the event. The event also provided the opportunity for 120 businesses from our service area connecting drones with the college. Included in the many LFCC displays were two drone flight simulators, displayed a variety of drones, &amp; set up a 10X10 drone enclosure where participants were able to fly mini and macro drones.</li> </ul> <p><u>Drone Program Updates</u></p> <p>The college is awaiting approval from our accrediting agency, SACSCOC, to offer the certificates in Small Unmanned Aircraft Systems (sUAS) Flight Tech and Small Unmanned Aircraft Systems (sUAS) Flight Operator that were approved by the college board earlier this year. However, we are offering the introductory courses this fall as electives in our technical studies program and have generated a lot of interest from employers in the region.</p> <p>Meanwhile, some activities led by Professor Melissa Stange and Dean Craig Santicola to generate interest in the region include:</p> <ul style="list-style-type: none"> <li>• The college held an open house demo with <a href="#">Skydio</a> on Monday, May 16, in which Laurel Ridge faculty from</li> </ul>
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Administrative Justice, English, & Information Systems Technology, learned more about drones and got an opportunity to fly them and see one in a mock car accident. A class from MVGS joined the demo as they had been studying the physics of drones in the classroom. Two Winchester Regional Airport representatives also attending.

- VT/LFCC joint Commonwealth Cyber Initiative drone/grape research has allowed the Virginia Tech Extension Office to hire 2 LFCC students for summer research assistance with Dr. Mizuho Nita to explore the ability of drones to assist in drone applications for evaluating grape ripening and harvest management for vineyards. LFCC has one additional student at LFCC with me.
- Participated in the Apple Blossom Festival “Drone Fly In,” where demonstrated food deliveries with Shaffer’s BarBQ.
- Virginia Department of Aviation will be bringing their ICON A-5 plane to Laurel Ridge’s Aug. 2 drone day (<https://doav.virginia.gov/programs-and-services/education/icon-a-5-introduction-to-flight-program/>).
- Professor Melissa Stange has been appointed by the FAA Safety Team (FAASafety) Representative as a DronePro, which builds a relationship between the college and FAA. (<https://www.faasafety.gov/FAASafety/directory/view.aspx?appID=25814>).
- Professor Melissa Stange was awarded an Innovative Project Grant from the Virginia Space Grant Consortium
- Winchester Emergency Management Drone Team meet with the college to discuss area needs, teaching, and partnership.
- The college has applied to have the two UAS career studies certifications recognized in the Unmanned Aircraft Systems - Collegiate Training Initiative (UAS-CTI) by the FAA. Curriculum accepted, will be official as of Fall 2022. [https://www.faa.gov/uas/educational\\_users/collegiate\\_training\\_initiative/](https://www.faa.gov/uas/educational_users/collegiate_training_initiative/).

#### Early College & High School Partnerships

- Approximately 314 high school students completed at least one college credential and graduated with Laurel Ridge at Commencement. The Early College held two Student Award ceremonies to distribute medallions and participated in one for each of the Governor’s Schools the region serves—Mountain Vista and Massanutten Regional Governor’s School.
- Erin DeHaven, administrative assistant to the Early College & High School Partnerships Office, was awarded the Full-Time Staff Award at the end-of-year celebration for the College.

	<ul style="list-style-type: none"> <li>• A MOU was signed between Laurel Ridge Community College and Opportunity Scholars on May 18. Opportunity Scholars (OS) is an organization that seeks to provide pathways to success for students in the Laurel Ridge Community College service region and reduce the cycle of poverty while improving equitable opportunities in our communities regardless of socio-economic status. The collaborative partnership will provide students with resources that will enable them to pursue a pathway that will allow for their employment in their community for a sustainable wage at the least cost to student and family in one of the high-need area: Public Service, Healthcare, Education, Business, IT, or Professional Trades.</li> </ul> <p><u>New Student Orientation Platform Launches</u></p> <ul style="list-style-type: none"> <li>• On June 13<sup>th</sup> launching “Laurel Lead-In” our new On demand Orientation platform to expand timely access to enrollment for new students, while still providing comprehensive new college student information and support services</li> </ul> <p><u>Student Services Upcoming Events</u></p> <p><u>New Student Summer Series</u></p> <ul style="list-style-type: none"> <li>• July 13 through August 10</li> <li>• All virtual</li> <li>• Details will be at laurelridge.edu/summerseries (site not launched yet)</li> </ul> <p><u>New Student Welcome Day</u></p> <ul style="list-style-type: none"> <li>• Luray-Page County Center: August 18 @ 7pm-8:30pm</li> <li>• Fauquier Campus: August 19 @ 5:30pm-8pm</li> <li>• Middletown Campus: August 20 @ 10am-2pm</li> </ul> <p><u>Fall Employee/Student Picnics</u></p> <ul style="list-style-type: none"> <li>• Fauquier &amp; Middletown Campuses: September TBD</li> </ul>
<p><b>Development; Laurel Ridge Educational Foundation</b></p>	<p>Liv Heggoy, associate vice president of development and executive director of the Laurel Ridge Educational Foundation, reported on the following:</p> <ul style="list-style-type: none"> <li>• So far in 2022, two donors have made generous donations to convert their annual scholarships into permanent endowed funds.</li> <li>• On April 15, 2022, we held our first Appreciation Luncheon since 2019. It was an inspiring and heartwarming event. Photos located at:</li> <li>• <a href="https://www.flickr.com/photos/lfccedu/sets/72177720298156185/">https://www.flickr.com/photos/lfccedu/sets/72177720298156185/</a></li> <li>• A total of 51 Foundation scholarships were awarded to nursing students in the Class of 2022.</li> <li>• An anonymous \$200,000 gift was secured from a private</li> </ul>

