

**LAUREL RIDGE COMMUNITY COLLEGE**  
**BOARD MEETING**  
**MINUTES NO. 260**  
**November 10, 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, November 10, 2022, at the Middletown campus.		
<b>Members Present</b>	Kimberly P. Blosser Edwin C. Daley Krista Farris Benjamin C. Freakley Brad A. Hodgson Andrew C. Keller Michael A. Lake Brandon Monk Maryam Tabatabai Michael Wenger	Laurel Ridge Community College Warren County City of Winchester Shenandoah County City of Winchester Shenandoah County Frederick County Frederick County Clarke County Rappahannock County
<b>Members Attending Virtually</b>	No members attending virtually.  <i>Members attending virtually have received prior approval from the College Board chair in accordance with Virginia Code § 2.2-3708.2 and the Laurel Ridge Community College Board Policy 60003.</i>	
<b>Members Absent</b>	Renard Carlos Michael Czinkota Kimberly Jenkins Paul Johnson	Fauquier County Page County Fauquier County Page County
<b>Others Present</b>	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 Laurel Ridge Educational Foundation Craig Short, vice president of financial and administrative services	
<b>Approval of Minutes No. 259</b>	On a motion made by Brad Hodgson, seconded by Brandon Monk, Minutes No. 259 were unanimously approved.	

<b>NEW BUSINESS</b>	
<p><b><i>Nomination process and criteria for recipients of the 2023 Laurel Ridge Community College Board Medallion of Recognition</i></b> (Information Item)</p>	<p>Kim Blosser shared with board members the criteria for recipients of the College Board Medallion of Recognition. Nominees must be national, state or local leaders of business, education or government (elected officials currently holding office are not eligible for nomination); persons from the college's service area who have made significant contributions to the college; or retiring Laurel Ridge employees in good standing, employed by the college for at least 10 years, who made significant contributions during their employment.</p> <p>A listing of all previous medallion recipients to date can be located on the Laurel Ridge website. It is requested that board members submit their nominations to the President's Office by early January 2023 so that nominations can be presented, reviewed and approved at the February College Board meeting</p> <p>This was an information item and required no further action.</p> <p>(Attachment No. 1; 1 page)</p>
<p><b><i>Recommendation to approve AY 2022-23 Curriculum Advisory Committees (CAC)</i></b> (Action Item)</p>	<p>Anne Davis recommended the 2022-23 Curriculum Advisory Committee for board approval. Board members reviewed the proposed committee members (Attachment No. 2).</p> <p>On a motion made by Ed Daley, seconded by Krista Farris, the 2022-23 Curriculum Advisory Committee was unanimously approved.</p> <p>(Attachment No. 2; 12 pages)</p>
<p><b><i>Recommendation to approve Human Resources Career Studies Certificate (CSC)</i></b> (Action Item)</p>	<p>Anne Davis recommended the Human Resources Career Studies Certificate (CSC) for board approval.</p> <p>This CSC is designed to prepare students for human resources positions in a variety of organizations. The program of study develops a variety of human resources principles and techniques, including employee recruitment and selection, training and development, compensation management, and employee law.</p> <p>On a motion made by Michael Lake, seconded by Brad Hodgson, the Human Resources Career Studies Certificate was unanimously approved.</p> <p>(Attachment No. 3; 5 pages)</p>
<p><b><i>Recommendation to approve Financial Services Career Studies Certificate (CSC)</i></b></p>	<p>Anne Davis recommended the Financial Services Career Studies Certificate (CSC) for board approval.</p> <p>With the positive occupational outlook in this field, the CSC is designed to prepare students for entry-level financial services positions.</p>

(Action Item)	<p>On a motion made by Ed Daley, seconded by Brandon Monk, the Financial Services Career Studies Certificate was unanimously approved.</p> <p>(Attachment No. 4; 5 pages)</p>
<p><b>Recommendation to approve <i>Discontinuance of Entrepreneurship Career Studies Certificate (CSC)</i></b> (Action Item)</p>	<p>Anne Davis recommended the Discontinuance of Entrepreneurship Career Studies Certificate (CSC) for board approval.</p> <p>A review over the past year of the Entrepreneurship Career Studies Certificate detailed low enrollment and low graduation rates. There have been 10 graduates since AY 2012-13. There are several other resources in the service region related to entrepreneurship and small business development, including the Small Business Development Center housed at the Laurel Ridge Middletown campus.</p> <p>On a motion made by Brandon Monk, seconded by Andrew Keller, the discontinuance of Entrepreneurship Career Studies Certificate was unanimously approved.</p> <p>(Attachment No. 5; 5 pages)</p>
<p><b>FY 2022-23 College Board Budget update</b> (Information Item)</p>	<p>Craig Short provided an update on the FY 2022-23 College Board Budget. All the college's service localities provide funding for this budget based on their locality's enrollment. The FY 2022-23 budget, which was previously approved by the College Board, runs July 1, 2022 through June 30, 2023. The budget consists of various funds spent by different departments within the college including scholarships set aside for each of the localities. This budget proposed to maintain the same funding request as the originally approved prior fiscal year (notwithstanding any interim reductions during the current fiscal year). At the September 2022 board meeting, an agenda item generally referred to as "update of the FY 2022-23 College Board Budget" was requested for inclusion in the November meeting.</p> <p>This was an information item and required no further action.</p> <p>(Attachment No. 6; 2 pages)</p>
<b>REPORT OF THE COLLEGE BOARD CHAIR</b>	
<p>Board Chair Mike Wenger reported on his attendance of Laurel Ridge All College Day, which he described as a wonderful event. Wenger encouraged board members to participate in college activities as much as possible, especially those that provide the opportunity to connect with faculty and staff. As part of the All College Day programming, board vice chair, Ben Freakley, lead a concurrent session on character-driven leadership.</p> <p>Wenger highlighted that the Laurel Ridge Strategic Plan, Engage 2027, is an important process that embodies many important changes for the college. Wenger noted that it is evident that the transformative strategies taking place at the college are being approached in a way that engages</p>	

faculty, staff, and students. Wenger attended a concurrent session that specifically oriented to faculty conversations towards strategic improvement. Ongoing conversation with all involved is vital for a healthy organization to achieve its goals. He attended a second session on Hyflex technology in the classroom. It is fascinating and immensely complex how teaching has changed. Faculty now need to be subject matter experts, qualified teachers, and proficient with the design, development, and deployment of online courses, which is immensely more time consuming and challenging. It is important for board members to be an advocate and support system for faculty.

#### **REPORT OF THE EDUCATIONAL FOUNDATION BOARD REPRESENTATIVE**

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

- Laurel Ridge Dean of Humanities and Social Sciences, Jay Gillispie, shared a presentation on academic programming in this field of study.
- The Foundation Board determined to sell the Catlett property in Fauquier County gifted to the Foundation and will be working with a realtor to carry out this process.
- The Party In the Garden fundraising event at the new Luray-Page County Center Jenkins Hall was a success and College Board members' attendance was appreciated.
- The Foundation is collaborating with Workforce Solutions on a fundraising campaign to support workforce training at the Middletown Campus. Gifts of a certain level will be featured on a donor wall in the recently expanded and renovated Workforce Solutions Wing in Alson Smith Hall. The donor wall is also an opportunity to highlight our business and industry partners.

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

(Attachment No. 7; 11 pages)

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

<b>Date</b>	<b>Activity</b>	<b>Time</b>	<b>Location</b>
Friday, December 16, 2022	Laurel Ridge Employee Holiday Celebration	9:30 a.m. – 12 p.m.	Alamo Drafthouse Cinema, Winchester, VA
Thursday, February 2, 2023	College Board meeting	12:00 p.m.; lunch served at 11:30 a.m.	Middletown Campus, Student Union Building, Classroom 118-119
Thursday, April 6, 2023	College Board meeting	12:00 p.m.; lunch served at 11:30 a.m.	Fauquier Campus

#### **ADJOURNMENT**

On a motion by Ed Daley, seconded by Michael Lake, Board Chair Mike Wenger declared the meeting adjourned at 2:10 p.m.

**SUBMITTED BY:**



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Kimberly P. Blosser  
President, Laurel Ridge Community College;  
Secretary, Laurel Ridge Community College Board

**APPROVED BY:**



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Michael S Wenger  
Chair, Laurel Ridge Community College Board

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

Copy of Approved MINUTES NO. 259 (September 1, 2022) filed with Sharon Morrissey, Interim Chancellor, Virginia Community College System.

