

LAUREL RIDGE COMMUNITY COLLEGE
BOARD MEETING
MINUTES NO. 261
February 2, 2023

CALL TO ORDER		
Board Chair Michael Wenger convened a regular meeting of the Laurel Ridge Community College Board at 12:00 p.m., Thursday, February 2, 2023, at the Middletown campus.		
Members Present	Kimberly P. Blosser Edwin C. Daley Krista Farris Paul Johnson Andrew C. Keller Michael A. Lake Brandon Monk Maryam Tabatabai James Wells Michael Wenger	Laurel Ridge Community College Warren County City of Winchester Page County Shenandoah County Frederick County Frederick County (<i>arrived 1:05 p.m.</i>) Clarke County Warren County Rappahannock County
Members Attending Virtually	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>	
Members Absent	Renard Carlos Michael Czinkota Benjamin C. Freakley Brad A. Hodgson Kimberly Jenkins	Fauquier County Page County Shenandoah County City of Winchester Fauquier County
Others Present	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 Cynthia Page, interim vice president of financial and administrative services	
Approval of Minutes No. 260	On a motion made by Mike Lake, seconded by Krista Farris, Minutes No. 260 were unanimously approved. Brandon Monk was not present for vote.	

NEW BUSINESS	
<p>Recommendation to approve 2023 College Board Medallion of Recognition nominations (Action Item)</p>	<p>Laurel Ridge President Kim Blosser reviewed the criteria for medallion recipients and guided board members to review the attached nominations for recipients of the 2023 College Board Medallion of Recognition. Nominees include Brenda Byard, Laurel Ridge retired Dean of Early College and High School Partnerships; Grace Evangelical Lutheran Church, Martha Sims and Jonathan Boynton; and Russell Rinker, Laurel Ridge fine and performing arts supporter.</p> <p>Medallion recipients will be publicly recognized in the 2023 Laurel Ridge Commencement Ceremonies print program and related press release. Honorees will be presented medallions during a recognition ceremony to be held in May 2023.</p> <p>On a motion made by Ed Daley, seconded by Paul Johnson, the 2023 College Board Medallion of Recognition nominations were unanimously approved. Brandon Monk was not present for vote.</p> <p>(Attachment No. 1; 6 pages)</p>
<p>Recommendation to approve 2023 Laurel Ridge Professor Emeritus nominations (Action Item)</p>	<p>Laurel Ridge President Kim Blosser guided board members to review the attached nominations for professor emeritus to be conferred in 2023. Nominees include Frank Borleske, retired associate professor of mathematics (1970-2022); and Cyril Petras, retired associate professor of mathematics (1989-2022).</p> <p>Professor emeritus nominations are submitted by Laurel Ridge full-time faculty. Nominees must meet certain criteria including having taught for ten or more years, being retired for at least one year prior to being nominated, and exhibiting exemplary work during their tenure with the College. There is a maximum of two nominees allotted per year.</p> <p>Professor Emeritus honorees will be publicly recognized in the 2023 Laurel Ridge Commencement Ceremonies print program and related press release. Honorees will be recognized in-person during a special ceremony to be held in May 2023.</p> <p>On a motion made by Paul Johnson, seconded by Andrew Keller, the 2023 Laurel Ridge Professor Emeritus nominations were unanimously approved. Brandon Monk was not present for vote.</p> <p>(Attachment No. 2; 4 pages)</p>

<p>Recommendation to approve 2023 Laurel Ridge Classified Staff Emeritus nominations (Action Item)</p>	<p>Laurel Ridge President Kim Blosser guided board members to review the attached nominations for classified staff emeritus to be conferred in 2023. Nominees include Janet Heishman, retired administrative and office specialist, business office (1972-2012); Eileen Rexrode, retired administrative and office specialist to the dean of humanities, mathematics, and social sciences (1989-2016); and Judy Rinker, retired executive assistant to the president (1972-2010).</p> <p>Classified staff emeritus nominations are submitted by Laurel Ridge classified staff members. Nominees must meet certain criteria including having been employed full-time by the college or VCCS for ten or more years, being retired for at least one year prior to being nominated, and exhibiting exemplary work during their tenure with the College.</p> <p>Professor Emeritus honorees will be publicly recognized in the 2023 Laurel Ridge Commencement Ceremonies print program and related press release. Honorees will be recognized in-person during a special ceremony to be held in May 2023.</p> <p>On a motion made by Mike Lake, seconded by Ed Daley, the 2023 Laurel Ridge Classified Staff Emeritus nominations were unanimously approved. Brandon Monk was not present for vote.</p> <p>(Attachment No. 3; 9 pages)</p>
<p>Recommendation to approve 2022-23 President Evaluation Procedures (Action Item)</p>	<p>Board Chair Mike Wenger recommended to board members that the proposed procedure for the President's evaluation be consistent with years prior. In March, Dr. Kim Blosser will provide board members with a written progress report on the AY 2022-23 Laurel Ridge Institutional Priorities that were approved by the Chancellor in 2022. At the April board meeting, Dr. Blosser will give a verbal progress report on these goals.</p> <p>After the April College Board meeting, board members will complete an anonymous electronic survey evaluating the President's performance over the 2022-23 academic year. A sample survey was included as an attachment for review. The College Board Chair will review the survey results and draft a letter of evaluation for board review. Upon board member approval, the letter will be sent to the Chancellor in May 2023.</p> <p>On a motion made by Andrew Keller, seconded by Maryam Tabatabai, the 2022-23 President Evaluation Procedures were unanimously approved. Brandon Monk was not present for vote.</p> <p>(Attachment No. 4; 5 pages)</p>

<p>Recommendation to approve <i>Name Change of AAS in Management to AAS in Organizational Management</i> (Action Item)</p>	<p>Anne Davis recommended the Name Change of AAS in Management to AAS in Organizational Management for board approval. Board members reviewed the attached curricular proposal.</p> <p>On a motion made by Mike Lake, seconded by Paul Johnson, the recommendation was unanimously approved. Brandon Monk was not present for vote.</p> <p>(Attachment No. 5; 7 pages)</p>
<p>Recommendation to approve new programs in Criminal Justice, Law Enforcement:</p> <ul style="list-style-type: none"> <i>a. Criminal Justice Law Enforcement Associate of Applied Science (AAS)</i> <i>b. Criminal Justice Law Enforcement Career Studies Certificate (CSC)</i> <p>(Action Item)</p>	<p>Anne Davis recommended the following new credit programs in criminal justice law enforcement for board approval:</p> <ul style="list-style-type: none"> a. Criminal Justice Law Enforcement Associate of Applied Science (AAS) degree b. Criminal Justice Law Enforcement Career Studies Certificate (CSC) <p>Board members reviewed the attached curricular proposals.</p> <p>On a motion made by Ed Daley, seconded by Mike Lake, the curricular proposals were unanimously approved. Brandon Monk was not present for vote.</p> <p>(Attachment No. 6; 12 pages)</p>
<p>Recommendation to approve new career studies certificates (CSC):</p> <ul style="list-style-type: none"> <i>a. Artificial Intelligence and Machine Learning CSC</i> <i>b. Immersive Technology CSC</i> <i>c. Robotics and Automation CSC</i> <i>d. Land Surveying CSC</i> <p>(Action Item)</p>	<p>Anne Davis recommended the following new career studies certificates for board approval:</p> <ul style="list-style-type: none"> a. Artificial Intelligence and Machine Learning CSC b. Immersive Technology CSC c. Robotics and Automation CSC d. Land Surveying CSC <p>Board members reviewed the attached curricular proposals.</p> <p>On a motion made by Mike Lake, seconded by Maryam Tabatabai, the curricular proposals were unanimously approved. Brandon Monk was not present for vote.</p> <p>(Attachment No. 7; 24 pages)</p>
<p>Recommendation to approve program discontinuances:</p> <ul style="list-style-type: none"> <i>a. General Engineering Technology, Technical Operations AAS</i> 	<p>Anne Davis recommended the following program discontinuances for board approval:</p> <ul style="list-style-type: none"> a. Discontinuance of General Engineering Technology, Technical Operations AAS b. Discontinuance of Industrial Design CSC c. Discontinuance of Applied Computer Science CSC

<p>b. Industrial Design CSC</p> <p>c. Applied Computer Science CSC</p> <p>d. Industrial Maintenance Technician, Basic CSC</p> <p>e. Hospital Facility Coding CSC</p> <p>f. Medical Administrative Assistant/Transcription/Scribe Certificate</p> <p>(Action Item)</p>	<p>d. Discontinuance of Industrial Maintenance Technician, Basic CSC</p> <p>e. Discontinuance of Hospital Facility Coding CSC</p> <p>f. Discontinuance of Medical Administrative Assistant/Transcription/Scribe Certificate</p> <p>Board members reviewed the attached curricular proposals.</p> <p>On a motion made by Mike Lake, seconded by Ed Daley, the curricular proposals were unanimously approved. Brandon Monk was not present for vote.</p> <p>(Attachment No. 8; 22 pages)</p>
<p>Recommendation to approve naming of college spaces:</p> <p>a. Fauquier Campus, Trades Lab 3, Pro-Tech Service Company, Inc.</p> <p>b. Fauquier Campus, Trades Lab 2, William A. Hazel, Inc.</p> <p>c. Luray-Page County Center, Jenkins Hall, Employee Lounge, Dr. Morgan Phenix</p> <p>(Action Item)</p>	<p>Liv Heggoy recommended the following naming of college spaces for board approval:</p> <p>a. Fauquier Campus, Trades Lab 3, A gift from Pro-Tech Service Company, Inc.</p> <p>b. Fauquier Campus, Trades Lab 2, A gift from William A. Hazel, Inc.</p> <p>c. Luray-Page County Center, Employee Lounge, In honor of Dr. Morgan Phenix</p> <p>These names are recommended by the Laurel Ridge Foundation Board.</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 Mike Lake, seconded by Paul Johnson, the recommendation was unanimously approved. Brandon Monk was not present for vote.</p> <p>(Attachment No. 9; 6 pages)</p>
<p>Recommendation to approve FY 2022-23 College Board Budget Adjustment to Reflect 40.3% Reduction in Frederick County Contribution</p> <p>(Action Item)</p>	<p>Cynthia Page recommended the FY 2022-23 College Board Budget Adjustment to Reflect 40.3% Reduction in Frederick County Contribution for board approval.</p> <p>Frederick County has informed Laurel Ridge that the County's contribution towards the 2022-23 College Board budget is being reduced by 40.3% from the original requested amount of \$92,045 to \$55,000.</p>

	<p>Options for accommodating this budget reduction include using current budget surplus to maintain planned budget; reducing the scholarship awards to Frederick County High Schools; or reducing other areas of the budget.</p> <p>On a motion made by Ed Daley, seconded by Mike Lake, the recommendation, with the amendment to revisit action item if Frederick County acts to fully fund contribution request, was unanimously approved. Brandon Monk was not present for vote.</p> <p>(Attachment No. 10; 2 pages)</p>
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REPORT OF THE COLLEGE BOARD CHAIR

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

REPORT OF THE EDUCATIONAL FOUNDATION BOARD REPRESENTATIVE

There was no report of the Educational Foundation Board Representative.