	<p>family foundation to support the Building the Future Fund to expand career and technical education at the Fauquier Campus. This brings the total raised to \$840,315.</p> <ul style="list-style-type: none"> <li>• We have received a grant of \$511,683 from the Claude Moore Charitable Foundation, of which \$375,000 will be used to purchase a CAE learning system for the nursing skills lab in Hazel Hall.</li> </ul>
<b>Financial and Administrative Services</b>	<p>Craig Short, vice president of financial and administrative services, reported on the following:</p> <ul style="list-style-type: none"> <li>• College budget development is in progress. Waiting for preliminary distribution model from the VCCS, which is dependent on the state budget approval.</li> <li>• Hazel Hall is at 90 percent complete with the anticipated substantial completion date of June 16, 2022.</li> <li>• Technology, furniture, fixtures, and equipment purchasing for Hazel Hall continues with coordination between FAS and faculty/staff utilizing a combination of FFE funding for the project, ETF funding for the college and various pools of grant funding.</li> <li>• Smith Hall is at 98 percent complete with the anticipated substantial completion date of June 2, 2022.</li> <li>• Technology, furniture, fixtures and equipment have been purchased for Smith and are scheduled for installation during the month of June.</li> <li>• Jenkins Hall Janet Schimel Memorial Garden complete.</li> <li>• Hyflex projects at Jenkins are 100 percent complete. Hyflex Projects at Middletown Campus are 85 percent complete. Hyflex Projects at Fauquier Campus (excluding Hazel Hall) are 50 percent complete.</li> <li>• Foundation Trades Lab sitework contract in place and purchase order issued. Site development permit in for final review. Anticipate starting sitework in mid-July at the latest, depending on permit acquisition. Concurrently, the Architect is bringing the building drawings in line with the value-engineering and PEMB manufacturer's standard design features for final incorporation into the contract. Anticipating that as soon as the site development permit is issued, the building permit application will immediately follow, and the order placed for the building components to be manufactured during site development.</li> <li>• Name change related work is set for changeover on June 2, 2022. The vast majority of effort has taken place with front facing branding changes complete and some minor "back of house" changes continuing through the Summer 2022.</li> <li>• Several projects are underway at each campus. Middletown; HVAC controls upgrade, Room 501 office separation, Veterans Suite renovation, and HSP Vacuum</li> </ul>

	Pump replacement. Wolk Hall; Chiller replacement, lighting upgrades, Student Success Center upgrades, bookstore relocation and miscellaneous HVAC improvements.
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IMPORTANT DATES			
Date	Activity	Time	Location
Tuesday, August 16, 2022	Laurel Ridge Community College Medallion of Recognition & Professor Emeritus Ceremony/Luncheon	12:00 p.m.	Carl & Emily Thompson Conference Center, Corron Community Development Center, Middletown Campus
Thursday, September 1, 2022	College Board meeting	12:00 p.m.; (lunch served at 11:30 a.m.)	Middletown Campus
Wednesday, September 21, 2022	Hazel Hall Ribbon Cutting	11:00 a.m.	Fauquier Campus
Friday, September 30, 2022	Laurel Ridge All College Day	8:30 a.m. – 12 p.m.	Carl & Emily Thompson Conference Center, Corron Community Development Center, Middletown Campus
Thursday, November 10, 2022	College Board meeting	12:00 p.m.; lunch provided at 11:30 a.m.	Middletown Campus

ADJOURNMENT
On a motion by Mike Lake, seconded by Renard Carlos, Board Chair Mike Wenger declared the meeting adjourned at 1:34 p.m.

**SUBMITTED BY:****APPROVED BY:**

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 Kimberly P. Blosser  
 President of the College and  
 Secretary to the Laurel Ridge  
 Community College Board

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 Michael S Wenger  
 Chair  
 Laurel Ridge Community College Board

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

Copy of Approved MINUTES NO. 257 (April 7, 2022) filed with Glenn DuBois, Chancellor, Virginia Community College System.

**COLLEGE BOARD ELECTRONIC MEETINGS**  
**Policy Statement**

In accordance with the Virginia Freedom of Information Act (FOIA), Robert's Rules of Order, and Virginia Code § 2.2-3708.2, individual members of the College Board may participate in meetings by electronic means, as outlined in the following procedures. This policy shall apply to the entire membership.

**1. Definitions**

Quorum: A majority of the members of the College Board shall constitute a quorum for the transaction of business at any meeting of the Board.

Physically Present: Present in-person and on site of the primary meeting location.