**LAUREL RIDGE 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 Laurel Ridge employees in good standing employed by the College for at least 10 years who made significant contributions during their employment.
4. Others as may be determined by the College Board.

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

Written nominations should be submitted to Ashley Hansen, executive assistant to the president, at [ahansen@laurelridge.edu](mailto:ahansen@laurelridge.edu) by January 10, 2023.

LAUREL RIDGE COMMUNITY COLLEGE  
173 Skirmisher Lane  
Middletown, VA 22645

RECOMMENDATION FOR COLLEGE BOARD

TO: Kimberly P. Blosser, President  
FROM: Anne Davis, VP of ASA  
DATE: 10/26/2022  
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): Recommendation to approve 2022-23 Curriculum  
Advisory Committee (CAC) Members

Attachments (List supporting documents): List of CAC Members by Committee

## Curriculum Advisory Committee

**Program Name: Accounting & Business**

**Program Lead: Rachel Dodson**

**Contact Info: [rdodson@laurelridge.edu](mailto:rdodson@laurelridge.edu)**

### 2023 Membership Roster

Alec Burnett  
President /CEO  
Fauquier Chamber of Commerce

Michelle Coe  
President/Creative Director  
BlueSkyPhoenix LLC

Brandy Early  
Regional Manager  
Anytime Fitness

Karen Foreman  
Previous Title: Associate Vice  
President of Human Resources  
Laurel Ridge Community College

Andy Gail  
Executive Director  
Literacy Volunteers Winchester  
Area

Charles Harbaugh  
Mayor of Middletown, VA & CEO  
Access Independence, Inc.  
Town of Middletown & Access  
Independence, Inc.

Charles Hritz  
Director  
Chick-Fil-A Warrenton

Pamela Kendrick  
Learning Solutions Architect,  
Learning and Talent Development  
Navy Federal Credit Union

Crystel Smith  
High-Performance Business Coach  
Crystel Clear Business Strategies

Doug Stahl  
General Manager  
Malloy Cadillac

James Stewart  
Career and Technical Education,  
Business and Accounting  
James Wood High School



## Curriculum Advisory Committee

**Program Name:** Administration of Justice & Legal Administration

**Program Lead:** Lisa Kara and Carrie Hodges

**Contact Info:** [lkara@laurelridge.edu](mailto:lkara@laurelridge.edu) and [chodges@laurelridge.edu](mailto:chodges@laurelridge.edu)

### 2023 Membership Roster

Tommie Bower  
Executive Director  
Skyline Regional Criminal Justice  
Academy

Avnel Coates  
Chief Magistrate, 16th Judicial  
District  
Department of Magistrate Services

Bruce Coor  
Chief of Police  
Laurel Ridge Community College  
Police Department

Russell Gilkison  
Superintendent  
RSW Regional Jail

Lauren Jones  
Clerk  
Warren County General District  
Court

Brandon Keller  
Attorney  
Brandon G. Keller, PLC

Bryan Layton  
Assistant Commonwealth's  
Attorney  
City of Winchester  
Commonwealth's Attorney

Rachel Logan  
Attorney  
Logan and Logan, PLC

Monica Martin  
Chief Magistrate  
Supreme Court of Virginia Dept. of  
Magistrate Services

Tammy Scott  
Paralegal  
Livesay & Myers, P. C.

David Sobonya  
Adjunct/Retired Police Captain  
Laurel Ridge Community College

Mandy Vecero  
Assistant Director  
Winchester Victim Witness  
Program

Neal White  
Chief of Police  
Town of Berryville

## Curriculum Advisory Committee

**Program Name:** Autonomous and Uncrewed Systems

**Program Lead:** Melissa Stange

**Contact Info:** [mstange@laurelridge.edu](mailto:mstange@laurelridge.edu)

### 2023 Membership Roster

Grant Brewer  
UAS Collegiate Liaison  
DroneUp

Daniel Canary  
Account Executive  
Skydio

John S Eberhardt III  
Chief Technology Officer  
ATA, LLC

Scott Kensinger  
Emergency Management  
Coordinator  
City of Winchester

Ethan Longenecker  
Deputy Emergency Management  
Coordinator  
City of Winchester

Mizuho Nita  
Associate Professor  
Virginia Polytechnic Insititute and  
State University

Nick Sabo  
Executive Director  
Winchester Regional Airport  
Authority

Kyle Schwizer  
GIS Manager  
City of Winchester

Amber Wilson  
Manager of Aviation Technology  
Virginia Department of Aviation

George Yergey  
Mission Utility Lead and  
Warfighter Liaison  
Aviation Systems Engineering  
Company

## Curriculum Advisory Committee

**Program Name: Education**

**Program Lead: Lori Killough**

**Contact Info: [lkillough@laurel.ridge.edu](mailto:lkillough@laurel.ridge.edu)**

### 2023 Membership Roster

Stacey Bosserman  
Mixed Delivery Coordinator  
James Madison University

Blair Davis  
VQB5 Coordinator  
James Madison University

Dawn Devine  
Executive Director  
Shenandoah Valley Discovery  
Museum

Mary Beth Echeverria  
Supervisor of CTE  
Frederick County Public Schools

Andy Gail  
Executive Director  
Literacy Volunteers Winchester  
Area

Barbara Hutchinson  
Vice President  
United Way of Greater  
Charlottesville & Ready Region  
Blue Ridge

Dr. Christen Johnson  
Adjunct  
Laurel Ridge Community College

Meredith Locascio  
Director of Ready Region Blue  
Ridge  
United Way of Greater  
Charlottesville

Jamie Morris  
Infant and Toddler Specialist  
VIRGINIA Infant and Toddler  
Specialist Network

Stacey Park  
Early Childhood Education Program  
Coordinator  
Blue Ridge Community College

Matthew Peterson  
Executive Director  
J2W Foundation

Maryam Sharifian  
Assistant Professor/Director of ECE  
Initiatives  
James Madison University

Jennifer Strickler  
Executive Director  
Grace Lutheran Preschool

Angela (Angie) White  
Supervisor of Early Childhood  
Programs  
Frederick County Public Schools,  
VA

Lorraine Zelaski  
Director  
Valley Health Child Care Center

## Curriculum Advisory Committee

**Program Name:** Emergency Medical Services

**Program Lead:** Paul Cissel

**Contact Info:** [pcissel@laurelridge.edu](mailto:pcissel@laurelridge.edu)

### 2023 Membership Roster

Jimmy Bonzano  
Fire Officer  
Warren County Fire

Jillian Call  
Operations Medical Director  
Laurel Ridge Community College

Bruce Coor  
Chief of Police  
Laurel Ridge Community College

Matt Cronin  
Fire Officer  
Page County Fire

Matt DeHaven  
Deputy Chief  
Winchester Fire & Rescue  
Department

Mary Beth Echeverria  
Supervisor of CTE  
Frederick County Public Schools

Scott Fink  
Town Manager  
Town of Middletown

Carole Garrett  
Administrative Assistant  
Laurel Ridge Community College

Donald Goff  
Regional Field Coordinator  
Lord Fairfax EMS Council

Colin Graham  
EMS Instructor  
Laurel Ridge Community College

Preston Grubbs  
National Registry Paramedic  
Retired

Ashley Jenkins  
Nursing  
Fauquier Hospital

Clay Knick  
Retired  
Town of Middletown

Clay Knick  
Retired

JD Orndorff  
Assistant Chief  
Winchester Fire & Rescue

Jared Priddy  
Assistant program Lead EMS  
Laurel Ridge Community College

Kristina Simpson  
Director of Health Professions  
Laurel Ridge Community College

Darren Stevens  
Fire Chief  
Fauquier County Fire Rescue

Amy Strickler-Priddy  
EMS Instructor  
Laurel Ridge Community College

Robin Tusing  
RN Educator, student liaison  
Valley Health/Shenandoah  
Memorial

## Curriculum Advisory Committee

**Program Name:** Engineering & Engineering Technology

**Program Lead:** Elizabeth Palffy

**Contact Info:** [epalffy@laurelridge.edu](mailto:epalffy@laurelridge.edu)

### 2023 Membership Roster

Chris Blair  
Vice President/ Director of Land  
Surveying  
Greenway Engineering

Christi Boone  
Director of Academic Support  
Services, Engineering Academic  
Affairs  
Virginia Tech

Bill Davidson  
CTE Instructor  
Fauquier County Public Schools-  
Kettle Run High School

Mary Beth Echeverria  
Supervisor of CTE  
Frederick County Public Schools

Kevin Edwards  
Chief Diversity & Inclusion Officer  
Bechtel Corporation

Sarah Frye  
Career & Technical Education,  
Supervisor  
Fauquier County Public Schools

Ia Gomez  
Dean of STEM  
Laurel Ridge Community College

Michael Guttman  
Strategic Talent and Retention  
Program Manager  
Micron Technology, Inc.