REPORTS OF THE COLLEGE

(Attachment No. 11; 9 pages)

REPORTS OF THE COLLEGE

Date	Activity	Time	Location
Thursday, April 6, 2023	College Board meeting	12:00 p.m.; <i>lunch served at 11:30 a.m.</i>	Fauquier Campus, Hazel Hall, Barkman Conference Center
Friday, April 14, 2023	Laurel Ridge Educational Foundation Appreciation Luncheon	12:00 p.m.	Middletown Campus, Corron Community Development Center, Carl & Emily Thompson Conference Center
Thursday, May 11, 2023	Laurel Ridge Health Professions Commencement	2:00 p.m.	Middletown Campus
Friday, May 12, 2023	Laurel Ridge Commencement	2:00 p.m.	Middletown Campus
Thursday, June 1, 2023	College Board meeting	12:00 p.m.; <i>lunch served at 11:30 a.m.</i>	Luray-Page County Center

ADJOURNMENT

On a motion by Mike Lake, seconded by Andrew Keller, Board Chair Mike Wenger declared the meeting adjourned at 1:25 p.m.

SUBMITTED BY:



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

APPROVED BY:



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. 260 (November 10, 2022) filed with Sharon Morrissey, Interim Chancellor, Virginia Community College System.

LAUREL RIDGE COMMUNITY COLLEGE
173 Skirmisher Lane
Middletown, VA 22645

RECOMMENDATION FOR COLLEGE BOARD

TO: Laurel Ridge Community College Board

FROM: Office of the President

DATE: January 2023

SUBJECT: Recommended Item 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 2023 College Board Medallion of Recognition nominations**

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

It is recommended that the College Board approve the following nominees as honorees of the 2023 Laurel Ridge Community College Board Medallion of Recognition:

1. Brenda Byard, Laurel Ridge retired Dean of Early College and High School Partnerships
2. Martha Sims and Jonathan Boynton; Grace Evangelical Lutheran Church, Winchester, VA
3. Russell Rinker, Laurel Ridge fine and performing arts supporter

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



Laurel Ridge Community College Board Medallion of Recognition Nomination 2023

Nominee: **Brenda Byard**, retired Laurel Ridge Dean of Early College and High School Partnerships, 2003 - 2022

Brenda began her journey at the college in August 2003 as the Coordinator of the Teacher Education Program. Along the way, Brenda launched the High School Outreach Office to serve secondary partners and the Office of Transition Programs that housed Middle College, Great Expectations, and Adult Basic Education. Bringing these programs to life helped so many underrepresented youth and adults in our community.

Brenda served as the Dean of Business, Technology & Education and the Dean of Academics & Student Services prior to serving as the Dean of Early College and High School Partnerships. Serving in these leadership roles provided Brenda a wholistic understanding of the student experience and the key cogs that lead to every student's success. She maintained a deep appreciation of the college's faculty and the intricate and integral role they played, as well as a keen knowing of academic processes, students' paths through the system, and issues that truly impacted their journey to achievement. Brenda also provided leadership to the Luray-Page County Center providing oversight of all personnel and facilities.

The role Brenda cherished most was her workings with the college's secondary partners. Among her many accomplishments as Dean of Early College and High School Partnerships, Brenda has grown the college's dual enrollment program to record numbers; procured resources for the college through management of Perkins Post-Secondary and Claude Moore Charitable Foundation Grants; procurement of numerous VCCS Chancellor's Innovation Grants and Career Coach Grants; developed teams of career coaches in the high schools; facilitated Mountain Vista Governor's School initiatives; served as the point of contact for all public and private secondary schools and the home school community fostering partnerships that provide opportunities for all students; and advise secondary central office administrators on dual enrollment and credentialing opportunities.

Outside of her crucial roles already mentioned, Brenda has served on countless college, VCCS, and regional secondary education committees resulting in great administrative impact – always with the student experience as her focus and guiding principal. A glimpse into her extensive support to the bridge between secondary education and higher education includes the following:

- Frederick County Public Schools, Career & Technical Education Advisory Council
- Clarke County Public Schools, Career & Technical Education Advisory Council
- Fauquier County Public Schools, Career & Technical Education Advisory Council
- Winchester Public Schools, Career & Technical Advisory Council
- Mountain Vista Governor's School, Academic Advisory Board
- Mountain Vista Governor's School, Governing Board
- Valley Health Partnership (7 school divisions, Shenandoah University, Laurel Ridge, Valley Health)
- Mountain Vista Governor's School Foundation Board
- Winchester Public School Strategic Planning

- Shenandoah Valley Computer Science Partnership (school divisions, Shenandoah University, Laurel Ridge, and GMU)

In 2014, Brenda was recognized by her peers for her outstanding performance and was awarded the college's Distinguished Administrator Award. In 2016, Brenda was further recognized at the state level with the Governor's Award of Excellence for her work on the college's Career Pathways Consortia.

Prior to Brenda's impactful career at Laurel Ridge, she taught business classes at James Wood High School (1979-1993), Sherando High School (1993-1999), and John Handley High School (2000-2004).

Nomination submitted by:

Anne Davis

Laurel Ridge Vice President of Academic and Student Affairs

January 2023



Laurel Ridge Community College Board Medallion of Recognition Nomination 2023

Nominee: Martha Sims and Jonathan Boynton; Grace Evangelical Lutheran Church, Winchester, VA

Grace Evangelical Lutheran Church in Winchester is one of our outstanding partners in adult education programming. They are not only a very valuable contributor to our program, but they are also a committed partner to the entire community. Pastors Martha Sims and Jonathan Boynton go above and beyond to help the college provide these valuable adult education services to our students.

Virginia has 22 designated adult education regions, and providers are selected through an application process currently administered through the Virginia Department of Education. Since 2012, Laurel Ridge Community College has been the northern Shenandoah Valley's regional provider of adult education services. The Northern Shenandoah Valley Adult Education region includes the City of Winchester and the counties of Clarke, Frederick, Page, Shenandoah, and Warren.

As the chosen regional provider, Laurel Ridge implements state and federal grant programming in accordance with the federal Workforce Innovation and Opportunity Act (WIOA), Title II Adult Education and Family Literacy Act (AEFLA). Those funds allow us to provide the following FREE adult education services: adult literacy, English language acquisition, workforce preparation, integrated education and training (IET), and integrated English literacy and civics education. Classes are held at our Middletown and Luray-Page locations, at local schools, churches, and libraries throughout the region. Without the support of our local partners, we would not be able to provide the classes in places that are accessible for many of our students.

For more than 260 years, Grace Evangelical Lutheran Church has been in existence, first through a log schoolhouse and finally in 1764, when the cornerstone for the first church building was laid (History of Grace Evangelical Lutheran Church, <https://gracewin.org/about-us/history/>). Today, they are located on W. Boscawen Street in Winchester, and for more than 20 years, they have been providing classroom space and a children's nursery for our adult education students.

While we are grateful for the free use of classroom space, it is the nursery they provide that makes it possible for many of our students to attend. The church pays a nursery attendant to supervise the nursery and the church actively recruits volunteers. The nursery is well-staffed with dedicated volunteers who serve on a regular basis and get to know the children very well. They develop a program for these children and offer nutritious snacks and enrichment activities.

With the support of Pastors Sims and Boynton, the nursery staff has recruited the talents of Music Therapy students from Shenandoah University to offer musical activities. One of our college staff recalled visiting class one morning and stated: "The students from Shenandoah had a group of toddlers singing in English, and these kids' families were from all around the world and likely were not exposed to any English at home. It literally brought me to happy tears. So, the impact of this relationship goes beyond adult learners."

Providing the nursery makes this an attractive class for parents and has allowed many students to participate who would not have been able to attend without childcare. The classes there have a lot of mothers, allowing these women to form a cohort that positively impacts them both in and out of the classroom. Currently, the Adult Education program is registering many refugees from Afghanistan and the classes offered at Grace Evangelical Lutheran Church provide social and cultural exposure and assimilation that is so vital to this population.

Over a thousand individuals have been served since the church opened its doors to adult education programs. In the 10+ years the college has been providing adult education, we have served over 800 students at that location. The contributions from Grace Evangelical Lutheran Church are a huge asset to our program, and we would not continue to have this outstanding relationship if not for the endless support of Pastors Sims and Boynton.

Nomination submitted by:

Sharon Hetland

Laurel Ridge Director of Adult Education
January 2023



Laurel Ridge Community College Board Medallion of Recognition Nomination 2023

Nominee: Russel Rinker

For many years, Russell Rinker has volunteered his time and talent as co-director and musical director of performing arts events at Laurel Ridge Community College. He writes and composes songs, directs the shows, and, most importantly, makes our students and members of the community feel welcome, included, and excited about the performing arts.

One of our longest running performing arts programs is the “Follies” variety show, which has been presented at the college for more than 40 years. In fact, Russell has performed in the Follies productions since his preschool days. His parents, Judy and Rick Rinker, are both former Laurel Ridge employees and longtime Follies performers.

The Follies production was directed by Andrea Ludwick, who taught English, speech and theater at Laurel Ridge before retiring in 2019. Russell served as Andrea’s co-director and director of music for many years and took over as sole director when she retired.

A Strasburg High School graduate, Russell also earned dual enrollment credit through (then) Lord Fairfax Community College. In high school, he was involved with theater, marching band and jazz band. He is a graduate of The College of William and Mary, with a double major in Theatre and English.

Russell began his acting career as a young boy. His first of many performances with Shenandoah University’s Summer Music Theatre was in the production of *Oliver!* at the age of 9. An actor, musician, and stunt performer, Russell has spent many years of his professional career as a member of the internationally renowned Blue Man Group, performing as a Blue Man for five years in Las Vegas, and for three years touring the U.S. and the world. Other credits include: The Virginia Shakespeare Festival, Wayside Theater, Chicago Shakespeare Theater, Los Angeles Opera, *Arrested Development*, *The Tonight Show*, and *Shake It Up* on the Disney Channel. Russell is an accomplished pianist, and plays the guitar, violin, mandolin, and drums. He is a certified stage fighter and experienced fight choreographer. More recently, Russell starred in the Broadway National Tour of “Amazing Grace.”

The college has benefited greatly from Russell’s talent, enthusiasm, and his caring approach to encourage students and community members to explore the performing arts in a supportive environment.