**2. Procedure – Individual College Board Members**

- a. A quorum must be physically present at the primary meeting location; physically present is the preferred attendance method expected of all board members.
- b. Individual college board members may participate by electronic means when:
  - i. A temporary or permanent disability or other medical condition prevents the member's physical attendance;
  - ii. A medical condition of a family member requires the college board member to care for the family member;
  - iii. A college board member has a personal matter that prevents the member from attending in person.
    1. The college board member must submit a written request to the board chair a minimum of three days prior to the meeting
    2. The college board member must specify the nature of the personal matter and the minutes must include the nature of the personal matter
    3. The personal matter exception may only be invoked twice in a calendar year
- c. Members participating by electronic means may participate fully as if the member were physically present

**3. Procedure – Exception for Governor Declared or Locality Declared State of Emergency**

- a. The College Board may meet by electronic communication means without a quorum of the public body physically assembled at one location when the Governor has declared a state of emergency in accordance with § 44-146.17 or the locality in

which the public body is located has declared a local state of emergency pursuant to § 44- 146.21, provided that:

- i. The catastrophic nature of the declared emergency must make it impracticable or unsafe to assemble a quorum in a primary location;
  - ii. The purpose of the meeting must be to provide for the continuity of operations of the public body or the discharge of its lawful purposes, duties, and responsibilities.
- b. The College Board will:
- i. Give public notice of the meeting using the best available electronic method;
  - ii. Make arrangements for public access to the meeting through electronic means;
- c. The nature of the emergency and the electronic means by which the meeting was held shall be stated in the minutes and posted on the College Board website.

#### **4. Responsible Office**

Authority for interpretation of this policy rests with the College President and the College Board Chair.

#### ***Document History:***

*Approved: President, January 2022*

*Revised*



## BYLAWS OF

### **LAUREL RIDGE COMMUNITY COLLEGE BOARD**

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

**Commented [1]:** Changed all references to "Lord Fairfax" to "Laurel Ridge"

#### **ARTICLE ONE**

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

#### **ARTICLE TWO**

##### **COLLEGE BOARD**

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

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

**Commented [2]:** Added reference to "Code of Ethics"

**Section 3.** The number of Board members shall be fourteen (14). The Board members shall be appointed by the political subdivisions participating in the support of the College. These political subdivisions are the Counties of Clarke, Fauquier, Frederick, Page, Rappahannock, Shenandoah and Warren and the City of Winchester. Each political subdivision shall be represented by two members on the Board, with the exceptions of the Counties of Clarke and Rappahannock, which shall have one member, each subject, however, to the provisions for reallocation of Board members as established by the State Board for Community Colleges. Each member shall serve for a term of four (4) years and may serve two successive terms.

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

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

**Section 6.** All meetings, both regular and special, shall be held at the College's Middletown or Fauquier campuses, the Luray-Page County Center, or at such other place as the members of the Board may determine. Virtual participation in meetings may be approved based on the Laurel Ridge Community College Board Electronic Meetings Policy.

**Section 7.** Notice of any special meeting of the Board shall be given at least five (5) days previously thereto by written notice delivered personally, electronically, or sent by

**Commented [3]:** Changed from "resolution" to "a majority vote"

**Commented [4]:** Added "the Luray-Page County Center"

**Commented [5]:** Added reference to "Board Electronic Meeting Policy"

postal mail to each Board member at his/her address as shown by the records of the College. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail in a sealed envelope so addressed, with postage thereon prepaid. Any Board member may waive notice of any meeting. The attendance of a Board member at any meeting shall constitute a waiver of notice of such meeting except where a Board member attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. The business to be transacted at the meeting need not be specified in the notice or waiver of notice of such meeting, unless specifically required by law, by these Bylaws, or by order of the State Board for Community Colleges.

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

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

**Section 10.** Any vacancy occurring in the Board shall be filled by the political subdivision that the vacating Board member represented. Any College Board member who misses three (3) consecutive regularly scheduled meetings, may be dismissed by the College Board. For purposes of this section, attendance during any part of the official meeting is considered attending the meeting. The Secretary of the Board shall notify the Chair of the Board of any member who has missed three (3) consecutive regular meetings. The Chair

shall investigate to determine if there were extenuating circumstances that caused the member to miss the three (3) meetings. The investigation must include a discussion with the member and the Chair may consult the Vice Chair concerning the member and the circumstances. If after consultation, it is the opinion of the Chair that the member does not have good cause for missing the meetings, the Chair shall request the Board to consider whether replacement of the member is in the best interest of the college. If the Board votes to replace the member, the Board shall notify the sponsoring subdivision of the need for a replacement.

### **ARTICLE THREE**

#### **OFFICERS**

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

**Commented [6]:** Added reference to "Executive Committee"

**Section 2.** The officers of the Board shall be elected biennially by the Board at its June meeting to serve from July 1 immediately following. If the election of officers is not held at such meeting, such election shall be held as soon thereafter as is convenient. Nominations for the offices of Chair and Vice Chair during an election year will be proposed by a nominations committee consisting of the Chair, Vice Chair and a Board member appointed by the Chair, preferably a past Chair if available. The nominations committee shall

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4

be sensitive to locality representation and Board rotation in its proposed nominations which will be provided in writing to the Board prior to the election. New offices may be created and filled at any meeting of the Board. Each officer shall hold office until his successor has been duly elected and qualifies, except that an officer whose term of office on the Board has expired and who is not eligible for re-appointments shall hold office only until his term has expired.