Zach Harner  
Student  
Laurel Ridge Community College

Amy Henecke  
Workforce Development  
Micron Technology

Frank Jenkins  
Director of Land Surveying/Vice  
President  
Vika Virginia, LLC

Lisa Lampe  
Director of Undergraduate  
Education  
The University of Virginia

Liz Palffy  
Engineering Program Lead  
Laurel Ridge Community College

Alexander Peebles  
Engineering Faculty  
Laurel Ridge Community College

Sarah Perry  
Student  
Laurel Ridge Community College

Will Perry  
Vice President  
Perry Engineering Company  
Incorporated

Michael Seek  
Associate Professor  
Old Dominion University-  
Department of Engineering  
Technology

Andrew Tremoulis  
Student  
Laurel Ridge Community College

Rob Wagoner  
VP of Operations  
The Shockey Companies

Luke Wilkinson (Talkin)  
FH Furr Installation Manager  
(Laurel Ridge Alumni)  
FH Furr

## Curriculum Advisory Committee

**Program Name:** Health Information Management & Medical Billing and Coding

**Program Lead:** Beth Shanholtzer

**Contact Info:** [bshanholtzer@laurelridge.edu](mailto:bshanholtzer@laurelridge.edu)

### 2023 Membership Roster

Tiffany DeNeale  
HIM Director and Facility Privacy  
Officer  
Fauquier Health

Jennifer Haley  
Coding Quality Coordinator  
Inova

Mary Beth Echeverria  
Supervisor of CTE  
Frederick County Public Schools

## Curriculum Advisory Committee

**Program Name:** Information Systems Technology & Cybersecurity

**Program Lead:** Art Lee and Darrell Andrews

**Contact Info:** [alee@laurel.ridge.edu](mailto:alee@laurel.ridge.edu) and [dandrews@laurelridge.edu](mailto:dandrews@laurelridge.edu)

### 2023 Membership Roster

Paul Crosen  
Director of IT  
The Shockey Companies

Krystal Dains  
Director, Bachelor of Applied  
Science  
George Mason University

Mary Beth Echeverria  
Supervisor of CTE  
Frederick County Public Schools

Timothy Grant  
Director of Technology  
Warren County Public Schools

Josh Keiter  
Manager - Network & Telecom  
American Woodmark

Aaron McBride  
Director of Technology  
Winchester Public Schools

Louis McDonald  
Director of Technology  
Fauquier County Public Schools

Gary McGraw  
CEO and Founder  
Berryville Institute of Machine  
Learning

Isaac Richards  
Software Engineer, Laurel Ridge  
Community College Alumni  
Probity Inc.

Rebecca Smith-Terry  
Co-Owner  
Knight's Armor Security Training  
LLC.

Marshall Stickley  
Technical Manager, Solutions  
Development & Integration –  
Commercial  
American Woodmark

Mark Sunderlin  
Principal Data Engineer  
Yahoo, Inc.

Dave Tong  
President & CEO  
Premier Technical Services  
Corporation

Cooper Varela  
President  
Cyber Security Club

Rob Yost  
Director of Technology  
Frederick County Public Schools

## Curriculum Advisory Committee

**Program Name:** Medical Laboratory Technician

**Program Lead:** Kate Gochenour

**Contact Info:** [kgochenour@laurelridge.edu](mailto:kgochenour@laurelridge.edu)

### 2023 Membership Roster

Heather Burton  
Associate Dean of Instruction  
Laurel Ridge Community College

Joseph Litten  
Corporate Technical and  
Development Manager  
Winchester Medical Center

Megan Devaux  
Clinical Microbiology Specialist  
Fauquier Hospital Laboratory

Lisa Tacha  
Laboratory Manager  
Fauquier Health

Shannon Bowen  
Adjunct  
Laurel Ridge Community College

Liz Dingess  
Professor of Biology  
Laurel Ridge College Community

Tammy Landes  
Vice President of Shenandoah  
Memorial Hospital  
Valley Health

Robert Pyle  
Adjunct  
Laurel Ridge Community College

Natasha Cortez-Caja  
Laboratory Administrative Director  
Berkeley Medical Center, Jefferson  
Medical Center

Kristina Simpson  
Director of Health Professions  
Laurel Ridge Community College



## Curriculum Advisory Committee

**Program Name:** Registered Nursing, Practical Nursing, & Nurse Aide

**Program Lead:** Andrea Payne, Mary Catts, Holly Comer, & Terry Shanks

**Contact Info:** [apayne@laurelridge.edu](mailto:apayne@laurelridge.edu), [mcatts@laurelridge.edu](mailto:mcatts@laurelridge.edu), [hcomer@laurelridge.edu](mailto:hcomer@laurelridge.edu), & [tshanks@laurelridge.edu](mailto:tshanks@laurelridge.edu)

### 2023 Membership Roster

Heather Burton  
Associate Dean of Instruction  
Laurel Ridge Community College

Vickie Davies  
Executive Director  
St. Luke's Community Clinic

Caitlin Girten  
School Nurse Supervisor  
Culpeper County Public Schools

Christine Hart Kress  
Chief Nursing Officer  
Fauquier Health

Ash Jenkins  
Staff Development Instructor  
Fauquier Health

Kristin Klutz  
Nurse Residency Program  
Coordinator/ WMC Academic  
Liaison  
Valley Health

Katrina McClure  
Liaison  
Sinclair Clinic

Ashley Napear  
RN  
Former Student

Silvia Restrepo  
Liaison  
Winchester City Public Schools

Kristina Simpson  
Director of Health Professions  
Laurel Ridge Community College

Robin Tusing  
RN Educator, student liaison  
Valley Health/Shenandoah  
Memorial

Ivy Tyson  
Director of Nursing  
Lynncare Center

Pamela Unhoch  
Liaison  
Frederick County Public Schools

## Curriculum Advisory Committee

**Program Name:** Surgical Technology

**Program Lead:** Tina Putman

**Contact Info:** [tputman@laurelridge.edu](mailto:tputman@laurelridge.edu)

### 2023 Membership Roster

Dr. Kemp Berkley  
Surgeon/Physician  
West Virginia University

Shannon Corbin  
Clinical Instructor  
Laurel Ridge Community College

Lisa Day  
Faculty  
Laurel Ridge Community College

Steven Folmer  
Director, Surgical Services  
Berkeley Medical Center

Dr. Troy Glembot  
Surgeon/Physician  
Winchester Medical Center

Bridget Keffer  
Broker  
Integrity Mortgage Broker

Kelly Kramer  
Operating Room Educator  
Winchester Medical Center

Jessica Marshall  
Clinical Instructor  
Laurel Ridge Community College

Heather Morrison  
Operating Room  
Winchester Medical Center

Shelia Orndorff  
Past Director of Alliance of Shelter

Rachel Phillips  
Student  
Laurel Ridge Community College

Tina Putman  
Director of Surgical Technology  
Laurel Ridge Community College

Amiee Scott  
Operating Room Educator  
Mary Washington Hospital

Ashley Seabolt  
Clinical Coordinator  
Laurel Ridge Community College

Kristina Simpson  
Director of Health Professions  
Laurel Ridge Community College

Anne Sullivan  
INOVA Periop Education  
Coordinator  
INOVA

Dr. Paul Ulich  
Surgeon/Physician  
Winchester Medical Center

Teresa Ward  
Student  
Laurel Ridge Community College

Annie Waters  
INOVA Fairfax Tower  
INOVA

LAUREL RIDGE COMMUNITY COLLEGE  
173 Skirmisher Lane  
Middletown, VA 22645

RECOMMENDATION FOR COLLEGE BOARD

TO: Kimberly P. Blosser, President  
FROM: Anne P. Davis, VP of ASA  
DATE: 10/25/2022  
SUBJECT: Item Recommendation for College Board Agenda

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

Information Item: ☐ or Action Item: ☒

Item Title for Agenda (be specific): **Approval of new Human Resources CSC.** This CSC is designed to prepare students for human resources positions in a variety of organizations. The program of study develops a variety of human resources principles and techniques, including employee recruitment and selection, training and development, compensation management, and employment law.