Nomination submitted by:

Liv Heggoy

Associate Vice President of Development; Executive Director, Laurel Ridge Educational Foundation
January 2023

LAUREL RIDGE COMMUNITY COLLEGE
173 Skirmisher Lane
Middletown, VA 22645

RECOMMENDATION FOR COLLEGE BOARD

TO: Laurel Ridge Community College Board

FROM: Laurel Ridge Faculty Senate

DATE: January 2023

SUBJECT: Recommended Item 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 2023 Laurel Ridge Community College Professor Emeritus nominations**

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

It is recommended that the College Board approve the following nominees as awardees of the 2023 Laurel Ridge Community College Professor Emeritus:

1. Frank Borleske, retired Laurel Ridge associate professor of mathematics (1970-2022)
2. Cyril Petras, retired Laurel Ridge associate professor of mathematics (1989-2022)

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

Lord Fairfax Community College Professor Emeritus Selection Policy

I. Background:

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

II. Procedures:

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

III. Benefits:

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

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

Revision: 12/99

2023 Professor Emeritus Nomination

Faculty Name: **Frank E. Borleske**

Title: **Associate Professor of Mathematics**

Credentials: **B.S., College of William and Mary, M.A. Columbia University**

Years of Service: **52**

Frank Borleske served as a faculty member at Lord Fairfax Community College since it first opened its doors in 1970. Frank graduated from Glenelg High School and went on to earn his Bachelor's Degree in Mathematics from the College of William and Mary. He pursued his graduate studies at Columbia University, earning his Master's Degree in Mathematics. However, Frank considers himself a Lord Fairfax Community College graduate. Frank taught at Good Counsel High School in Wheaton, Maryland, and served on the Fairfax County School Board in Fairfax, Virginia.

Frank's contributions to LFCC during his 52 years of service are countless. He worked closely with adjuncts and Dual Enrollment faculty on the VCCS curriculum math changes, and served on the Multiple Measures Math Placement VCCS Committee. Frank was a Member of the Virginia Mathematical Association of Two-Year Colleges and was the contact person and historian for the Virginia Mathematical Association of Two-Year Colleges (VMATYC). He was the coordinator for the 2016 Northern Region Conference at LFCC and the 2012 VMATYC Conference at LFCC for all regions. Frank demonstrated his devotion and commitment to student success by constantly making himself available to his students and offering countless hours outside the classroom.

He was a beloved member of the School of STEM and the entire college community. Frank always has a kind smile on his face, and approaches change and challenges with the greatest attitude. If you tried to catch Frank and he is not in his office or teaching, he would have a note on his office door letting students know in which classroom he can be found if they need help. Frank's commitment to the college has not ended after his retirement as full-time faculty, as he will soon return as an adjunct to teach Mathematics.

Frank has been at the college as full-time faculty for the entire lifespan as LFCC. He was here when the college opened its doors in 1970 as Lord Fairfax Community College, and the college will change its name to Laurel Ridge Community College the day after he retired.

Those of you on faculty who were lucky enough to spend time with Frank know that he was always here, devoting so much time to students, and he was always friendly and supportive of his colleagues.

If anyone deserves Professor Emeritus, it is Frank, who devoted 52 years to the college!

2023 Professor Emeritus Nomination

Faculty Name: **Cyril Petras**

Title: **Associate Professor of Mathematics**

Credentials: **B.S. Pennsylvania State University, M.S. West Virginia University**

Years of Service: **33**

Cyril Petras was a wonderful colleague and friend to many faculty and staff during his 33 years at LFCC. Cyril contributed to LFCC in numerous ways during his years at the college. He was one of the original faculty advisors for the freshman class (student government), and a member of Faculty Council for over twenty years. He was very supportive of new faculty members and encouraged many people (including me!) to run for Faculty Senate.

Cyril received the Distinguished Faculty Member award in 2009, in part because he is such a natural mentor. He is an innate educator: I attended a concurrent session one convocation where Cyril was talking about velocity and calculating something related to a baseball's speed coming off the bat, and he made the lesson very fun and engaging. It was obvious he was passionate about his teaching. During the pandemic, Cyril dragged his wife into campus to record him teaching lectures on the whiteboard in class, and he then posted it for his students to keep them on track. Now that's dedication.

He earned his Bachelor's Degree in Mathematics from Penn State University, and his Masters Degree in Mathematics from West Virginia University. Cyril also took Doctoral courses from the University of Pittsburgh. Cyril taught for 3 years at West Virginia University, 2 years at Indiana State University, 3 years at Slippery Rock University, and 33 years at Lord Fairfax Community College.

Cyril worked on the first engineering degree program at LFCC with Bill Lewis, and also collaborated during the development of the current Engineering degree. This collaboration entailed setting up the math classes needed for the engineering program.

Cyril worked closely for over twenty years with the Dual Enrollment (DE) team as the math liaison, ensuring that the high school math teachers had the proper credentials, and the students met the prerequisites for classes they needed. His DE involvement included meeting with faculty and administration of the local high schools to ensure that the quality of dual enrolled courses met the rigor of the courses taught on campus.

During his 33 years of service, Cyril served in many committees, the Teaching Excellence Committee being the one in which he served the longest. He really enjoyed committee work and collaborating with different colleagues.

Cyril's friendship and support are greatly missed. He truly deserves this Professor Emeritus award!

LAUREL RIDGE COMMUNITY COLLEGE
173 Skirmisher Lane
Middletown, VA 22645

RECOMMENDATION FOR COLLEGE BOARD

TO: Laurel Ridge Community College Board

FROM: Laurel Ridge Classified Staff Council

DATE: January 2023

SUBJECT: Recommended Item 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 2023 Laurel Ridge Community College Classified Staff Emeritus nominations**

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

It is recommended that the College Board approve the following nominees as awardees of the 2023 Laurel Ridge Community College Classified Staff Emeritus:

1. Janet Heishman, retired Laurel Ridge administrative and office specialist, business office (1972-2012)
2. Eileen Rexrode, retired Laurel Ridge administrative and office specialist to the dean of humanities, mathematics and social sciences (1989-2016)
3. Judy Rinker, retired Laurel Ridge executive assistant to the president (1972-2010)

Attachments (List supporting documents.): Laurel Ridge Classified Staff Emeritus Selection Policy; Supporting narratives for abovementioned nominees

**CLASSIFIED STAFF EMERITUS SELECTION
Policy Statement**

In accordance with VCCS Policy 3.1.3.e, which states: "The establishment of the status of Classified Employee Emeritus is recommended as a method of honoring staff members for meritorious service to the college. The President of the college shall establish a procedure for selecting individuals for appointment as Classified Employee Emeritus with all the rights and privileges established by the college. To be eligible the person must be retired, have a minimum of ten years of service in the VCCS, and have made a significant, meritorious contribution to the college or the VCCS.":

Laurel Ridge Community College (the college) recognizes that classified staff perform exemplary service over the course of their careers. Such service is generally rewarded through annual awards and other methods of recognition. In those cases where the individual's service and contributions to the college have been particularly meritorious and significant, upon retirement, a classified staff member shall be eligible for appointment to Classified Staff Emeritus status.

This policy addresses the appointment of retiring/retired full-time classified staff to status of Classified Staff Emeritus and the rights and privileges accompanying such appointments. The following criteria must be met to be eligible for appointment to Classified Staff Emeritus status:

- The nominee must be retiring/have retired from the college with more than ten years of service in the VCCS.
- The individual must be a full-time classified staff member.
- The individual must have made meritorious and significant contributions to the college.

The following rights and privileges shall accompany appointment to Emeritus status:

- Listing in the college's Catalog with identification as Classified Staff Emeritus.
- Full use of the facilities of the college's Learning Resources Centers.
- Employee parking privileges.
- College ID.
- A standing invitation to attend/be included in all social and professional activities of the Classified Staff of the college.
- The employee discount at the college bookstore.
- A college e-mail account.
- Invitation to the college Service Awards event the year the award is received.

1. Definitions

Meritorious: May reflect, but not limited to, exemplary performance on behalf of the college through campus, college, and system activities, outstanding community service as an extension of college employment.

2. Procedures

The following procedures apply for the nomination of full-time classified employees who retire from the college for appointment to Classified Staff Emeritus status. Deadline dates specified in this procedure shall be incorporated in the college's working calendar.

1. Classified staff (or anyone) recommend retired/retiring colleagues at any time to the Classified Staff Council. Nominees must have been a full-time, classified staff member for no less than ten years.
2. The Classified Staff Council will announce in the minutes of the October meeting the names of the nominee(s) and invite classified staff comments to be received by the November meeting.
3. The nomination(s) will be discussed and voted on by the Classified Staff Council by the last Friday in November. The results will be forwarded to the college President by the first Friday in December.
4. The President will review the recommendation(s) and, if favorable, forward them to the College Board for its action. The President can ask a nominator or a Classified Staff Council member to present the nomination(s) to the Board.
5. The number of nominations per year will not exceed 2% (rounded up to the nearest whole number) of the collective Full-time Classified Staff.
6. If the College Board approves the nomination, public acknowledgement will be made at the next scheduled Commencement. If the Board disapproves, the nomination will be returned to the Classified Staff Council.

3. Responsible Office:

Authority for interpretation of this policy rests with the Associate Vice President of Human Resources. This policy complies with applicable policies of the Virginia Community College System as outlined in Section 3.1.3 of the VCCS Policy Manual.

4. Other Information:

The Human Resource Policy Committee recommended this policy in November 2021. The President's Advisory Team reviewed the recommendation and provided feedback in March 2022.

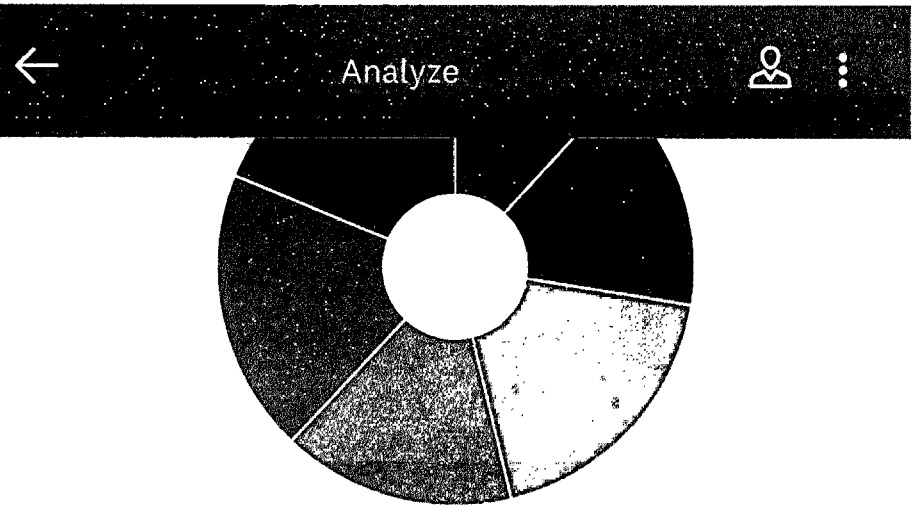
Document History:

Approved: Kim Blosser, April 2022

Showing: 49 of 49 responses

PAGE 1

1. Please rank the Classified Staff Emeritus nominees from first (top choice) to sixth (last choice)...



Weighted Average

Answered: 49

Skipped: 0

	Weighted Average	Row Total	First		Second		Third	
Cindy D'Ambro	2.53	45	2	4.44%	6	13.33%	5	11.11%
Joyce Earhart	3.37	43	9	20.93%	3	6.98%	6	13.95%
Janet Heishman	3.98	46	7	15.22%	9	19.57%	16	34.78%
Joy Legge	3.39	46	6	13.04%	7	15.22%	8	17.39%
Eileen Rexrode	4.11	47	14	29.79%	10	21.28%	3	6.38%
Judy Rinker	4.02	45	11	24.44%	12	26.67%	7	15.56%

Laurel Ridge Classified Staff Emeritus Nomination *(to be conferred 2023)*

Nominee: Janet Heishman

Retired, Administrative and Office Specialist (Business Office)

I am delighted to nominate business office staff member Janet Heishman for the distinction of Classified Staff Emeritus.