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

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

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

## **ARTICLE FOUR**

### **COMMITTEES**

**Section 1.** The Board Chair may designate ad hoc committees, not having and exercising the authority of the Board in the management of the College. Members of each such committee shall be members of the Board and the Chair of the Board shall appoint the

5 of 7

members thereof. Any member thereof may be removed by the Chair whenever in his/her judgment the best interests of the College shall be served by such removal.

#### **ARTICLE FIVE**

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

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

**Commented [7]:** Added "and may serve two successive terms"

#### **ARTICLE SIX**

##### **WAIVER OF NOTICE**

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

## **ARTICLE SEVEN**

### **AMENDMENT OF BYLAWS**

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

I, Kimberly P. Blosser, Secretary of the College Board of Laurel Ridge Community College, does certify that the foregoing is a true and correct copy of the Bylaws of the Board duly adopted at a meeting of the Board held on the second day of June, 2022. I further certify that a quorum was present at said meeting.

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Kimberly P. Blosser  
President of the College and Secretary to the  
Laurel Ridge Community College Board

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Michael S Wenger  
College Board Chair

Revised June 2, 2022  
Revised April 2, 2020  
Revised June 14, 2007  
Revised February 8, 2007  
Revised February 9, 2006  
Revised January 14, 1988

**Commented [8]:** New date

**Commented [9]:** Updated current Board Chair

**Commented [10]:** Added revision date



## **LAUREL RIDGE COMMUNITY COLLEGE BOARD**

### ***Code of Conduct and Ethical Standards***

The Laurel Ridge Community College Board Code of Ethics serves as a guide for the board members. Our Code of Ethics is overseen, monitored, and reviewed for compliance by the Laurel Ridge Community College Board Executive Committee.

Laurel Ridge Community College is committed to sustaining an environment of academic integrity and ethical conduct.

Our ethical principles are the foundation for the decisions and conduct of the members of the board. As members of the Laurel Ridge Community College Board, we are committed to the code of ethics and the vision, mission, and values of the college.

#### **VISION**

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

#### **MISSION**

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

#### **OUR VALUES**

We embrace the following core values:

- Learning
- High Performance
- Integrity
- Positive Spirit
- Diversity

As a member of the Laurel Ridge Community College Board:

- ❖ I am committed to sustaining a safe and supportive learning environment that fosters academic integrity.
- ❖ I will support in all disciplines a mutual respect and openness for the freedom of responsible student thought, research, and discussion on all sides of academic issues to facilitate balanced and thorough academic analysis for all participants.
- ❖ I am committed to helping Laurel Ridge Community College develop and offer effective learning opportunities that are accessible to everyone and fill the needs of our communities.
- ❖ I will be a good steward of the college's local resources and make effective and efficient use to ensure accountability to the Commonwealth and to the communities we serve.
- ❖ I will maintain the confidentiality and security of information entrusted to me and share information only when authorized or required by law to do so.
- ❖ I will nurture communication among the college, our county governments, and other institutions as appropriate to enhance mutual understanding, trust, and program development.
- ❖ I will serve in the best interests of the college and will not accept any gift, favor, loan, service, business, benefit, or professional opportunity from anyone knowing (or when it should be known) that it is offered to improperly influence the performance of my board duties. I will avoid even the appearance of a conflict of interest.
- ❖ I will actively engage in board meetings and activities and support the decisions reached thereof. I will conduct myself in a manner that sustains a culture of civility, professionalism, and good faith.
- ❖ I will seek to personally develop a greater understanding of the college mission, issues, programs, and needs.
- ❖ I will execute my duties in accordance with the Laurel Ridge Community College Board Manual and this Code of Ethics. I will bring to the attention of the Executive Committee any violation or potential violation of these principles.

LAUREL RIDGE COMMUNITY COLLEGE  
173 Skirmisher Lane  
Middletown, VA 22645

RECOMMENDATION FOR COLLEGE BOARD

TO: Kimberly P. Blosser, President  
FROM: Liv Heggoy, Executive Director, LFCC/Laurel Ridge Foundation  
DATE: 5/23/22  
SUBJECT: Item Recommendation for College Board Agenda

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

Information Item: ☐ or Action Item: ☒

Item Title for Agenda (be specific): Naming of one instructional lab in the new trades building and 1 science lab in Hazel Hall - both at the Fauquier Campus

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

Recommend approval of naming one instructional lab in the new Trades Building to be constructed at the Fauquier Campus and one science lab in Hazel Hall, also at the Fauquier Campus. These names are recommended by the LFCC/Laurel Ridge Foundation Board as a result of two donations to the *Building the Future Fund: Expanding Career & Technical Education at the Fauquier Campus*.

Trades Lab 2  
A gift from  
Michael and Kellie Post

Engineering & Physics Flex Lab  
A gift from  
Country Chevrolet

Attachments (List supporting documents): Background Information

**Recommend Approval of Facility Naming:  
1 Classroom in the New Trades Building and 1 Lab in Hazel Hall  
Fauquier Campus**

**Background**

Per VCCS policy (page 3), the naming of college facilities requires the final approval of the College Board, whether the named facility is honorific or as a result of a philanthropic gift.