Attachments (List supporting documents): Curriculog Proposal

# Human Resource Management, CSC

2023-2024 Program New

## General Catalog Information

School\*

Professional Programs

Type of Program\*

- ☒ Program  
☐ Shared Core

Transfer

- ☐ Associate of Arts (AA)  
☐ Associate of Science (AS)

Occupational/Technical

- ☐ Associate of Applied Science (AAS)  
☐ Associate of Applied Arts (AAA)  
☐ Certificate  
☒ Career Studies Certificate (CSC)

Other

- ☐ Specialization (only available for AAS or AAA degrees)  
☐ Major

Program Title\* Human Resource Management, CSC

Description\*

The human resource management career studies certificate is designed to prepare students for human resources positions in a variety of organizations. The program of study develops a variety of human resources principles and techniques, including employee recruitment and selection, training and development, compensation management, and employment law.

16 credits total (4 credits existing courses-BUS 205 and SDV 100, 12 credits new master course file addition courses-BUS 214, BUS 217, BUS 218, BUS 240) <- This part is not to be included in the catalog

During the Business and Accounting Curriculum Advisory Committee meeting held in July 2022, the committee discussed a proposal to create several new career studies certificates, including one in Human Resources. Based on the positive occupational outlook in this field, a new CSC was developed.

Program New to VCCS? ☒ Yes ☐ No

Program will be delivered in the following modes (select all that apply):\* ☒ Face-to-Face ☒ Virtual/Online ☒ Hybrid

Have you contacted the program lead in impacted areas? ☒ Yes ☐ No

Attached ☐ Name attachment here

College Code:\*

LF298

FICE Code:\*

008659

Proposed Initiation Date:\* Fall 2023

Proposed 1st Degree Conferral:\* Spring 2024

Costs to be funded by: (check all that apply) ☒ Increased enrollments in existing courses taught at the college ☒ Savings through program restructuring or discontinuances ☒ Savings through attrition from other programs ☒ Enrollments in new courses ☐ Other

If other, please explain: N/A

Additional Funding Required? ☒ Yes ☐ No

Additional Funding: Facilities

Additional Funding: Equipment

Additional Funding: Operations \$1000.00 addition to business program budget (activities related to HR course activities & to promote, launch program)

Additional Funding: Other

Additional Faculty Required? ☒ Yes ☐ No

First Year Full Time

**Additional Faculty:** 1-3 adjunct faculty with human resource specialization (BUS 214, BUS 217, BUS 218)  
**First Year Adjunct**

**Additional Faculty:**  
**Second Year Full Time**

**Additional Faculty:**  
**Second Year Adjunct**

**FTES Enrollment** 6  
**Projection: First**  
**Year\***

**FTES Enrollment** 12  
**Projection: Second**  
**Year\***

**FTES Enrollment** 18  
**Projection: Third**  
**Year\***

If after 3 years the 8  
program does not  
sustain an enrollment  
of \_\_\_\_\_ FTES, the  
program will be  
analyzed to  
determine whether or  
not it should be  
continued.\*

Is this program ☐ Yes ☒ No  
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?\*

Do you recommend ☒ Yes ☐ No  
this program be  
considered for G3  
funding eligibility  
based on alignment  
with the G3 targeted  
industry sectors?\*

**Estimated Annual Job  
Openings Local**

Human Resource Specialists

Median Salary

\$74,210

Since August 2019, 518 companies have posted 1,473 jobs for Human Resources Specialists.

Human Resource Assistants

Median Salary

\$47,099

Since August 2019, 112 companies have posted 207 jobs for Human Resources Assistants.

**Source and Date of  
Data**

Career Coach by Lightfoot Data

Retrieved Friday, September 9th

**Is the program  
eligible for Title IV  
support?**

☒

Yes

☐

No

**Acalog Catalog Administrator - Do Not Modify**

**Degree Type**

**Program Type**

**Acalog Catalog Owner**

**Acalog Catalog Status**

☐

Active-Visible

☐

Inactive-Hidden



LAUREL RIDGE COMMUNITY COLLEGE  
173 Skirmisher Lane  
Middletown, VA 22645

RECOMMENDATION FOR COLLEGE BOARD

TO: Kimberly P. Blosser, President  
FROM: Anne P. Davis, VP of ASA  
DATE: 10/25/2022  
SUBJECT: Item Recommendation for College Board Agenda

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

Information Item: ☐ or Action Item: ☒

Item Title for Agenda (be specific): **Approval of new Financial Services CSC.** This CSC is designed to prepare students for entry-level financial services positions. Students who successfully complete the CSC will:

- 1.) Explain basic-entry level financial services industry functions and their integration into the banking and credit union industry.
- 2.) Demonstrate effective oral and written communication skills.
- 3.) Apply critical thinking and decision-making skills.
- 4.) Distinguish the importance of an ethical work environment.
- 5.) Apply information and technology tools relevant to the profession.
- 6.) Demonstrate effective customer service management skills.

Attachments (List supporting documents): Curriculum Proposal



# Financial Services, CSC

2023-2024 Program New

## General Catalog Information

School\*

Professional Programs

Type of Program\*

- ☒ Program  
☐ Shared Core

Transfer

- ☐ Associate of Arts (AA)  
☐ Associate of Science (AS)

Occupational/Technical

- ☐ Associate of Applied Science (AAS)  
☐ Associate of Applied Arts (AAA)  
☐ Certificate  
☒ Career Studies Certificate (CSC)

Other

- ☐ Specialization (only available for AAS or AAA degrees)  
☐ Major

Program Title\* Financial Services, CSC

**Description\***

The Financial Services Career Studies Certificate is designed to prepare students for entry-level financial services positions.

## Program Outcomes

Students who successfully complete the Financial Services Career Studies Certificate will:

1. Explain basic entry-level financial services industry functions and their integration into the banking and credit union industry
2. Demonstrate effective oral and written communication skills
3. Apply critical thinking and decision-making skills
4. Distinguish the importance of an ethical work environment
5. Apply information and technology tools relevant to the profession
6. Demonstrate effective customer service management skills

During the Business and Accounting Curriculum Advisory Committee meeting held in July 2022, the committee discussed a proposal to create several new career studies certificates, including one in Financial Services. Based on the positive occupational outlook in this field, a new CSC was developed.

**Prospective Curriculum\***

Program New to VCCS? \* ☒ Yes ☐ No

Program will be delivered in the following modes (select all that apply): \* ☒ Face-to-Face ☒ Virtual/Online ☒ Hybrid

Have you contacted the program lead in impacted areas? \* ☒ Yes ☐ No

Attached ☐ Name attachment here

College Code: \*

LF298

FICE Code: \*

008659

Proposed Initiation Date: \* Fall 2023

Proposed 1st Degree Conferral: \* Spring 2024

**Costs to be funded  
by: (check all that  
apply)**

- ☒ Increased enrollments in existing courses taught at the college
- ☒ Savings through program restructuring or discontinuances
- ☒ Savings through attrition from other programs
- ☒ Enrollments in new courses
- ☐ Other

**If other, please  
explain:** N/A

**Additional Funding  
Required?\*** ☒ Yes ☐ No

**Additional Funding:  
Facilities**

**Additional Funding:  
Equipment**

**Additional Funding:  
Operations** \$1000.00 addition to the business program budget (activities, guest speakers, projects related to financial services, marketing/promotion of new program)

**Additional Funding:  
Other**

**Additional Faculty  
Required?\*** ☒ Yes ☐ No

**Additional Faculty:  
First Year Full Time**

**Additional Faculty:  
First Year Adjunct** 1-3 adjunct faculty with business math, finance specialization/experience and selling/customer service ( BUS 125, FIN 108, FIN 110, MKT 110, MKT 170).