From 1972 to 2012, Janet Heishman was the cornerstone of the college business office, so much so that even after her retirement from full time employment, she has remained with Laurel Ridge on a part time basis. During her tenure, Janet successfully navigated a changing business environment that moved from cash/check to online payments and debit cards.

Janet worked to stay ahead of the curve, playing an integral role in the development of business practices and software implementations that aimed at best serving students over her lengthy career. When the VCCS implemented the Commonwealth Accounting and Reporting System (CARS), Janet volunteered to serve on the implementation team for this vital financial system. She repeated this action years later when the VCCS implemented its first web-based financial system, AIS (Accounting Information System). During transitional times that might disrupt the quality of service for an office, Janet worked to ensure the business office continued its operations without interruption while still providing the same high-quality service.

Janet was woven into the fabric of college life. She lent her time to the Educational Foundation as a volunteer at events such as the Foundation Shrimp Feast and Truck Party. She was a member of the CARE Committee and the Professional Development Committee, two groups focused on service to her fellow employees. She also served as an officer on the Classified Staff Council.

In 2000, Janet received the Virginia Community College System Outstanding Staff Award. She followed that up the very next year by winning the college Distinguished Full Time Staff Award. Upon her retirement in 2012, the College Board recognized Janet's three-decade commitment to the college with the honor of the college Medallion.

With appreciation for the standard of excellence she has set, Laurel Ridge Classified Staff Council is honored to present Janet as a candidate for Classified Staff Emeritus

Nomination submitted by:

Ashley Hansen

Executive Assistant to the President

November 2022

Laurel Ridge Classified Staff Emeritus Nomination *(to be conferred 2023)*

Nominee: Eileen Rexrode

Retired, Administrative and Office Specialist to the Dean of Humanities,
Mathematics, & Social Science

I am thrilled to nominate retired administrative office specialist Eileen Rexrode for the distinction of Classified Staff Emeritus.

Eileen served the college as an administrative office specialist from 1989 until her retirement in 2016. During that time, she worked with multiple academic divisions, but spent the most time in the division of Humanities, Mathematics, and Social Science.

Eileen brought a superior skill set to her work at the college. She was professional, confident, and caring. Her story can best be told by those she worked with. "She was a faculty member's dream – a person we could count on to help us be the best teachers we could be," said Andrea Ludwick, Professor Emeritus of English and Speech. "She took new employees under her wing and coached them professionally. She always had a smile on her face and made the day brighter for everyone," said Dr. Cheryl Thompson-Stacy, President Emeritus. "Eileen took me under her care; she served as a remarkable custodian of any sort of information or process needed, always willing to share in any task at hand, warn me of any pitfall, and fill me in on personnel and processes, saving me a lot of time in learning the ropes," said Dr. Morgan Phenix, former Dean of Learning for the Division of Humanities, Mathematics, and Social Science.

Many considered Eileen the heart and soul of the college. "Eileen touched us all at some time or other. She was a tireless worker who was always willing to put in extra time and effort if something needed to be done. More importantly, Eileen was a friend to everyone, an attitude that was largely responsible for the high morale at the college," said Steve Wisecarver, retired Professor Emeritus of Psychology. When it came to her work with faculty, Eileen has been called a lynchpin and a dynamo. "Eileen often served as a communicator of complex policies, and software and curricula decisions. She easily presided over meetings, tours, and gatherings with patient professionalism," said Frost McLaughlin, Professor Emeritus of English. "Most of us would be willing to admit that we each have our own little idiosyncrasies, and no one was better at dealing with us than Eileen Rexrode" said retired English Professor Nancy Penney, "and she was perhaps even better with students – always patient, gracious, and accommodating."

Eileen was an active participant in the life of the college, serving on numerous committees and lending a hand wherever needed. In 1996, she was named Distinguished Full-Time Staff, following nominations from her peers. Following her retirement, she was awarded the college Medallion in 2017 in recognition of her exemplary service to the college.

With tremendous thanks for her stellar career, Laurel Ridge Classified Staff Council is honored to present Eileen as a candidate for Classified Staff Emeritus.

Nomination submitted by:

John Owens

Library Archivist, Classified Staff Council Vice Chair Elect
November 2022

Laurel Ridge Classified Staff Emeritus Nomination *(to be conferred 2023)*

Nominee: Judy Rinker

Retired, Executive Assistant to the President & Administrative Coordinator

I am honored to nominate former executive assistant to the President and administrative coordinator Judy Rinker for the distinction of Classified Staff Emeritus.

There is perhaps no one who epitomizes the values and mission of Laurel Ridge more than Judy Rinker. Judy began her history with the college in 1970 by being the first student from Shenandoah County to sign up for classes. A high achiever in the classroom, Judy was named “Outstanding Graduate” and gave the invocation at her 1972 Commencement ceremony. Over the following twenty years, Judy would serve the college in a variety of roles, including work in the financial and administrative services unit, the instruction division of business and technology, and the instruction division of applied science and technology. In 1992, Judy took on the role of executive assistant to the President and administrative coordinator, where she would excel until her retirement in 2010.

In her roles, Judy exemplified competence and displayed many professional strengths. She provided accuracy and attention to detail, exhibited outstanding organization skills, was extremely proficient in coordinating operational details of multi-faceted projects, and consistently remained interested in advancing and promoting the college through a variety of projects and institutional initiatives. For many, Judy was the face of the college. In her administrative coordinator role, she worked closely with the college board and was the liaison to the VCCS. Judy also spoke to civic organizations such as rotary, K – 12 schools in the service region, and professional organizations to promote the mission of the college. When Dr. Kim Lewis wrote a history of the college in 2006, it was Judy who served as editor, because no one knew the college better.

Judy was an active member of the Virginia Community College Association. She was the recipient of the VCCA Support Staff Showcase Outstanding Staff Representative in 1990. In 1995, she received the “Beyond the Call of Duty” award from the college. In 1998, after being nominated by her peers, Judy was named Distinguished Full-Time Staff at the college. In 2017, she was recognized for her numerous contributions to the mission of the college with the college Medallion.

Judy shared a special relationship with students. She served as assistant director of the Follies Spring Show, an event that she and her family have been associated with now for over 40 years. Through the Follies, Judy was able to help bring students and talented people from the community together to entertain audiences and promote the college. She also served as advisor to the Student Ambassadors Club. Under Judy’s leadership, the Ambassadors provided support for college events such as welcome day and commencement.

With gratitude for her incredible legacy, Laurel Ridge Classified Staff Council is honored to present Judy as a candidate for Classified Staff Emeritus

Nomination submitted by

Ashley Hansen

Executive Assistant to the President

November 2022

LAUREL RIDGE COMMUNITY COLLEGE
173 Skirmisher Lane
Middletown, VA 22645

RECOMMENDATION FOR COLLEGE BOARD

TO: Laurel Ridge Community College Board

FROM: Office of the President

DATE: January 2023

SUBJECT: Recommended Item 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): Procedures for President's Evaluation

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

The proposal is that the President's evaluation process will be conducted the same as years prior. At the April 2023 College Board meeting, President Dr. Kim Blosser will give a verbal progress report on the 2022-23 approved Institutional Priorities. An electronic survey (sample survey is attached) will be made available to all board members to provide feedback on the President's performance for the 2022-23 academic year. Board Chair Mike Wenger will review survey results and draft a letter of evaluation to the Chancellor for board member review. Upon board member consensus, the letter of evaluation will be sent to the Chancellor by May 1, 2023. This proposal requires the College Board's approval.

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



Laurel Ridge Board Presidential Evaluation 2023

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

1. GENERAL ADMINISTRATION

	Excellent	Very Good	Good	Fair	No opportunity to observe
Management techniques and style	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Involvement in day-to-day operations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Institutional leadership	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. RELATIONSHIPS: Builds and maintains positive relationships with the College Board

	Excellent	Very Good	Good	Fair	No opportunity to observe
Builds and maintains positive relationships with the College	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fosters board teamwork and common purpose	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrates an open mind to suggestions for improvement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. RELATIONSHIPS: Encourages Positive Relationships with Others

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

4. PERSONAL ATTRIBUTES: The President exhibits

	Excellent	Very Good	Good	Fair	No opportunity to observe
Communication Skills (defines problems and provides possible solutions)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Enthusiasm for College, mission and position	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Integrity and maintains a high standard of honesty	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Creativity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Personal growth and development	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sound and timely decision making skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A positive and professional image in the community	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A good work ethic and stamina to meet demands of the job	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. PERSONNEL ADMINISTRATION

	Excellent	Very Good	Good	Fair	No opportunity to observe
Ensures the selection of high quality employees	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Develops leadership skills in employees and encourages leadership development among employees	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Effectively evaluates employee performance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

6. FISCAL AND FACILITIES ADMINISTRATION

	Excellent	Very Good	Good	Fair	No opportunity to observe
Develops sound budget and operates within it	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provides appropriate oversight on College assets	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maintains the buildings and grounds at all three Laurel Ridge locations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provides appropriate information to the College Board on fiscal and facility issues	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Develops new funding sources	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

7. INSTRUCTIONAL LEADERSHIP

	Excellent	Very Good	Good	Fair	No opportunity to observe
Ensures educational programs meet the needs of the community, students, businesses and industries	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ensures that qualified individuals are in key academic leadership positions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provides for the development and improvement of academic and student success programs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

8. GOALS

	Excellent	Very Good	Good	Fair	No opportunity to observe
Enrollment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Affordability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Student Success	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Workforce	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Resources	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

9. Overall Evaluation: Areas of strengths:

10. Overall Evaluation: Recommendations for Improvement:

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: 01/20/2023
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): Title Change - changing the AAS in Management to AAS in Organizational Management at the recommendation of the Curriculum Advisory Committee. The proposed name better reflects contemporary management theory and practice which focuses on organizations through a humanistic lens. The degree is designed for students who seek full-time employment in management or related occupational fields, or who are already employed in the field and seek career advancement. The changes to the degree allow students greater flexibility in course selection and allows for stacking of multiple career studies certificates, such as the new Financial Services and Human Resource Management, towards the AAS degree.