**Laurel Ridge Community College Foundation Recommendation**

In Fall 2021, the LFCC Foundation set a \$1.5 million fundraising goal to support the *Building the Future Fund: Expanding Career and Technical Education at the Fauquier Campus*.

The Foundation Board may recommend to the College Board the naming of facilities in recognition of philanthropic gifts or corporate licensing agreements. At its April 7, 2022 meeting, the LFCC Foundation board voted to recommend to the College Board that the following 2 spaces be named as a result of philanthropic gifts:

1. Trades Lab 2 will be used primarily for the welding program.

The plaque will read:

*Trades Lab 2*

*A gift from*

*Michael and Kellie Post*

Mr. Post is the CEO of Shirley Contracting, and Kellie is retired from the company. They reside in Warrenton, and Kellie is a volunteer with the Fauquier Free Clinic. A link to Mike's professional bio is here: <https://www.clarkconstruction.com/people/michael-post>

2. Engineering & Physics Flex Lab

The plaque will read:

*Engineering & Physics Flex Lab*

*A gift from*

*[Country Chevrolet Logo]*

County Chevrolet's history and mission statement: <https://www.countrychevrolet.com/country-mission-statement.htm>

## **Laurel Ridge Community College Foundation Gift Agreement**

The gift agreement with the Laurel Ridge Community College Foundation includes the following clauses related to the termination or modification of a naming:

Termination of Naming. In addition to any rights and remedies available at law, the Foundation may terminate this Agreement and all rights and benefits of the donor hereunder, including terminating the Naming, due to the following events:

- a. The Donor defaults in payment of the Gift as provided in this Agreement.
- b. The Donor is involved in legal impropriety or other act which brings dishonor to the College or would adversely impact the reputation, mission, or integrity of the College. The named facility then becomes subject to reconsideration and possible termination by the College Board. In the event of a removal, the College and the Foundation shall have no further obligation or liability to the Donor and shall not be required to return any portion of the Gift already paid.
- c. A Corporate Donor retains the named designation until the corporation is no longer in existence.

Modification of Naming. A named facility will generally retain that name as long as the facility exists. However, this does not assure that the name will remain beyond the useful life of the facility. If the facility is closed, destroyed, severely damaged, demolished, or faces similar circumstances, then the Naming will cease. In such an event, an alternate form of recognition may be provided.

### **State Board Policy**

By policy, the State Board maintains authority for the naming of colleges and campuses, as detailed in Section 2A.09.D.3.h.c of the VCCS Policy Manual. In addition, policy provides each College Board with the authority to name all other facilities.

#### 2A.09.D.3.h.c

- c. The college board shall submit its recommendations to the State Board for a name for the community college and each campus of a multi-campus college. In the name of each community college shall be included the phrase "Community College." The college board shall be authorized to provide names for any facilities on the college campus.

The naming of a Virginia community college should reflect the values of inclusive and accessible education articulated in the VCCS mission statement and be relevant to the students it seeks to serve and to the geography of its service region.

Each college shall adopt procedures regarding the naming of major facilities on its campus(es). The procedures may provide for naming on the basis of significant service, but should also provide incentives and recognition for private sector giving to support the college. Recognition for private sector giving should typically occur after the gift has been received rather than on a prospective basis.

A current copy of the procedures should be provided to the Office of Facilities Management Services.

Individuals are not eligible for a naming award if they are currently employed at the college or elsewhere within the Virginia Community College System, are serving on the local college board, or serving on the State Board for Community Colleges. In addition, per the Code of Virginia, no college building, park, road, bridge, or other structure shall be named after a sitting member of the General Assembly. A separation from such employment or service of at least one month is a prerequisite for consideration for eligibility of an award.

LAUREL RIDGE COMMUNITY COLLEGE

TO: Kimberly Blosser, President

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

DATE: June 2, 2022

SUBJECT: Recommended Item for College Board Agenda

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

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

Action Item:   X  

Agenda Item Title: College Parking Capital Plan FY23-FY24 Approval

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

Recommend approval of *College Parking Capital Outlay Plan*

VCCS policy requires colleges to establish a two-year capital outlay plan for parking, funded through student parking fees. This plan covers the construction, alteration, repair, and maintenance of college parking facilities. Currently, existing facilities adequately address the parking needs for each campus with respect to the quantity of available parking. Projected expenditures are for alterations to address minor ADA compliance issues identified on both campuses, repairs and maintenance of existing facilities as well as projected costs associated with the construction projects at the Fauquier Campus for sidewalks, utilities and repairs in the parking lot, and a service drive.