**Additional Faculty:  
Second Year Full Time**

**Additional Faculty:  
Second Year Adjunct**

**FTES Enrollment  
Projection: First  
Year\*** 6

**FTES Enrollment  
Projection: Second  
Year\*** 12

**FTES Enrollment  
Projection: Third  
Year\*** 18

If after 3 years the 8  
program does not  
sustain an enrollment  
of \_\_\_\_\_ FTES, the  
program will be  
analyzed to  
determine whether or  
not it should be  
continued.\*

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 ☒ No

Do you recommend  
this program be  
considered for G3  
funding eligibility  
based on alignment  
with the G3 targeted  
industry sectors?\*

☒ Yes ☐ No

Estimated Annual Job  
Openings Local

Since August 2019, 35 companies have posted 489 jobs for Tellers.

New workers generally start around \$29,058. Normal pay for Tellers is \$37,879 per year, while highly experienced workers can earn as much as \$48,033.

Since August 2019, 63 companies have posted 750 jobs for Securities, Commodities, and Financial Services Sales Agents.

New workers generally start around \$33,194. Normal pay for Securities, Commodities, and Financial Services Sales Agents is \$52,981 per year, while highly experienced workers can earn as much as \$141,479.

Source and Date of  
Data

Retrieved 9/15/2022 from Career Coach

Is the program  
eligible for Title IV  
support?\*

☒ Yes ☐ No

**Acalog Catalog Administrator - Do Not Modify**

Degree Type

**LAUREL RIDGE COMMUNITY COLLEGE**

173 Skirmisher Lane  
Middletown, VA 22645

RECOMMENDATION FOR COLLEGE BOARD

TO: Kimberly P. Blosser, President  
FROM: Anne P. Davis, VP of ASA  
DATE: 10/25/2022  
SUBJECT: Item Recommendation for College Board Agenda

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

Information Item: ☐ or Action Item: ☐

Item Title for Agenda (be specific): **Approval of discontinuation of Entrepreneurship CSC.** A review over the past year of the Entrepreneurship Career Studies Certificate detailed low enrollment and low graduation rates (trends in program enrollments and graduates. There have been 10 graduates since 2012-2013. There are a number of other resources in the service region related to entrepreneurship and small business development which keeps students from enrolling in the CSC.

Attachments (List supporting documents): Curriculum Proposal



# Entrepreneurship, CSC

## 2023-2024 Program Discontinuation

### General Catalog Information

School\*

Professional Programs

Type of Program\*

- ☒ Program  
☐ Shared Core

Transfer

- ☐ Associate of Arts (AA)  
☐ Associate of Science (AS)

Occupational/Technical

- ☐ Associate of Applied Science (AAS)  
☐ Associate of Applied Arts (AAA)  
☐ Certificate  
☒ Career Studies Certificate (CSC)

Other

- ☐ Specialization (only available for AAS or AAA degrees)

Program Title\* Entrepreneurship, CSC

VCCS Program Code 221-212-10

CIP Code 52.0299

Program Start Date

Description\*

The purpose of this career studies certificate is to provide students with foundation skills in finance, accounting, marketing, business law and human resources required to develop and open a business.

Term and Year  
program closed to  
new enrollments\* Spring 2023

Term and Year  
program deactivated  
for data  
submission/closed\* Spring 2024

**Reason(s) for  
Discontinuance\***

Laurel Ridge Community College often reviews program viability to determine if we are meeting the needs of business and industry and if we have sufficient graduates to continue with the programming. A review over the past year of the Entrepreneurship Career Studies Certificate detailed low enrollment and low graduation rates (trends in program enrollments and graduates).

10 graduates total since 2012-2013.

Given this information, the College made the decision to discontinue the Entrepreneurship CSC.

There are a number of other resources in the service region related to entrepreneurship and small business development which keeps students from enrolling in the CSC.

A review of program-placed students shows approximately 33 students, however, only 8 have actively completed classes over the last 2 years.

During the July 2022 Business and Accounting Curriculum Advisory Committee meeting the committee discussed discontinuing this CSC due to low enrollment.

**Have you contacted  
the program lead in  
impacted areas?\***



Yes



No

## Certificate Curriculum

### First Semester

BUS 116 Entrepreneurship	3
BUS 241 Business Law I	3
ITE 152 Introduction to Digital Literacy and Computer Applications	3
MKT 100 Principles of Marketing	3

**Semester Total: 12 Credits**

### Second Semester

ACC 262 Principles of Federal Taxation II	3
BUS 205 Human Resource Management	3
FIN 215 Financial Management	3

**Semester Total: 9 Credits**

**Program Total: 21 Credits**

Students who register for the Entrepreneurship Career Studies Certificate are also encouraged to take ACC 211 in addition to ACC 262, although it is not a requirement.

Attached\* ☒ Enrollment Data



Attached ☒ Teach out plan

## Aalog Catalog Administrator - Do Not Modify

Degree Type

Career Studies Certificate

Program Type

Business

Aalog Catalog Owner

Business

Aalog Item Id 846

Aalog Catalog Status ☒ Active-Visible ☐ Inactive-Hidden

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

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

**LORD FAIRFAX COMMUNITY COLLEGE  
LOCALITY PRORATA REQUEST FOR FY 2022 - 23**

<b>County/City</b>	<b>Fall, 2019 Student Enrollment</b>	<b>Percent of Enrollment (rounded)</b>	<b>FY2021-22 Prorata Request (based on actual %)</b>
Clarke	294	4.93%	17,965
Fauquier	1,289	21.64%	78,764
Frederick	1,467	24.63%	89,640
Page	324	5.44%	19,798
Rappahannock	125	2.10%	7,638
Shenandoah	787	13.21%	48,089
Warren	677	11.36%	41,368
Winchester	994	16.69%	60,738
<b>TOTAL</b>	<b>5,957</b>	<b>100.00%</b>	<b>\$364,000</b>

## Reports of the College

Laurel Ridge Community College Board Meeting No. 260

November 10, 2022

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### a. President, Kim Blosser

#### College Engagements

- All College Day (ACD) was held on Friday, September 30 from 8 am - 12 noon at the Middletown campus. ACD is held each fall semester and used as a of collective visioning, professional development, and planning for the college. ACD 2022 focused on moving forward and gaining traction with the college's Engage 2027 Strategic Plan. Ben Freakley served as one of the concurrent session presenters.
- President Blosser met with new classified staff and admin faculty employees hired since March 2023 at both the Middletown (10/24) and Fauquier (10/25) campuses.
- The President's Virtual Open Forum was held on November 2 at 12:30 p.m. All employees are invited to attend and are invited to submit any questions they may have.
- President Blosser will host a lunch and open forum for students:
  - Tuesday, November 1 at 1:00 pm, Fauquier Campus
  - Monday, November 7 at 1:00 pm, Middletown Campus
- The College and Educational Foundation are hosting a Drive-Thru birthday party for Bob Sowder at the Fauquier Campus on Friday, December 2, at 11:0am.
- President Blosser, Anne Davis, Chris Coutts, and Amy Judd will be attending the Southern Association of Colleges and Schools, Commission on Colleges, Annual meeting in Atlanta, GA on December 3-6. SACS-COC is our college's accrediting body, and we will be required to complete our 5-year interim re-affirmation report in September 2023.
- The college's Employee Holiday Event will be held on Friday, December 16 from approximately 9am – 12noon. Details to come.

#### College / VCCS Updates

- Lab Schools – the College is meeting with a group of public schools including Rappahannock, Culpeper, Madison, and Orange, Germanna Community College, and James Madison University about the possibility of a Lab School focused on Teacher Education. Discussions are just beginning but we should have more specifics and a path forward identified by the end of this calendar year.
- The VCCS has identified our 2023 Legislative Priorities:
  - Increase Workforce Credentials Grant Funding: \$2.7M in recurring funding
  - Provide Start-Up and Capacity Building Funds for High-Cost, High Demand Workforce Programs with Employer Match: \$12M in non-recurring funding
  - Provide Funding to Support Internship and Career Placement Opportunities: \$10M in recurring funding
  - Expand Healthcare and Behavioral Health Dual Enrollment Pathways: \$10M in recurring funding
  - Increase Academic Student Advising Capacity: \$6.3M in recurring funding
  - Address Mental Health Barriers: \$2.4M in recurring funding

- Chancellor's Search – the search process has begun and the Chancellor's Search Profile and details about the process are posted here: <https://www.vccs.edu/chancellor-search/>
- The State Council of Higher Education for Virginia (SCHEV) is conducting a Higher Education Cost Study. The 2021 General Assembly provided \$300,000 in general fund for SCHEV to lead the study of costs and funding needs for Virginia public higher education institutions. The Final Report is posted on the SCHEV website: [www.schev.edu](http://www.schev.edu). Next steps will be to make recommendations to the General Assembly for changes to the model.
- The VCCS President's approved a change to FastForward funding that will now be sent to the State Board for approval. This change will now allow high school seniors to be eligible for FastForward funding.
- The College has sent a letter of support to Governor Youngkin for including in his budget amendment language that would authorize supplemental Medicaid payments to physicians. This would be a partnership between the College and Valley Health System and would result in additional reimbursement for the hospital system and grant funding for the College to support and expand health care related programs.