Attachments (List supporting documents): Curriculog Proposal

Organizational Management

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*

Organizational Management

Description*

The Associate of Applied Science degree in Organizational Management is designed to replace the current Associate of Applied Science degree in Management. The new degree will permit students to earn multiple CSCs.

Designed for students who seek full-time employment in management or related occupational fields.

Upon completion of the degree, students will know/understand the following:

Students will understand the economic, social and political forces, both domestic and international, that affect the business enterprise.

Create and use effective oral, written, and visual business communication skills.

Analyze legal, ethical and social implications of business decisions and their impact on various individuals, groups and societies.

Critically evaluate the alternatives faced in business decision making to select the most effective and efficient solution.

Students will evaluate organizational structures and the functions of planning, organizing, leading, and controlling in a business setting.

During the Business and Accounting Curriculum Advisory Committee meeting held in July 2022, the committee discussed creating a more relevant applied business degree focused on contemporary organizational issues that also allow students to embed one or more specialized certificates. The new degree title of Organizational Management better reflects the changes to the curriculum and aligns with occupational outlook.

1st Semester

BUS 100 Introduction to Business	3
ENG 111 College Composition I	3
ITE 152 Introduction to Digital Literacy and Computer Applications	3
MKT 201 Introduction to Marketing	3
PHI 220 Ethics	3
SDV 100 College Success Skills	1
[Right] Semester Total: 16 credits	16

2nd Semester

BUS 125 Applied Business Mathematics	3
BUS 200 Principles of Management	3
BUS 270 Interpersonal Dynamics in the Business Organization	3
ECO 201 Principles of Macroeconomics	3
ENG 113 Technical-Professional Writing	3
BUS EEE BUS - EEE - Business Elective (students choose from and earn CSC in Financial Services, Human Resource Management)	3
[Right] Semester Total: 18 credits	18

3rd Semester

ACC 211 Principles of Accounting I	3
BUS 280 Introduction to International Business	3
BUS EEE Business Elective (students choose from and earn CSC in Financial Services, Human Resource Management)	3
BUS 240 Introduction to Business Law	3
ECO 202 Principles of Microeconomics	3
[Right] Semester Total: 15 credits	15

4th Semester

ACC 212 Principles of Accounting II	3
BUS 201 Organizational Behavior	3
BUS EEE Business Elective (students choose from	

BUS EEE Business Elective (students choose from and earn CSC in Financial Services, Human Resource Management)	3
BUS EEE BUS - EEE - Business Elective (students choose from and earn CSC in Financial Services, Human Resource Management)	3
BUS EEE BUS - EEE - Business Elective (students choose from and earn CSC in Financial Services, Human Resource Management)	3
[Right] Semester Total: 15 credits	15
[Right] Program Total: 63 credits	63

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:* January 2024

Proposed 1st Degree Conferral:* May 2026

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 new proposal, 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***

4

**FTES Enrollment
Projection: Second
Year***

8

**FTES Enrollment
Projection: Third Year***

12

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

8

**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 November 2019, 579 companies have posted 2,341 jobs for General and Operations Managers.

New workers generally start around \$52,774. Normal pay for General and Operations Managers is \$115,469 per year, while highly experienced workers can earn as much as \$256,743.

Since November 2019, 501 companies have posted 1,611 jobs for Sales Managers.

New workers generally start around \$71,168. Normal pay for Sales Managers is \$142,706 per year, while highly experienced workers can earn as much as \$296,723.

Since November 2019, 133 companies have posted 295 jobs for Administrative Services Managers.

New workers generally start around \$63,325. Normal pay for Administrative Services Managers is \$99,045 per year, while highly experienced workers can earn as much as \$167,452.

Since November 2019, 78 companies have posted 247 jobs for Purchasing Managers.

New workers generally start around \$102,290. Normal pay for Purchasing Managers is \$138,014 per year, while highly experienced workers can earn as much as \$195,504.

**Source and Date of
Data**

Career Coach by Lightfoot Data

Retrieved Saturday, December 17th

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

☐ Yes ☐ No

Aalog Catalog Administrator - Do Not Modify

Degree Type

Program Type

Aalog Catalog Owner

Aalog 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 Davis, VP of ASA
DATE: 01/20/2023
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): **New programs in Criminal Justice: Law Enforcement**

Criminal Justice Law Enforcement Associate of Applied Science (AAS) - This program prepares students to seek employment or advancement in law enforcement and related agencies. Entry-level job opportunities for graduates include police officer, deputy sheriff, state trooper, correctional officer, dispatcher, security officer, loss prevention officer, records technician, and deputy court clerk.

Criminal Justice Law Enforcement Career Studies Certificate (CSC) - The criminal justice, law enforcement career studies certificate introduces students to the field of criminal justice as well as providing credit for prior learning pathway for law enforcement professionals who have completed police academy training.

Attachments (List supporting documents): Curriculog Proposal

Criminal Justice: Law Enforcement AAS

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*

Criminal Justice: Law Enforcement AAS

Description*

This program prepares students to seek employment or advancement in law enforcement and related agencies. Entry-level job opportunities for graduates include police officer, deputy sheriff, state trooper, correctional officer, dispatcher, security officer, loss prevention officer, records technician, and deputy court clerk.

First Semester

SDV 100 College Success Skills	1
ADJ 100 Survey of Criminal Justice	3
CST 100 Principles of Public Speaking	3
[After] or	
CST 110 Introduction to Speech Communication	3
ENG 111 College Composition I	3
[After] or	
ENG 115 Technical Writing	3
[Before]ADJ 198 - Seminar and Project	1
ADJ 211 Criminal Law, Evidence and Procedures I	
[After] 3	3
[Left] Semester Total:	14 Credits

Second Semester

ADJ 110 Introduction to Law Enforcement	3
ADJ 115 Patrol Procedures	3
ADJ 133 Ethics and the Criminal Justice Professional	
[After]	3
ADJ 212 Criminal Law, Evidence and Procedures II	
[After]	3
ADJ 236 Principles of Criminal Investigation	
[After]	3
[After] Semester Total:	15 Credits

Third Semester

ADJ 105 The Juvenile Justice System	3
ADJ 107 Survey of Criminology	3
ADJ 134 Collection and Preservation of Physical Evidence	3
ADJ 229 Community Policing in Modern Society	
[After]	3
MTH 130 Fundamentals of Reasoning	3
[After] or	
[Before]MTH or SCI Elective	3-4
[After] Semester Total:	15-16 Credits

Fourth Semester

[Before]ADJ 298 Seminar and Project	3-5
PSY 200 Principles of Psychology	3
[After] Elective - Foreign Language (including ASL), REL, or PHI	3
[After] Electives - General Studies All Programs (excluding Liberal Arts Degrees)	6
[After] Semester Total:	15-17 Credits
[After] Program Total:	60-62 Credits

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:*

Fall 2025

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:

Additional Funding Required?*

☐ Yes ☒ No

Additional Funding: Facilities

Additional Funding: Equipment

Additional Funding: Operations

Additional Funding: Other	
Additional Faculty Required?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
Additional Faculty: First Year Full Time	0
Additional Faculty: First Year Adjunct	7 additional classes (21 credits) to be taught by adjunct faculty
Additional Faculty: Second Year Full Time	0
Additional Faculty: Second Year Adjunct	1 additional class (3 credits) to be taught by adjunct faculty
FTES Enrollment Projection: First Year*	4
FTES Enrollment Projection: Second Year*	6
FTES Enrollment Projection: Third Year*	8
If after 3 years the program does not sustain an enrollment of _____ FTES, the program will be analyzed to determine whether or not it should be continued.*	5
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? *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Do you recommend this program be considered for G3 funding eligibility based on alignment with the G3 targeted industry sectors?*	<input checked="" type="radio"/> Yes <input type="radio"/> No

**Estimated Annual Job
Openings Local**

The Virginia Employment Commission Occupational Projections provides employment projects by Local Workforce Investment Areas (LWIAs) across the state. The Laurel Ridge Community College service region includes regions within LWIA IV (Shenandoah Valley) and LWIA VI (Piedmont Workforce Network).

Long-term Workforce Area Occupational 2018-28 Projections:

LWIA IV (Shenandoah Valley):

Police and Sheriff's Patrol Officers 128 annual openings

First-line supervisors of police and detectives annual openings: 19

Piedmont, VA VA (LWIA VI):

Police and sheriff's patrol officers: 68 annual openings

Local News Reports:

Local news media have reported multiple law enforcement agencies needing to hire significant numbers of officers. Many agencies have increased starting pay and benefits. This is consistent with national trends.

For example, in August 2022, the Prince William County Police Chief reported needing to hire 100 officers. Loudoun County reported having 34 vacancies out of 396 sworn positions.
(<https://www.wusa9.com/article/news/local/prince-william-county-police-chief-department-police-pwcp/65-1b6fae1f-40c3-4da3-baf9-eafc6d1bcb6d>).

**Source and Date of
Data**

Virginia Employment Commission Long and Short-Term Occupational Projections

<https://viriniaworks.com/Occupational-Projections>

retrieved September 6, 2022

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

☐ Yes ☒ No

Aalog Catalog Administrator - Do Not Modify

Degree Type

Program Type

Aalog Catalog Owner

Aalog Catalog Status ☐ Active-Visible ☐ Inactive-Hidden

Criminal Justice: Law Enforcement 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*

Criminal Justice: Law Enforcement CSC

Description*

The criminal justice, law enforcement career studies certificate introduces students to the field of criminal justice.

Prospective Curriculum*

1st Semester

SDV 100 College Success Skills	1
CST 100 Principles of Public Speaking	3
[After] or	
CST 110 Introduction to Speech Communication	3
ADJ 100 Survey of Criminal Justice	3
ADJ 134 Collection and Preservation of Physical Evidence	3
ADJ 211 Criminal Law, Evidence and Procedures I	
[After]	3
[After] Semester Total:	13

2nd Semester

ADJ 110 Introduction to Law Enforcement	3
ADJ 115 Patrol Procedures	3
ADJ 133 Ethics and the Criminal Justice Professional	
[After]	3
ADJ 212 Criminal Law, Evidence and Procedures II	
[After]	3
ADJ 236 Principles of Criminal Investigation	
[After]	3
[Before] Semester Total:	15
[After] Program Total:	28

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:* Fall 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:

Additional Funding Required:* ☐ Yes ☒ No

Additional Funding: Facilities

Additional Funding: Equipment

Additional Funding: Operations

Additional Funding: Other

Additional Faculty Required:* ☒ Yes ☐ No

Additional Faculty: First Year Full Time 0

Additional Faculty: First Year Adjunct 2 additional classes (6 credits) fall semester, 5 additional classes spring semester to be taught by adjunct faculty

Additional Faculty: Second Year Full Time 0

Additional Faculty: Second Year Adjunct 0

FTES Enrollment Projection: First Year* 4

FTES Enrollment 6
Projection: Second
Year*

FTES Enrollment 8
Projection: Third
Year*

If after 3 years the 5
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

The Virginia Employment Commission Occupational Projections provides employment projects by Local Workforce Investment Areas (LWIAs) across the state. The Laurel Ridge Community College service region includes regions within LWIA IV (Shenandoah Valley) and LWIA VI (Piedmont Workforce Network).