Attachments (List supporting documents.):

Parking Plan Expenditure Spreadsheet



**Virginia Community College System**  
**Auxiliary Reserve Plan for College Parking Facilities**  
**2023-24 Biennium (FY 2023 and FY 2023)**  
**FY 2023**

College: **Laurel Ridge Community College**

A. Projected FY '22 Parking Reserve Balance (June 30, 2022) \$ 845,000.00

**FY '23 Planned Use of Funds (thru June 30, 2023)**

Project Description

Budget

1	Campus Security	\$ 80,000.00
2	Fauquier Campus Parking Lot Modifications and Repairs	\$ 775,000.00
3	General Parking Lot Maintenance (all campuses)	\$ 150,000.00
4		\$ -
5		\$ -
6	Additional Projects (See Continuation Sheet)	\$ -

B. FY '23 Planned Use of Funds Total \$ 1,005,000.00

**FY '23 Projected Revenue (thru June 30, 2023)**

Revenue Source Description

1	Mandatory Non-E&G Student Parking Fees	\$ 315,000.00
2	Permit Parking Fees, Fines & Event Sales	\$ 100.00
3	Local Government Contributions	\$ -
4	Interest	\$ 300.00
5	Other (Please Specify)	\$ -
6	Other (Please Specify)	\$ -
7	Other (Please Specify)	\$ -

C. FY '23 Projected Revenue Total \$ 315,400.00

D. Projected FY '23 Available Parking Fund Total (A+C) \$ 1,160,400.00

**Projected FY '23 (June 30, 2023) Parking Fund**  
**Ending Balance (D-B)** \$ 155,400.00



**Virginia Community College System**  
**Auxiliary Reserve Plan for College Parking Facilities**  
**2022-24 Biennium (FY 2023 and FY 2024)**  
**FY 2024**

College: Laurel Ridge Community College

A. Projected FY '23 Parking Reserve Balance (June 30, 2023) \$ 155,400.00

**FY '24 Planned Use of Funds (thru June 30, 2024)**

Project Description

Budget

1	Campus Security	\$ 80,000.00
2	General Parking Lot Maintenance (all campuses)	\$ 150,000.00
3		\$ -
4		\$ -
5		\$ -
6	Additional Projects (See Continuation Sheet)	\$ -

B. FY '24 Planned Use of Funds Total \$ 230,000.00

**FY '24 Projected Revenue (thru June 30, 2024)**

Revenue Source Description

1	Mandatory Non-E&G Student Parking Fees	\$ 325,000.00
2	Permit Parking Fees, Fines & Event Sales	\$ 100.00
3	Local Government Contributions	\$ -
4	Interest	\$ 350.00
5	Other (Please Specify)	\$ -
6	Other (Please Specify)	\$ -
7	Other (Please Specify)	\$ -

C. FY '24 Projected Revenue Total \$ 325,450.00

D. Projected FY '24 Available Parking Fund Total (A+C) \$ 480,850.00

<b>Projected FY '24 (June 30, 2024) Parking Fund Ending Balance (D-B)</b>	<b>\$ 250,850.00</b>
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<b>Summary</b>	
<b>2020-22 Projected Reserve Balance (June 30, 2022)</b>	\$ 845,000.00
<b>2022-24 Planned Use of Funds</b>	\$ 1,235,000.00
<b>2022-24 Projected Revenue</b>	\$ 640,850.00
<b>2022-24 Projected Reserve Balance (June 30, 2024)</b>	\$ 250,850.00

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

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

Title: President, Laurel Ridge Community College

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

LAUREL RIDGE COMMUNITY COLLEGE  
P.O. Box 47  
Middletown, VA 22645

TO: Kimberly Blosser, President

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

DATE: May 26, 2022

SUBJECT: Action Item for College Board Agenda

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

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

Action Item: **X**

Agenda Item Title: FY 2022-23 Local Funds Budget Approval

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

Recommend approval of *College FY 2022-23 Local Funds Budget*

Local funds are comprised of revenues received from auxiliary enterprises like parking, vending, and bookstore commissions. The College Board has approval authority on how these funds are expended. The attachment includes the FY 2021-22 approved budget, actual budget numbers through end of FY22, and the proposed FY 2022-23 budget.

Attachments (List supporting documents.):

FY 2022-24 Proposed Capital Outlay Parking Plan  
FY 2022-23 Local Funds Budget Outline for Approval

**Laurel Ridge Community College**  
**Local Funds Budget**  
**2022-23**

<b>General Fund</b>	<b>Approved</b>	<b>YTD Actual</b>	<b>Proposed</b>
	<b><u>FY 21-22</u></b>	<b><u>FY 21-22</u></b>	<b><u>FY 22-23</u></b>
<b><u>Revenues</u></b>			
Fax Machines	\$ 25	\$ 10	\$ 10
Copier Machines	\$ 58	\$ 16	\$ 15
Interest Income	\$ 82	\$ 11	\$ 15
<b>Total Revenues</b>	\$ 165	\$ 37	\$ 40
<b><u>Expenditures</u></b>			
Copier Lease	\$ 1,800	\$ 1,279	\$ 1,715
<b>Total Expenditures</b>	\$ 1,800	\$ 1,279	\$ 1,715
Beginning Fund Balance	\$ 2,831	\$ 2,831	\$ 1,455
Budget Increase or Decrease	\$ (1,635)	\$ (1,242)	\$ (1,675)
<b>Ending Fund Balance</b>	\$ 1,196	\$ 1,589	\$ (220)
<b>Parking Fund</b>	<b>Approved</b>	<b>YTD Actual</b>	<b>Proposed</b>
	<b><u>FY 21-22</u></b>	<b><u>FY 21-22</u></b>	<b><u>FY 22-23</u></b>
<b><u>Revenues</u></b>			
Parking Fines	\$ -	\$ 50	\$ 100
Parking Fees	\$ 240,000	\$ 278,507	\$ 315,000
Interest Income	\$ 500	\$ 275	\$ 300
<b>Total Revenues</b>	\$ 240,500	\$ 278,832	\$ 315,400
<b><u>Expenditures</u></b>			
Campus Security	\$ 80,000	\$ -	\$ 80,000
Parking Lot Maintenance	\$ 100,000	\$ 51,245	\$ 150,000
Parking Improvements	\$ 300,000	\$ -	\$ 775,000
<b>Total Expenditures</b>	\$ 480,000	\$ 51,245	\$ 1,005,000
Beginning Fund Balance	\$ 566,850	\$ 566,850	\$ 845,000
Budget Increase or Decrease	\$ (239,500)	\$ 227,587	\$ (689,600)
<b>Ending Fund Balance</b>	\$ 327,350	\$ 794,437	\$ 155,400