**b. Workforce Solutions, Jeanian Clark, vice president of Workforce Solutions**

Workforce Solutions Quarterly Performance Update, First Quarter, FY23 (Attachment No. 8)

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

Grants

- Awarded from Anthem through the VCCS (RVHI) in the amount of \$8,500 for Single Stop outreach efforts and direct student support incentivizing connection with Single Stop coordinators.
- Awarded \$2,500 from the PATH Foundation Better Together fund to bring a motivational guest speaker to the Fauquier campus.
- Developed and submitted Black & Decker proposal for \$100,000 for the Center for Skilled Trades.
- Working on business partnership development for the GO Virginia Technology Academies project in Rappahannock and Fauquier counties. Zoom info sessions (facilitated by Craig Santicola) are scheduled throughout November to acquaint businesses (particularly those who submitted letters of support during the grant application process) with the project.
- Presented for All College Day on the Innovative pillar of the college's strategic plan

Marketing

- The Spring Enrollment Campaign continues for college-wide and Academic Program Marketing.
  - The campaign included digital media advertising, direct mail and other advertising running through January 10 for spring enrollment.

- The plan includes both paid and non-paid strategies moving leads to application to the college or to reenroll for spring classes.
  - Plans are being formed to support targeted program promotions including paid digital ads and targeted information sessions supporting Fall enrollment. Targeted programs include Engineering, Healthcare, Drones, and Transfer.
- Laurel Ridge Workforce Solutions Winter-Spring Campaigns Highlights
  - V1 Course Catalog hitting the market by December 1, 2022 and V2 Course Catalog by January 1, 2023.
  - Other targeted paid and non-paid strategies for specific programs in open enrollment and corporate training continue or will begin starting in December.
- Career Hub Campaign
  - Working with a digital partner (WDVM News / DC NOW), this project will work to consolidate past promotional videos of programs, news stories of programs/careers, and produce new videos supporting a new career hub website. Videos to be produced will focus on Corporate Training, Mechatronics, Healthcare, and Information Technology as well as other content on this external web page. Videos will also be leveraged for additional lead nurturing and hosted on our website.
- Fall Open House event marketing and outreach
  - Collegewide open house style events on October 1 at the Luray Page-County Center, October 15 at the Fauquier Campus, and November 5 at the Middletown Campus are encouraging traditional and non-traditional student audiences to learn more about Laurel Ridge
  - Paid social media, newspaper, direct mail, radio and other unique marketing have been leveraged to promote these events.
- Streamlining Tour Requests, Information Sessions and Coaching Appointments
  - Working with our outreach teams, we will position our college web home page and future student pages to better showcase the virtual walking tour (currently a video), tour and meeting requests, and program specific information sessions. This is an effort to automate nurturing strategy and increase outreach staff efficiency.

#### Public Relations and College-wide Events

- Public Relations Coordinator, Sally Voth ensures that the college is posting daily on social media. She is also monitoring all accounts to ensure that we are providing quick replies and responses to the community.
- Following the colleges social media accounts is a great way to stay connected to stories, events on and off campus, and new initiatives: [facebook.com/laurelridgeedu](https://facebook.com/laurelridgeedu); [Instagram.com/laurelridge\\_edu](https://Instagram.com/laurelridge_edu); and [twitter.com/laurelridgeedu](https://twitter.com/laurelridgeedu)
- Sally is actively identifying social media opportunities as they are happening on our campuses and in the community. Each week she reviews the Student Life newsletter and college reservation calendar to identify newsworthy opportunities to capture. As you can imagine, we always have more than enough opportunities and enjoy the challenge of keeping up with it all. We maintain flexible schedules to ensure we are not missing any great leads.

- For the below post we found out about this meeting 30 minutes before it started and were able to adjust our schedules to attend to capture details and photos for the post highlighting our partnership with Valley Health and the opportunities for our students.
- We continue to strengthen relationships with media outlets in the service region and beyond and continually provide press releases.
- Over the past three months we have been compiling stories for the next edition of The Laureate which you will see in your mailbox December 2022. This edition revolves around the theme of Innovation where you'll enjoy reading about Hazel Hall and how it will allow us to expand our programs in high-demand fields, including nursing and engineering, and the wonderful learning opportunities it offers, such as the makerspace – a lab with high-tech equipment suitable to work on engineering projects. You will also learn about a couple of our engineering professors and their students, and much more. We are also excited to have had Debora Harvey, executive director of the Heavy Construction Contractors Association, writing the guest column for this edition. She writes about the innovative partnership the association has with Laurel Ridge and how that led to the creation of our Heavy Equipment Operator program, which now serves as a model for the rest of the Virginia Community College System.
- We continue to strengthen our partnership in the community through public relations and hosting events at the college for those partners. In the month of October, we welcomed over 500 community members to our locations for non-college related events and meetings. We work with these organizations to ensure they have an inviting space to conduct their mission, while also giving their participants the opportunity to explore our facilities and learn about our program.
- Here is a list of some of our most recent events and SOME of what is to come.
  - Shenandoah County Veteran Services V3 Program Hosted by Shenandoah County Chamber of Commerce
  - Fauquier County Public Schools 10-12 Grade ESL Students – Dr. Jose Luis Zelya, Ph.D workshop
  - Winchester Chapter AAPC (coding) Certification
  - Shenandoah County Leadership Program
  - Skyline Regional Justic Academy Graduation
  - Page County Chamber Non-Profit Council
  - Page County Chamber Lunch and Learn
  - Emergency Medical Services Training
  - Shenandoah Astronomical Society
  - Fauquier County Principals Leadership Meetings
  - Department of Aging and Rehabilitation Services Staff Meting
  - Rotary Club of Warrenton – Flags for Heros
  - Blue Ridge Area Food Bank – Conversations Over Coffee
  - Valley Middle School Cross Country Conference Meets
  - Boys and Girls Clubs of Fauquier Thanksgiving Dinner
  - Boys and Girls Club of Fauquier 25<sup>th</sup> Anniversary Celebration
  - Page County Sheriff's Law Enforcement Training
  - Page County Public Schools Handle with Care Training

- Fauquier Chamber of Commerce Gala
- GO Virginia Board of Directors Meeting
- Liberty High School Prom
- We are honored to be hosting the Golden Rule Builders Employees Holiday Celebration in The Barkman this December. Joel Barkman is the owner/CEO of Golden Rule Builders, so the college is honored to host their employees in the new space.
- Collegewide events for 2022-23 have been finalized and we have begun the planning stages for all of them.
- Strengthening the college brand in the community is certainly a priority, but it has also been a focus at our locations. We continue to identify opportunities to create inspiring spaces on campus with our new brand and currently have the following in “the works.”
  - Program posters and a Laurel Ridge leaf decal for the first floor of the Corron Building.
  - Program posters for the Science and Health Professions Building hallways.
  - DNA Wrap vinyl and/or Health Professions wall mural for the Science and Health Professions Building
  - Program posters for The Loeb
  - College name sign on the back side of the Luray Page County Center facing the Janet Shimel Memorial Garden
  - Laurel Ridge wall display for the new Smith Building Addition
  - Employee Distinguished Awards display at all three locations
  - Program posters in the Smith Hall hallway
  - Workforce Window Vinyl Decal in the Corron
  - Laurel leaf decal in the Hazel Hall and American Woodmark board rooms
  - Program posters and laurel leaf decal in the Early College and Professional programs suite.