Long-term Workforce Area Occupational 2018-28 Projections:

LWIA IV (Shenandoah Valley):

Police and Sheriff's Patrol Officers 128 annual openings

First-line supervisors of police and detectives annual openings: 19

Piedmont, VA (LWIA VI):

Police and sheriff's patrol officers: 68 annual openings

Local News Reports:

Local news media have reported multiple law enforcement agencies needing to hire significant numbers of officers. Many agencies have increased starting pay and benefits. This is consistent with national trends.

For example, in August 2022, the Prince William County Police Chief reported needing to hire 100 officers. Loudoun County reported having 34 vacancies out of 396 sworn positions. (<https://www.wusa9.com/article/news/local/prince-william-county-police-chief-department-police-pwcp/65-1b6fae1f-40c3-4da3-baf9-eafc6d1bcb6d>).

Source and Date of Data

Virginia Employment Commission Long and Short-Term Occupational Projections

<https://viriniaworks.com/Occupational-Projections>

retrieved September 6, 2022

Is the program eligible for Title IV support?

☒ Yes

☐ No

Aalog Catalog Administrator - Do Not Modify

Degree Type

Career Studies Certificate

Program Type

Program Type

Administration of Justice, Forensic Science and Law

Aalog Catalog Owner

Administration of Justice, Forensic Science, & Law

Aalog 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 Davis, VP of ASA
DATE: 01/20/2023
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): **New Career Studies Certificates (CSC)**

Artificial Intelligence & Machine Learning CSC - Artificial Intelligence (AI) and Machine Learning (ML) focus on building machine learning models used for predicting, making decisions, and enhancing human capabilities. Experiential learning through practical applications with data sets from numerous domains. The certificates provide the knowledge and skills used in a variety of fields using artificial intelligence, including computer technology, health care, aerospace, industrial, and manufacturing industries.

Immersive Technology CSC - Immersive technologies create distinct experiences by merging the physical world with a digital or simulated reality. Virtual Reality (VR), Augmented Reality (AR), and Extended Reality (XR) technologies form a multifaceted, revolutionary industry. The program will provide the knowledge and skills to begin a career building VR, AR, and XR systems in this rapidly evolving technological landscape. You will have the opportunity to master game engines, use 3D technology, learn multiple programming languages, create 360 videos, experience a diverse type of VR and AR headsets, and much more. You will also learn important professional skills like self-initiative, effective teamwork, project conceptualization, system documentation, and public speaking through course projects and demonstrations.

Robotics and Automation CSC - Robotics and Automation are transforming health care, manufacturing, construction, warehousing, and service industries. There has been an increased use of automated systems in these industries due to the effective deployment of low-cost sensors, motors, design tools, and controllers. Upon certificate completion, students will have hands-on practical experience with a variety of robotic systems and an understanding of robotic and automation safety procedures, efficiency methods, and procedures; foundations of robotic applications and programming; and an understanding of basic design and implementation principles in manufacturing work cells.

Land Surveying CSC - This career studies certificate emphasizes land and field surveying practices and office techniques, as well as utilizing a variety of instruments including levels, total stations, and GPS units. Graduates of this program, through the required courses, will be prepared for an entry-level position in the surveying profession.

Attachments (List supporting documents): Curriculog Proposal

Artificial Intelligence & Machine Learning

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/Applied

- ☐ 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*

Artificial Intelligence & Machine Learning

Description*

Artificial Intelligence (AI) and Machine Learning (ML) focuses on building machine learning models used for predicting, making decisions and enhancing human capabilities. Experiential learning through practical applications with data sets from numerous domains. The certificates provide the knowledge and skills used in a variety of fields using artificial intelligence, including the computer technology, health care, aerospace, industrial, and manufacturing industries.

Prospective Curriculum*

First Semester

CSC 221 Introduction to Problem Solving and Programming
ITD 140 Machine Learning I
ITD 145 Applied Data Science Techniques

9

Semester Credits

Second Semester

IND 160 Introduction to Robotics
ITD 240 Machine Learning II
ITD 245 Advanced Applied Data Science Techniques

Semester Credits

9

Total Credits

18

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: Grants would be sought to assist with purchase of any needed software and upgrades to equipment might be able to be done in the normal 5 year rotation.

Additional Funding Required?* ☒ Yes ☐ No

Additional Funding: Facilities AI, ML, Robotic Lab that could also be used by CS and UMS programs initially and during outreach events

Additional Funding: Equipment Possible upgrade to lab computers for processing power

Additional Funding: Operations

Additional Funding: Other Possible need to purchase AI/ML software and program marketing

Additional Faculty Required?* ☒ Yes ☐ No

Additional Faculty: First Year Full Time 0

Additional Faculty: First Year Adjunct 2

Additional Faculty: Second Year Full Time 0

Additional Faculty: Second Year Adjunct 3

FTES Enrollment Projection: First Year* 5

FTES Enrollment Projection: Second Year* 10

FTES Enrollment Projection: Third Year* 12

If after 3 years the program does not sustain an enrollment of _____ FTES, the program will be analyzed to determine whether or not it should be continued.* 12

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**

Successful completion of both career studies certificate may lead to employment in a variety of different occupations and industries. Education requirements vary for the occupations listed below, so you may need further education or degrees in order to qualify for some of these jobs and earn the related salaries. Please visit with an academic advisor for additional information.

- | | |
|--|----------------------|
| • <u>Computer & Information Research Scientist</u> | \$74,210 – \$131,490 |
| • <u>Data Scientist</u> | \$59,430 – \$100,910 |
| • <u>Computer Programmers</u> | \$47,560 - \$93,000 |
| • Junior AI/ML Developer | \$50,500 - \$87,000 |

Example Junior AI / ML Developer - Remote Job: https://www.google.com/search?client=firefox-b-1-d&q=entry+level+jobs+in+AI/ML&ibp=htl:jobs&sa=X&ved=2ahUKewix8ZD_vuX7AhXionIEHV5nCAUQkd0GegQIExAB#fpstate=tldetail&htivrt=jobs&htiq=ent
<https://www.ziprecruiter.com/Jobs/Junior-Machine-Learning-Engineer>
<https://ai-jobs.net/>

Development of the CSC was completed with input from local industry as well as the IST Curriculum Advisory Committee, who also reviewed the curriculum. Of the 15 members, 13 approved of the CSCs, with 2 not responding at the time of writing. Select comments from the Curriculum Advisory Committee:

"The new Career Studies Certificates (CSC) look great targeting on trend and industry relevant skills/knowledge."

"AI/ML are both disciplines that have been in the lower depths of computer science, but with the acceleration of technology performance, these disciplines are starting to rise to the surface and show their value proposition."

"These new certificates appear to be extremely relevant, given the direction of related technology"

Source and Date of Data

Wage information sourced from the [Bureau of Labor Statistics, Occupational Employment Statistics Program](#). Updated May 2021.

Online Job Boards

Dr. Gary McGraw, Co-Founder & CEO of the Berryville Institute of Machine Learning (<https://berryvilleiml.com/>). Dr. McGraw also is a member of our Cybersecurity and Information Systems Technology Curriculum Advisory Board.

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

Artificial Intelligence and Machine Learning CSC Curriculum Summary

Artificial Intelligence (AI) and Machine Learning (ML) focuses on building machine learning models used for predicting, making decisions and enhancing human capabilities. Experiential learning through practical applications with data sets from numerous domains. The certificates provide the knowledge and skills used in a variety of fields using artificial intelligence, including the computer technology, health care, aerospace, industrial, and manufacturing industries.

The **learning outcomes** for artificial intelligence (AI) and machine learning (ML) program:

1. Apply common artificial intelligence concepts and methodologies for analysis and decision-making.
2. Apply artificial intelligence project development and machine learning life cycle to address social and business issues, opportunities, and problems.
3. Apply machine learning algorithms to predict usefulness of artificial intelligence programming solutions.
4. Use appropriate programming languages to implement artificial intelligence solutions.
5. Communicate in varied settings, orally and visually and in writing, in a professional manner.
6. Collaborate with diverse individuals and teams to implement artificial intelligence and machine learning solutions.
7. Evaluate issues of bias, culture, environment, ethics, regulations, and professional expectations in the field of artificial intelligence and machine learning.

Artificial Intelligence & Machine Learning Analyst Career Studies Certificate

• ITD 140 – Machine Learning I	3 Credits
• ITD 145 – Applied Data Science Techniques	3 Credits
• IND 160 – Introduction To Robotics	3 Credits
• CSC 221 – Introduction to Problem Solving & Programming	3 Credits
• ITD 240 – Machine Learning II	3 Credits
• ITD 245 - Advance Applied Data Science Techniques	<u>3 Credits</u>
Total	18Credits

Career Opportunities

Successful completion of both career studies certificate may lead to employment in a variety of different occupations and industries. Education requirements vary for the occupations listed below, so you may need further education or degrees in order to qualify for some of these jobs and earn the related salaries. Please visit with an academic advisor for additional information.

• Computer & Information Research Scientist	\$74,210 – \$131,490
• Data Scientist	\$59,430 – \$100,910
• Computer Programmers	\$47,560 - \$93,000
• Junior AI/ML Developer	\$50,500 - \$87,000

Most of the Wage information sourced from the [Bureau of Labor Statistics, Occupational Employment Statistics Program](#). Updated May 2021.

Certificate would feed into the A.A.S. in Information Systems Technology Degree

Example Job: https://www.google.com/search?client=firefox-b-1-d&q=entry+level+jobs+in+AI/ML&ibp=htl;jobs&sa=X&ved=2ahUKEwix8ZD_vuX7AhXionIEHV5nCAUQkd0GegQIExAB#fpstate=tldetail&htivrt=jobs&htiq=entry+level+jobs+in+AI/ML&htidocid=s311LKdGVRUAAAAA%3D%3D

<https://www.ziprecruiter.com/Jobs/Junior-Machine-Learning-Engineer>

<https://ai-jobs.net/>

Industry advisory: Dr. Gary McGraw, Co-Founder & CEO of the Berryville Institute of Machine Learning (<https://berryvilleiml.com/>). Dr. McGraw also is a member of our Cybersecurity and Information Systems Technology Curriculum Advisory Board.

Artificial Intelligence (AI) will change the world as we know it, shaping how business is done, how people connect, and how society functions. It will affect every industry and sector, making it critical that all members of the future workforce have an understanding of AI and its implications. So whether students plan on pursuing careers in politics, business, or healthcare, they all need to learn about AI. We have talked with two industry partners about aligning the course content to industry certifications and assistance with job placement upon completion.

I would recommend this program as a G3 option as we are proposing for it to be fully completable within one semester (14 weeks) or longer should the student decide to not approach the fast track design.