<b>Other Local Funds</b>	<b>Approved</b>	<b>YTD Actual</b>	<b>Proposed</b>
	<b><u>FY 21-22</u></b>	<b><u>FY 21-22</u></b>	<b><u>FY 22-23</u></b>
<b><u>Revenues</u></b>			
Student Activities Fee	\$ 220,000	\$ 286,670	\$ 305,000
Bookstore Commissions	\$ 225,000	\$ 65,624	\$ 85,000
Food Service	\$ 40,000	\$ 432	\$ 500
Interest Income	\$ -	\$ 550	\$ 600
<b>Total Revenues</b>	<b>\$ 485,000</b>	<b>\$ 353,276</b>	<b>\$ 391,100</b>
<b><u>Expenditures</u></b>			
Student Activities	\$ 100,000	\$ 53,497	\$ 100,000
Food Operations	\$ -	\$ -	\$ -
Bank Charges	\$ 250	\$ 358	\$ 250
Employee Retirement	\$ 3,000	\$ 3,420	\$ 3,000
Student Union	\$ 450,000	\$ -	\$ 450,000
Hazel/Fauquier Campus Construction (one-time)	\$ 300,000	\$ -	\$ 300,000
Operations & Maintenance	\$ 13,550		\$ 13,550
Name Change Related Expenses	\$ 265,000	\$ 193,346	\$ 150,000
<b>Total Expenditures</b>	<b>\$ 1,131,800</b>	<b>\$ 250,621</b>	<b>\$ 1,016,800</b>
Beginning Fund Balance	\$ 841,723	\$ 730,559	\$ 760,000
Budget Increase or Decrease	\$ (646,800)	\$ 102,655	\$ (625,700)
<b>Ending Fund Balance</b>	<b>\$ 194,923</b>	<b>\$ 833,214</b>	<b>\$ 134,300</b>
<b>Total Local Fund Balance</b>	<b>\$ 523,469</b>	<b>\$ 1,629,240</b>	<b>\$ 289,480</b>

LAUREL RIDGE COMMUNITY COLLEGE  
173 Skirmisher Lane  
Middletown, VA 22645

RECOMMENDATION FOR COLLEGE BOARD

TO: Kimberly P. Blosser, President  
FROM: Anne Davis, VP of Academic and Student Affairs  
DATE: 5/20/22  
SUBJECT: Item Recommendation for College Board Agenda

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

Information Item: ☐ or Action Item: ☒

Item Title for Agenda (be specific): Discontinuation of Advanced Early Childhood CSC

Initiating Administrator's Recommendation [Click or tap here to enter text.](#)

The Early Childhood program currently has three credentials. The Career Studies Certificate (CSC) in Early Childhood Education, the CSC in Advanced Early Childhood Education and the AAS in Early Childhood Education. Based on feedback from the CAC and evaluation of job market data, this CSC in Advanced Early Childhood does not garner any additional advantage to students for employment beyond the foundational CSC in Early Childhood Education. Hence, students who wish to progress in the career within the field are encouraged complete the AAS degree in Early Childhood Development. There is only one student with this program as their primary program, and the student has not yet enrolled at the college in any courses. They will be informed of the discontinuance.

Attachments (List supporting documents):

C&I Proposal #343 – Advanced Early Childhood Development CSC DISCONTINUANCE

## Curriculum or Course Discontinuation Request Form

Check one	Title	
1. <input checked="" type="checkbox"/> Program	Career Studies Certificate in Advanced Early Childhood Development	
Complete Forms if Program	<input checked="" type="checkbox"/> VCCS Request Program Discontinue	<input type="checkbox"/> SCHEV Intent to Discontinue and Academic Program Cover Sheet
<input type="checkbox"/> Course	Prefix: _____ Number: _____	<input type="checkbox"/> <a href="#">Course Catalog Form</a> (required)
2. Signature of Requesting Faculty Member and School Dean	Signature <u>Lori Killough</u> Date <u>1/26/22</u> Signature <u>Jay Gillispie</u> Date <u>2/15/22</u>	
3. Reason(s) for Discontinuation	The Early Childhood program currently has three credentials. The Career Studies Certificate (CSC) in Early Childhood Education, the CSC in Advanced Early Childhood Education and the AAS in Early Childhood Education. Based on feedback from the CAC and evaluation of job market data, this CSC in Advanced Early Childhood does not garner any additional advantage to students for employment beyond the foundational CSC in Early Childhood Education. Hence, students who wish to progress in the career within the field are encouraged complete the AAS degree in Early Childhood Development. There is only one student with this program as their primary program, and the student has not yet enrolled at the college in any courses. They will be informed of the discontinuance.	
4. Enrollment Data (Program placed students)	<input type="checkbox"/> Attached	
5. Teach out plan	<input checked="" type="checkbox"/> Attached Last Admit Term <u>SP 2022</u> Last Conferral Term <u>SP 2024</u>	
6. LFCC Schools Affected by Request	(check all appropriate) <input checked="" type="checkbox"/> Humanities & Social Sciences <input type="checkbox"/> Professional Programs <input type="checkbox"/> Science, Technology, Engineering & Math	
7. SACSCOC Review	Comments:  Signature of SACSCOC Liaison <u>Amy Judd/cmm</u> Date <u>3/23/2022</u>	
8. Signatures of Other Faculty/ Staff Involved in Proposed Change	Comments:  Signature of Advising Lead _____ Date _____	
	Signature of Faculty Member _____ Date _____	