#### Planning and Regional Accreditation

- Laurel Ridge received an official letter from SACSCOC, our regional accreditor, notifying us that our accreditation Fifth-Year Interim Report is coming up. The Interim Report, which looks at our basic governance, operations, student achievement, and our Quality Enhancement Plan, is due September 15, 2023, for review by the Fifth-Year Review Committee in December 2023.

#### Fauquier Campus

- Maggie Bausch joined the campus as a Library Specialist on October 25. Maggie has been an English instructor at the College for seven years.
- Andrew Han has joined the Financial Aid Office as a Financial Aid Advisor at the Fauquier Campus. Andrew will be assisting students and their families through the financial aid process as well as assisting in the behind-the-scenes processing. He is an alumnus of Laurel Ridge, where he studied Business Administration and Management before transferring to George Mason University.
- We will host the Fauquier Chamber Annual Meeting & Gala in the Barkman Center in Hazel Hall on November 5. The theme is Dancing through the Decades!



- The Rotary Club of Warrenton will display a field of Flags for Heroes in front of the campus Veteran's Day weekend, November 11-13.
  - More than 150 flags honoring local heroes such as veterans, teachers, first responders, and law enforcement will be set out on the field in front of campus.
  - A ceremony honoring our veterans will take place in the Barkman Center on November 10 at 3pm.
  - Progress is being made on the ground clearing for the Center for the Skilled Trades building.

**d. Academic and Student Affairs;** Anne Davis, vice president of academic and student affairs

Academic Affairs Updates

- SCHEV Transfer Framework – as part of the ongoing transfer initiatives, VCCS and SCHEV have developed a “transfer framework” which allows colleges in the VCCS to offer one of 10 transfer degree options. By Fall 2025, all VCCS Associate of Arts & Sciences (AA&S) degree programs and all specializations of AA&S, Associate of Arts (AA), and Associate of Science (AS) degrees will transition either to an AA or AS degree program, or to a pathway within such a program. Pathways will be assigned to each college's most closely related degree program; no pathways will be assigned to General Studies. The 10 AA and AS degree programs that are approved by SCHEV for use by all VCCS colleges are the following: (1) AA in Liberal Arts; (2) AS in General Studies; (3) AS in Business Administration; (4) AS in Computer Science; (5) AS in Education; (6) AS in Engineering; (7) AS in Health Sciences; (8) AS in Information Technology; (9) AS in Science; (10) AS in Social Sciences. We anticipate that it will take a full academic year (2022-2023) for colleges to identify the pathways and the degrees to be used in the new framework.
- The AAS in Nursing program was recently re-accredited by ACEN.
- Faculty and staff participated in World of Works (WoW) event with interactive hands-on activities promoting our programs.
- STEM faculty are working on interdisciplinary research projects with students as a creative approach to solve real-life problems.
- School of STEM received a \$45,000 grant from the Micron Foundation to be used to acquire equipment for Our Makerspace at the Fauquier campus (\$40,000) and to provide two computers for the Workforce Mechatronics program (\$5,000).
- Education faculty lead Lori Killough is working with JMU on an initiative known as Grow Your Own that provides funds for paraprofessionals working in the k12 schools to start their education at Laurel Ridge and move to JMU to complete their bachelor's degree.
- Many of our faculty are directly involved in the common curricula project that is under Transfer Virginia. The state 2 – and 4 – year faculty are meeting to create pathways for students interested in pursuing certain majors to follow for seamless transfer around the Commonwealth.

Academic Systems Updates

- Ad Astra is a new software scheduling software that allows the college to better manage the assignment of rooms for instruction and campus-wide events. A small group of college staff has been working with the vendor to implement Ad Astra for the college

- Curriculog is the new curriculum management software for managing curricular proposals. The implementation is going well. Faculty are finding it intuitive to use and the workflow features have allowed for more transparent and timely process.

#### Student Services

- 6 staff are at the advising and coaching institute created for the new student onboarding project.
- November 9th Student Services and Academic Support is holding a staff retreat on core values.
- Veteran's Office successfully completed a federal audit with just one finding.

#### Student Engagement Activities

- World Mental Health Day was held Oct 10<sup>th</sup> with interactive discussions and education activity about mental health and hygiene, equitable access, stress management, reducing stigma, college resources
- A safeTALK Suicide Prevention Training was held Oct 10<sup>th</sup>
- Trunk or Treat family event was held on Middletown campus on Friday, Oct 28<sup>th</sup> with a costume context and safe family Halloween experiences
- Phi Theta Kappa Honor Society inducted new members in October at both Middletown and Fauquier campuses
- Student Life is hosting a Leadership Circle as part of Native American Heritage Month on Nov 14<sup>th</sup> at the Fauquier Campus

#### **e. Financial and Administrative Services;** Craig Short, vice president of financial and administrative services

##### Business Office

- Closed out the Name Change standing meeting
- Working on revisions to the Refund Policy 60004
- Finished year end reporting to the VCCS.
- Calculating FY24 requests to localities for submittal over the next quarter.

##### Auxiliaries and Facilities Planning/Facilities Management

- Hazel Hall substantially complete for beneficial occupancy; first classes took place in August, 2022 and the building dedication took place as planned late September. There are remaining items to be completed due to supply chain challenges with materials, etc., however, the building is now in full use.
- Wolk Hall no longer on hold and contractor re-pricing for the project and developing revised schedule. Approval to issue the contract to K&L provided on Friday 10/21/22.
- Trades Lab; contracts for site and building signed, site permit obtained August and passed on to Miller Brothers and the Architect, who obtained the SWPPP and site disturbance permit as well as submitted for the building permit (for the building portion only). Erosion and Sediment Controls currently being installed as part of the initial sitework.

- Wolk Hall Projects design complete and in procurement (permitting changes have been made) with VCCS Project Management: Police Desk relocation, Student Success Suite renovation, Bookstore relocation. Anticipate proposals for processing week of 10/24.
- Middletown Projects design complete and in procurement with VCCS Project Management: Veterans Suite renovation, Room 501 Office separation, and vending area improvements. These projects are fully approved and purchase orders issued.
- Lighting upgrades in Wolk Hall at 99% complete pending arrival of final material.
- Major HVAC controls upgrade project at Middletown Campus with Johnson Controls is underway at approximately 50% complete.
- Night shift custodial supervisor has been hired.
- Two tech positions are currently in the recruitment process with one near the identification of the candidate for Middletown Campus.

#### Police

- Continuing to fill vacant positions; almost fully staffed until one FTE provided notice, creating a new vacancy.
- Continue to coordinate training with local law enforcement and first responder agencies in our service region.
- Continue to work with IT and Facilities on the installation of the Alertus system college-wide and planning emergency drills (fire/active threat/etc; See IT update as well).
- Held self defense classes for civilian staff and students at both campuses (RADS replacement training).
- Continuing with the “Supervisor on Duty” program for Fall Semester.
- Continue to work through cell phone issues on Middletown Campus with police duty phone. Considering changes to the operational approach to the police desk phone.
- Working on changes to the Threat Assessment Policy.
- Researching purchase of new body armor and “less than lethal weapons” for officers.
- Sending two officers to CPR/AED/First Aid Instructor Training in November.