Immersive Technology

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* Immersive Technology

Description*

Immersive technologies create distinct experiences by merging the physical world with a digital or simulated reality. Virtual Reality (VR), Augmented Reality (AR), and Extended Reality (XR) technologies form a multifaceted, revolutionary industry. The program will provide the knowledge and skills to begin a career building VR, AR, and XR systems in this rapidly evolving technological landscape. Students will have the opportunity to master game engines, use 3D technology, learn multiple programming languages, create 360 videos, experience a diverse type of VR and AR headsets, and much more. You will also learn important professional skills like self-initiative, effective teamwork, project conceptualization, system documentation and public speaking through course projects and demonstrations.

Prospective Curriculum*

Semester 1

CSC 221 Introduction to Problem Solving and Programming	3
ITE 170 Multimedia Software	3
ITP 160 Introduction to Game Design & Development	3
Semester Total	9

Semester 2

CSC 222 Object-Oriented Programming	4
ITE 270 Advanced Multimedia Development	3
UMS 120 Drone Imaging for Immersive Media	2
Semester Total	10

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:* Spring 2024

Proposed 1st Degree Conferral:* Spring 2025

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:

Grant funding will be sought to expand VR equipment and will pursue partnering with SU to use their VR Lab and equipment, as some of their faculty are interested in teaching as adjuncts or the course as a co-enrolled option.

Additional Funding Required?* ☒ Yes ☐ No

Additional Funding: Facilities Yes, green screen setup - maybe able to use esports club area some also

Additional Funding: Equipment VR Headsets and additional multimedia software beyond OER

Additional Funding: Operations

Additional Funding: Other

Additional Faculty Required?* ☒ Yes ☐ No

Additional Faculty: First Year Full Time 0

Additional Faculty: First Year Adjunct 2

Additional Faculty: Second Year Full Time 0

Additional Faculty: Second Year Adjunct 3

FTES Enrollment Projection: First Year* 5

FTES Enrollment Projection: Second Year* 10

FTES Enrollment Projection: Third Year* 12

If after 3 years the program does not sustain an enrollment of _____ FTES, the program will be analyzed to determine whether or not it should be continued * 12

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

Industry is expected to be worth more than 400 billion by 2026 as it becomes an integral part of everything from entertainment to education."

Demand for skills in augmented/virtual/mixed realities has been steadily climbing. As each agency and business begins to adopt immersive tech to promote their brand or to conduct training, this area will continue to expand.

- Software Developer/Engineer
- Graphics Designer/Engineer
- AR/VR Maintenance/Support Specialist

We expect that just as every organization now has a website, in the near future, every group will want XR experiences to advertise their products and services. Indeed market demand is expected to increase dramatically in coming years as equipment costs continue to fall.

Development of the CSC was completed with input from SU, Emory Riddle, FAA, DroneSec, and ATA. The IST Curriculum Advisory Committee provided reviewed and of the 15 members, 13 approved of the CSCs, with 2 not responding at the time of writing. Select comments from the Curriculum Advisory Committee:

"We are very interested in students from your Immersive Technology CSC"

"The new Career Studies Certificates (CSC) look great targeting on trend and industry relevant skills/knowledge."

"I definitely agree that the world of VR/AR is growing and a focus on this area makes sense."

Source and Date of Data SU

Forbes - <https://www.forbes.com/sites/bernardmarr/2020/01/24/the-5-biggest-virtual-and-augmented-reality-trends-in-2020-everyone-should-know-about/?sh=2d9a2a7324a8>

Circuit Stream - <https://www.circuitstream.com/blog/xr-jobs-in-demand>

<https://www.bls.gov/ooh/arts-and-design/multimedia-artists-and-animators.htm> BLS - Special Effects

Statista Data: <https://www.statista.com/statistics/1121601/number-of-jobs-enhanced-globally-by-vr-and-ar/>

Is the program eligible for Title IV support? ☒ Yes ☐ No

Aalog Catalog Administrator - Do Not Modify

Degree Type

Career Studies Certificate

Program Type

Computer and Information Technology

Aalog Catalog Owner

Aalog Catalog Status ☐ Active-Visible ☐ Inactive-Hidden

Immersive Technology - Career Studies Certificate

Immersive technologies create distinct experiences by merging the physical world with a digital or simulated reality. Virtual Reality (VR), Augmented Reality (AR), and Extended Reality (XR) technologies form a multifaceted, revolutionary industry. The program will provide the knowledge and skills to begin a career building VR, AR, and XR systems in this rapidly evolving technological landscape. You will have the opportunity to master game engines, use 3D technology, learn multiple programming languages, create 360 videos, experience a diverse type of VR and AR headsets, and much more. You will also learn important professional skills like self-initiative, effective teamwork, project conceptualization, system documentation and public speaking through course projects and demonstrations.

Courses:

CSC 221 – Introduction to Problem Solving & Programming	3
CSC 222 – Object-Oriented Programming	4
ITP 160 – Introduction to Game Design	3
ITE 170 – Multimedia Software	3
ITE 270 – Advanced Multimedia Development	3
UMS 120* - Drone Imaging for Immersive Media	<u>2</u>
Total	18

Deans Course Review (DCRC) Item:

UMS 120- Drone Imaging for Immersive Media

Details: An overview of image capture techniques for Immersive and other media using drones and related Unmanned Autonomous Vehicles (UAVs). The concentration of this class will be centered mainly in the planning, collection, and use cases of visual imagery from drones as both a creative artform and a commercially-viable skill. So, it is open to students with or without Drone pilot licenses, although only those with proper certification will be allowed to actively operate aerial drones specifically. Ground rovers and other devices not requiring licenses will also be used, and all students will be able to take part in the collection and use of drone images. Students will work together to produce a range of projects, which may include 360-degree (VR) videos and photographs, basic immersive experiences, traditional (flat) videos and photographs, and sensor-based images, depending on equipment availability.

***CSC299 – Supervised Study 2 credits will be used if UMS120 not approved by DCRC**

Additional Details:

Multimedia is any information or content that encompasses more than one type of expression. This includes visuals mixed with sounds, or text mixed with moving video. Virtual reality involves the modeling of a realistic representation of some aspect of the real world with which a person can interact. Virtual reality, AR, and XR rely on many types of technologies and programs to create a rendition of the virtual world, so it is a form of multimedia. The program would include classes from three areas (CS, IT, & UMS). It will also work in tandem with the eSports student club at the college.

In ITE 170 is the traditional hardware & software foundations in respect to multimedia, making the connection to AR, VR, & XR. Then ITE270 we would focus more specifically on VR, AR, & XR.

Faculty Plan: Adjuncts from Shenandoah University (SU) who teach in the B.A. and B.S. in Virtual Reality Design program and current faculty.

Stackability: Into the A.A.S. in Information Systems Technology.

Employment: According to [SU](#) the immersive technology “industry expected to be worth more than 400 billion by 2026 as it becomes an integral part of everything from entertainment to education.”

[Demand for skills in augmented/virtual/mixed realities](#) has been steadily climbing. As each agency and business begins to adopt immersive tech to promote their brand or to conduct training, this area will continue to expand.

- Software Developer/Engineer
- Graphics Designer/Engineer
- AR/VR Maintenance/Support Specialist

We expect that just as every organization now has a website, in the near future, every group will want XR experiences to advertise their products and services. Indeed [market demand is expected to increase dramatically](#) in coming years as equipment costs continue to fall.

Robotics and Automation

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*

Robotics and Automation

Description*

Robotics and Automation is transforming health care, manufacturing, construction, warehousing, and service industries. There has been an increase use of automated systems in these industries due to effective deployment of low-cost sensors, motors, design tools, and controllers. Upon certificate completion, students will have hands-on practical experience with a variety of robotic systems and an understanding of robotic and automation safety procedures, efficiency methods and procedures; foundations of robotic applications and programming; and a understanding of basic design and implementation principles in manufacturing work cells.

Prospective Curriculum*

See curriculum summary attached.

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:*

Spring 2024

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:

Robotics is part of the Go Virginia Region 9 grant under the leadership of Dr. Craig Santicola.

Additional Funding Required?*

☐ Yes ☒ No

Additional Funding: Facilities

Additional Funding: Equipment	
Additional Funding: Operations	
Additional Funding: Other	
Additional Faculty Required?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
Additional Faculty: First Year Full Time	
Additional Faculty: First Year Adjunct	2
Additional Faculty: Second Year Full Time	
Additional Faculty: Second Year Adjunct	2
FTES Enrollment Projection: First Year*	5
FTES Enrollment Projection: Second Year*	10
FTES Enrollment Projection: Third Year*	15
If after 3 years the program does not sustain an enrollment of _____ FTES, the program will be analyzed to determine whether or not it should be continued.*	15
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? *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Do you recommend this program be considered for G3 funding eligibility based on alignment with the G3 targeted industry sectors?*	<input checked="" type="radio"/> Yes <input type="radio"/> No

**Estimated Annual Job
Openings Local**

A study from January 2022 revealed more than 3,000 unfilled manufacturing positions in the region, costing the Shenandoah Valley \$1.4 billion in economic output.

Mechatronics program expands with the help of an \$800,000 grant - Royal Examiner

This certificate is to support the GO Virginia Region 9 grant for Robotics and Automation. There were approximately 15 letters of support for the grant ranging from secondary school districts to industry in Fauquier and Rappahannock Counties.

Curriculum in the CSC is aligned to multiple Industry 4.0 credentials that are in high demand in robotics, automation, smart technology.

**Source and Date of
Data**

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

☒ Yes ☐ No

Aalog Catalog Administrator - Do Not Modify

Degree Type

Program Type

Aalog Catalog Owner

Aalog Catalog Status

☐ Active-Visible ☐ Inactive-Hidden

Robotics and Automation Career Studies Certificate

Robotics and Automation is transforming health care, manufacturing, construction, warehousing, and service industries. There has been an increase use of automated systems in these industries due to effective deployment of Low-cost sensors, motors, design tools, and controllers. Upon certificate completion, students will have hands-on practical experience with a variety of robotic systems and an understanding of robotic and automation safety procedures, efficiency methods and procedures; foundations of robotic applications and programming; and an understanding of basic design and implementation principles in manufacturing work cells.

This CSC will stack into the A.A.S. in Technical Studies for students pursuing a degree.