9. AA Deans Meeting	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved Date of Meeting: <u>03/08/2022</u>
10. Curriculum & Instruction Committee Action	<i>(check appropriate box)</i> <input checked="" type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <input type="checkbox"/> Tabled until _____ Signature of C&I Committee Chair <u>Sam Dillender, Chair</u> Date <u>3/18/22</u>
11. Actions Taken by Vice President of Instruction & Student Services  <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> College Board preparation <input type="checkbox"/> AS&R, SCHEV, VCCS and State Board preparation <input checked="" type="checkbox"/> SACSCOC notification preparation <input checked="" type="checkbox"/> Internal College Catalog Editor notified <input checked="" type="checkbox"/> RADS notified to begin cancellation process in SIS and elsewhere  Signature of Vice President <u>Anne Davis</u> Date <u>3/18/22</u>	
12. Actions Taken by Vice President of Academic and Student Affairs Office  <input checked="" type="checkbox"/> Proposal Number Assigned <u>#343</u> <input checked="" type="checkbox"/> College Board Agenda Item <input checked="" type="checkbox"/> Curriculum Changes Group Notified <input type="checkbox"/> RADS (SIS, Navigate, XAP)  Completed By: <u>Christine M. Myrtle</u> Date <u>3/23/2022</u>	

LAUREL RIDGE COMMUNITY COLLEGE  
173 Skirmisher Lane  
Middletown, VA 22645

RECOMMENDATION FOR COLLEGE BOARD

TO: Kimberly P. Blosser, President  
FROM: Anne Davis, VP of Academic and Student Affairs  
DATE: 5/20/22  
SUBJECT: Item Recommendation for College Board Agenda

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

Information Item: ☐ or Action Item: ☒

Item Title for Agenda (be specific):

2022-23 Student Handbook/Student Code of Conduct Board Approval

Initiating Administrator's Recommendation (If funding is involved, please indicate appropriate budget line item number and title.) Recommend approval of the 2022-23 Student Code of Conduct. The Student Code of Conduct is unchanged from last year. A summary statement and link to the Code of Conduct is provided on the attached memo.

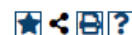
Attachments (List supporting documents): Student Code of Conduct 2022-23

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2022-23 Student Handbook



## Code of Student Rights, Responsibilities, & Conduct

[Catalog Home](#)
[A Safe, Secure, & Supported Learning Environment](#)
[Academic Honesty](#)
[Additional College Information](#)
[Code of Student Rights, Responsibilities, & Conduct](#)
[Policy on Sexual Violence, Domestic Violence, Dating Violence, and Stalking](#)
[Student Life & Engagement](#)
[Student Services](#)
[Laurel Ridge](#)
[My Portfolio](#)

- [Short Title](#)
- [Bill of Rights](#)
- [Definition](#)
- [Alcohol and Drugs](#)
- [Campus Expression](#)
- [Camping](#)
- [Classroom Expression](#)
- [Computer Misuse–Information Technology Student/Patron Acceptable Use Agreement](#)
- [Dangerous Practices](#)
- [Digital Copyright and File Sharing](#)
- [Disorderly Conduct](#)
- [Disruption of Educational Process](#)
- [Expressive Activity](#)
- [Failure to Comply with a College Official](#)
- [Falsification of Official Information](#)
- [Fire Safety](#)
- [Gambling](#)
- [Hazing](#)
- [Institutional Governance](#)
- [Obscene Conduct](#)
- [Off Campus Student Code of Conduct](#)
- [Projectiles](#)
- [Proscribed Conduct](#)
- [Publications](#)
- [Smoking](#)
- [Unauthorized Use of College Property or Documents](#)
- [Violence to Persons](#)
- [Weapons](#)
- [Student Conduct Disciplinary Procedures](#)
- [Disposition of a Violation](#)
- [Hearing](#)
- [Hearing Records](#)
- [Appeal](#)
- [Sanctions](#)

### Short Title

These rules shall be known as the Laurel Ridge Community College Code of Conduct.

### Bill of Rights

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

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

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

The full Student Code of Conduct can be found in the Student Handbook 2022-23 at:

<https://catalog.lfcc.edu/content.php?catoid=12&navoid=346>