#### Information Technologies

- Recruitment for CIO resulted in a failed search. Re-issuance of position in progress for renewed process; candidate pool has narrowed down for first round of interviews. Hope to have position filled by EOY.
- Begin working on the CAE learning space to integrate the cameras and system bought for the hazel hall.
- Working on standing up a new virtual environment in cornerstone hall to decommission the old virtual environment in SHP.
  - This work is planned so that it will give us better reliability since the hardware is failing in the old environment, power issues in SHP, and temperature control in SHP.
  - With the move to cornerstone things should be up more often and we will have less issues after a power outage.
- There is a VCCS Policy that does not allow us to forward emails outside of our Laurel Ridge domain.
  - Because of this we will be sending out a notification that the forwarding feature will be turned off so that we can be in compliance with the VCCS and check it off of our ARMICS corrective action plan

- Backfilling open positions remains a high priority to build out staffing and significant progress has been recently made.
  - Fauquier Tech II has been filled by Jacob Wiles, Fauquier Tech I filled by Russell, Part time position opening has been closed; working on interviews.
  - Middletown helpdesk tech II filled by Lisa, EndPoint Manager remains open, Helpdesk Tech I position opened by the movement of Jacob Wiles to be posted for backfilling, part-time position opening is closed, working on setting up interviews
  - Chris Grabenstien remains Senior Network Tech College wide.
  - Stephen Kilpatrick was hired as the college wide network tech.
- HyFlex installations continue to be underway at Middletown and Fauquier Campuses and are expected to continue through the Fall semester without interruption to class schedules. Classrooms that have been or are in the process of being upgraded to HyFlex at this time are Jenkins Hall rooms 105 (Claude Moore Lab), and rooms 207/208/209 and room 201 (conference room). Fauquier Campus – Wolk Hall rooms 201/203, 202/206, 205/207, 208/210, 103 (innovation space renovation), 104 (renovation), 105 (cyberlab renovation), 106 (renovation), 107, 109 (renovation), 111, 115 and the existing cyberlab. Hazel Hall rooms 103 (Barkman Conference Center), 105 (conference room), 106, 109, 110 (conference room) 123A, 123B, 204, 205, 207, 210 (conference room), 211, 214 (conference room), 228 (conference room). Middletown Fairfax Hall rooms 300, 304, 306 (cyberlab), 307, 309, 601, 602, 603, and room 201 (innovation space). Science Health Professions rooms 136/138, 145, and 234. Student Union rooms 118/119.
- Hazel Hall classroom technology installation underway for ETF and Project Based funded items. There are some components of the systems that have yet to be received/manufactured which are causing delays in project completion and resulted in having to make temporary “work-arounds” but the infrastructure, WIFI capability and major components have been installed and commissioned. Classrooms are operational until final components can be delivered in December and finalized over the winter break.
- Logmein remote access tool has been deployed and in use with positive feedback.
- Endpoint manager software has been deployed and is in the process of being rolled out to students and staff on an “as appropriate” and incremental basis until there is widespread adoption/awareness.
- Business Impact Analysis is in process with various departments across the college.
- IT procured and set up temporary sound systems for each of the three campus locations so that each one has a backup sound system for redundancy.
- VCCS is looking at a new phone system (Teams) by the end of the year and it looks like it will tie into our current Cisco phone environment.
- VCCS is implementing and otherwise strongly encouraging early adoption of Cyber Ark installation and adoption for privileged accounts.
- There is a VCCS Cybersecurity tabletop exercise planned for November 1<sup>st</sup>. Invitations have been sent out to the Laurel Ridge team for attendance (or alternates)
- Fall CIO/ISO conference is being held virtually the 26<sup>th</sup> and 27<sup>th</sup> of October; Evan Pangle will be attending for Laurel Ridge.

- Alertus is being implemented and comes with an unlimited amount of panic buttons that we can install for everyone on campus as a replacement for the outdated and unreliable system that is in place.
  - Alertus is going to tie into Rave to speed up the response time of emergency alerts going out to the Laurel Ridge community.
- Implementation of Team Dynamix (the replacement for quest kace) should be in use by the end of the calendar year after several months of configuration. This replacement and subsequent elimination of quest kace will allow us to decommission our exchange server and become in compliance with VCCS standard.
- ARMICS issues remediation remains in progress.
- As a result of the name change transition, our email DMARC has seen a spike in activity; the VCCS has tasked us with getting it back up where it is supposed to be to better protect emails from cyber-threats.
- VCL pilot testing is going on. VCL Virtual Computer Lab is an initiative to provide students with a virtual space that they can login to to complete work that requires special programs or equipment. This will help with students having to come to campus to find time to use a lab between classes, having to have the right computer, having to rent a computer, having to buy software. This VCL environment should allow a student access to a virtual lab that has everything they need to do their assignments better increasing access.
- LastPass password manager is being launched for everyone to enroll and use now. You can authenticate to it with your MyLaurelRidge VCCS credentials and it creates and stores passwords for any account you may need. It also has the added benefit of coming with a family plan for free. Students get support directly from LastPass whereas everyone else can contact IT.
- WiFi rebranding and eduroam wifi
  - Eduroam wifi should let you connect using your VCCS credentials and it should be the same at all other colleges.

**f. Development; Laurel Ridge Foundation;** Liv Heggoy, associate vice president of development

- We received a generous 3-year, \$60,000 gift to support an annual academic scholarship (\$15,000), Dual Enrollment Scholarship with preference given to Warren County students (\$2,000), and Student Success Fund (\$3,000) to be applied where it is needed most as determined by the Laurel Ridge Foundation.
- We will host our annual gathering of retired employees on Tuesday, November 1.
- On Friday, October 14, we held our first fundraiser at the new Luray-Page County Center and dedicated the Janet Shimel Memorial Garden behind Jenkins Hall. Thank you to the board members who attended!
- October 24 was the deadline for investment management firms to submit a proposal for the management of our endowment and other invested funds – totaling approximately \$9M. Firms were invited to apply.
- Please encourage nominations for the Distinguished Alumni Award – [www.laurelridge.edu/alumni](http://www.laurelridge.edu/alumni) - deadline is December 5.

- We will soon be sending a mass mailing to all alumni. We invested quite a bit of money to have a company (Alumni Sync) take the college's entire list of alumni and run them through various systems to update addresses. I'm not sure that this has ever been done before, but it is an attempt to step up alumni engagement. For alumni who are not donors, it will be the first piece of mail they will receive with the new college name.

# QUARTERLY PERFORMANCE UPDATE

FY22Q4: APRIL - JUNE 2022

### Laurel Ridge Workforce Wins \$800,000 Go VIRGINIA grant to Expand Mechatronics Programs

In August, Laurel Ridge Workforce was awarded an \$800,000 Go Virginia grant to expand its Mechatronics Level 1 program to add an additional full suite of intermediate Level 2 Mechatronics programs to the lineup. The grant funds will be used to purchase advanced manufacturing simulation equipment to support programs in robotics, fluid power, mechanical systems, and programmable logic controllers. These programs are critical to support our employers and industry in running and maintaining advanced manufacturing systems.



VIRGINIA INITIATIVE FOR  
**GROWTH &  
OPPORTUNITY**  
IN EACH REGION



## HIGHLIGHTS

### Workforce Achieves 100% PASS RATE for Students Taking CompTIA Credentials

Laurel Ridge Workforce Solutions and Continuing Education IT Certification program staff and instructors received great news regarding a recent class who completed the CompTIA Network+ class with a 100% industry exam pass rate. The CompTIA Network+ program is one in a series of CompTIA certifications offered through Workforce Solutions, designed for industry professionals focused on infrastructure and troubleshooting, configuring, and managing complex IT networks. In addition to CompTIA Network+ credentials, the unit also offers CompTIA A+, CompTIA Security+, CompTIA CySA+, CompTIA Linux+, and CompTIA CASP+.

### Laurel Ridge Workforce Solutions & Shenandoah County Public Schools Receive Statewide Award

A partnership between Workforce Solutions and Shenandoah County Public Schools was recognized in July for a statewide award through the Virginia School Boards Association (VSBA). The CNA/Phlebotomy program partnership won first place in *Excellence in Workforce Readiness Award* for school divisions with a student population of 5,001 – 10,000 students. Eleven students attending Triplett Tech completed the credentialed program in Phlebotomy through the partnership with Laurel Ridge Workforce Solutions.



## ADDITIONAL UPDATES & INITIATIVES

### LOOKING AHEAD TOGETHER, 2022 & BEYOND

Local businesses report on COVID-19 impact, the Great Resignation, workforce shortages, and pivot strategies to help overcome these challenges.



PREPARED BY  
CORPORATE TRAINING, LAUREL RIDGE WORKFORCE SOLUTIONS

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### Corporate Training Team Hosts Regional Webinar for Employers Facing Workforce Shortage Challenges Associated with the Great Resignation

On August 31, the Workforce Corporate Training team hosted a regional webinar, Looking Ahead Together, 2022 and Beyond. This recent, region-wide employer survey revealed that 93% of employers are fighting against the unprecedented workforce shortage, commonly known as the great resignation. Top industries including construction, professional/technical/scientific services, manufacturing, education, and healthcare participated in the survey and webinar discussion, which addressed tools and strategies to overcome these challenges. The Workforce team compiled the findings into a downloadable report that is included when someone signs up to receive a replay of the webinar. A link to the webinar and report can be found at <https://laurelridgeworkforce.com/lookingahead2022>