Curriculum:

<u>Course</u>	<u>Credits</u>
SDV 100 – College Success	1
Assists students in transition to college. Provides overviews of college policies, procedures, and curricular offerings. Encourages contacts with other students and staff. Assists students toward college success through information regarding effective study habits, career and academic planning and other college resources available to students.	
IND 160 – Introduction to Robotics	3
Studies evolution and history of robotics with an emphasis on automated and flexible manufacturing. Presents advantages and limitations of present robot systems.	
ETR 177 - Industrial Robotics And Robotics Programming	3
Prepares the student to safely operate and maintain a robot and develop and maintain basic robot programs	
IND 251 - Automated Manufacturing Systems I	3
Presents basic principles used in the design and implementation in manufacturing work cells. Includes selection of the robot system, worksite, application cell sensors, development of cycle times, and economic analysis.	
ETR 286 - Principles And Applications Of Robotics	3
Provides an overview of terminology, principles, practices, and applications of robotics. Studies development, programming; hydraulic, pneumatic, electronic controls; sensors, and system troubleshooting.	
MEC 253 – Preventative And Predictive Maintenance	3
Presents the concepts of preventative and predictive maintenance needed to increase machine up-time and reliability, product quality, and plant productivity.	
Total	16

Industry Certification Preps:

IBM Certified Developer for IBM Robotic Process Automation v20.12.x
Industry 4.0 Basic & Advanced Operations (micro-credentials)
Robot System Operations (micro-credential)
Industry 4.0 Total Productive Maintenance (micro-credential)
Industry 4.0 Robotics Specialist

Notes:

- Robotics part of **Go Virginia Region 9 grant** under the leadership of Dr. Craig Santicola, Dean of School of Professional Programs
- IND 160 course also part of other new CSC's
- All courses are new to Laurel Ridge, but within the VCCS MCF
- SDV100 is currently in Laurel Ridge catalog

This CSC will stack into the A.A.S. in Technical Studies as electives.

Program graduates will be able to:

1. Explain the purpose and function of input/output assemblies, the central processor unit, the power supply, and programming device.
2. Create, design, and troubleshoot a variety of robotic programs.
3. Utilize a variety of test equipment to measure voltage, current, and resistance.
4. Apply appropriate actuators, transmissions, sensors, and end effectors to robot design
5. Demonstrate the knowledge of science, technology, engineering and math to solve technological problems.
6. Utilize spatial descriptions and homogeneous transformations to analyze forward and inverse kinematics

Prepare for what you will do at work

- Operate, test and maintain automated, robotic, or electromechanical equipment
- Read blueprints, schematics & diagrams to figure out the best way to assemble a part, machine, or piece of equipment
- Use soldering equipment & hand tools to build equipment, install parts & position hardware
- Apply your knowledge of microprocessors, electronics, mechanics, hydraulics & feedback systems to troubleshoot robotic systems.

Career Opportunities

- Entry-level Robotics Technician
- Entry-level Electrical Engineering and Electronics Technician
- Entry-level Maintenance Technician
- Automation technician
- Robotics Technician
- Electro-mechanical technician

Soft Marketable skills:

- Critical thinking and reasoning
- Communication
- Personal & social responsibility
- Teamwork
- Computer literacy

Land Surveying, CSC

2023-2024 Program New

General Catalog Information

School*

Science, Integrated Technologies, Engineering and Math

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*

Land Surveying, CSC

Description*

This career studies certificate emphasizes land and field surveying practices and office techniques, as well as utilizing a variety of instruments including levels, total stations, and GPS units. Graduates of this program, through the required courses, will be prepared for an entry-level position in the surveying field.

1st Semester

CAD 140 Technical Drawing	3
CIV 171 Surveying I	3
CIV 257 Mapping Standards, Virginia Rules and Statutes and Surveying Law	3
MTH 131 Technical Mathematics	3

Semester Total: 12 credits

2nd Semester

CIV 172 Surveying II	3
CIV 256 Global Positioning Systems for Land Surveying	3
OR	
GIS 101 Introduction to Geospatial Technology I	
CAD 260 Computer Applications for Surveyors and Technicians	3

Semester Total: 9 credits

Total Credits: 21 Credits

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

impacted areas: *

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:

Additional Funding Required? * ☐ Yes ☒ No

Additional Funding: Facilities

Additional Funding: Equipment

Additional Funding: Operations

Additional Funding: Other

Additional Faculty Required? * ☒ Yes ☐ No

Additional Faculty: First Year Full Time

Additional Faculty: First Year Adjunct 1

Additional Faculty: Second Year Full Time

Additional Faculty: Second Year Adjunct

FTES Enrollment Projection: First Year * 5

FTES Enrollment Projection: Second 8

Year*

FTES Enrollment
Projection: Third Year*

10

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

5

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

12

This program was created at the recommendation of the Engineering Curriculum Advisory Committee with a letter of support from the Director of Land Surveying and Principal Director of the engineering firm VIKA Virginia.

Source and Date of
Data

EMSI, Oct 31st 2022

Is the program eligible
for Title IV support?

☐ Yes ☐ No

Acalog Catalog Administrator - Do Not Modify

Degree Type

Career Studies Certificate

Program Type

Engineering

Acalog Catalog Owner

Engineering

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 Davis, VP of ASA
DATE: 01/20/2023
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): **Discontinuances**

General Engineering Technology: Technical Operations AAS - This is being discontinued for low enrollment, only two students actively taking classes during Fall 2022. This degree has been supplanted by the AAS Technical Studies.

Industrial Design CSC - This is being discontinued for low enrollment (zero students currently enrolled) and based on the recommendation from the engineering curriculum advisory committee that firms require an AAS in Civil Engineering Tech or Mechanical Engineering Tech for engineering technicians who will be doing design work.

Applied Computer Science CSC - There has only been one student enrolled and graduated with the career studies certificate. The CSC was created in the initial G3 to provide the K-12 DE students a credential for CTE IT courses that would be stackable into the IST degree. The G3 program changed and K-12 in the last year is not offering courses that will lead to the certificates.

Industrial Maintenance Technician – Basic CSC - This is being discontinued for low enrollment (zero students currently enrolled) over life of program and recommendation to eliminate duplication of programs between credit and non-credit.

Hospital Facility Coding CSC - This is being discontinued for low enrollment and changes to the profession. The courses will continue to be offered as part of the Health Information Management degree, but a separate credential for hospital (in patient) coding is not a marketable credential without the additional coding skills required in the HIM degree.

Medical Administrative Assistant/Transcription/Scribe, Certificate - This is being discontinued due to low enrollment and changes in the profession. Digital transcription and artificial intelligence have reduced the need for medical transcription services and scribes. A 7% decline in positions is expected through 2031.

Attachments (List supporting documents): Curriculog Proposal

Applied Computer Science, 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*

Applied Computer Science, CSC

VCCS Program Code

221-246-00

CIP Code

Program Start Date

2020-2021

Description*

This is a G3 eligible program. Click [here](#) to learn more.

The certificate exposes students to foundational topics in computer science, which are of practical importance: programming, software design, web design, database, and computer networks. This certificate will prepare a student to obtain an entry-level technology job as a help desk technician or support specialist.

Term and Year
program closed to new
enrollments*

Fall 2023

Term and Year
program deactivated
for data
submission/closed*

Spring 2024

**Reason(s) for
Discontinuance***

There has only been one student enrolled and graduated with the career studies certificate. The CSC was created in the initial G3 to provide the K-12 DE students a credential for CTE IT courses that would be stackable into the IST degree. The G3 program changed and K-12 in the last year is not offering courses that will lead to the certificate, as seen in the attached file. Additionally, the CSC is misleading as it is not actually in computer science but is comprised largely of IST courses.

On 12/12, Art Lee who is Program Lead for IST agreed with the discontinuation of the CSC.

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

☒ Yes ☐ No

First Semester

ITN 106 Microcomputer Operating Systems	3
ITD 110 Web Page Design I	3
ITD 130 Database Fundamentals	3

Semester Total: 9 Credits

Second Semester

ITE 120 Principles of Information Systems [After]	3
ITE 152 Introduction to Digital Literacy and Computer Applications [Right] OR	3
CSC 110 Principles of Computer Science [After]	3
[After] CSC Elective 3-4 cr.1	

Semester Total: 9-10 Credits

Program Total: 18-19 Credits

Industry Certifications - Credit for Prior Learning (Certification not older than 2 years):
ITD 110 - CIW Web Design Specialist ITD 130 - Microsoft Technology Associate, Database Fundamentals (98-364). ITN 106 - CompTIA A+ Software Exam (220-1002).

¹ Elective should be chosen based upon career path. Elective may include any course with the prefix CSC, ITP, ITN, ITD, GIG, UMS or [ENG 113](#) or [ART 283](#).

General Engineering Technology - Technical Operations, AAS

2023-2024 Program Discontinuation

General Catalog Information

School*

Science, Integrated Technologies, Engineering and Math

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*

General Engineering Technology - Technical Operations, AAS

VCCS Program Code

968-07

CIP Code

15.0000

Program Start Date

Description*

This is a G3 eligible program. Click [here](#) to learn more.

Provides educational opportunities for those who are or those that seek to be employed in the many manufacturing industries and businesses, which need individuals trained in basic electrical applications, including the control of machinery and processes. It is also appropriate for those attempting to upgrade their knowledge or acquire practical skills. Upon completion of this program occupational objectives include electrical apprentice, electrician, electrician's helper, industrial electrician, journeyman or other related positions.

Term and Year
program closed to new
enrollments*

Fall 2023

Term and Year
program deactivated
for data
submission/closed*

Spring 2025

**Reason(s) for
Discontinuance***

Low enrollment. Twelve students program place (5 never enrolled in courses). Two students actively taking classes during Fall 2022. This degree has been supplanted by the AAS Technical Studies.

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

☒ Yes ☐ No

Program Curriculum

First Semester

CAD 140 Technical Drawing	3
ENG 111 College Composition I	3
MEC 111 Materials for Industry	3
SDV 100 College Success Skills	1
[After] Elective - Engineering Mathematics (MTH) 3 cr.1	
Elective - Technical Operations 3 cr.1	

Semester Total: 16 Credits

Second Semester

CAD 241 Parametric Solid Modeling I	3
[After]	
ENG 112 College Composition II	3
[Right] OR	
ENG 113 Technical-Professional Writing	3
[Right] OR	
ENG 115 Technical Writing	3
[After]	
EGR 216 Computer Methods in Engineering & Technology	3
MEC 112 Processes of Industry	3
[After] Elective - Engineering Mathematics (MTH) 3 cr.1	
Elective - Technical Operations 3 cr.1	

Semester Total: 18 Credits

Third Semester

CAD 242 Parametric Solid Modeling II

CAD 242 Parametric Solid Modeling 11

3

EGR 206 Engineering Economics

3

[After]

Elective - Social Science 3 cr.2

Elective - Technical Operations 3-4 cr.1

Elective - Technical Operations 3-4 cr.1

Semester Total: 15-17 Credits

Fourth Semester

IND 145 Introduction to Metrology

3

[After]

Elective - Humanities/Fine Arts 3 cr.2

Elective - Social Science 3 cr.2

Elective - Technical Operations 3-4 cr.1

Elective - Technical Operations 3-4 cr.1

Semester Total: 15-17 Credits

Program Total: 64-68 Credits

¹ [ELECTIVES General Engineering Technology](#)

² [ELECTIVES General Studies All Programs \(excluding Liberal Arts Degrees\)](#)

Attached* ☒ Enrollment Data

Attached* ☒ List of Program Placed Students

Attached* ☒ Teach out plan

Acalog Catalog Administrator - Do Not Modify

Degree Type

Associate of Applied Science

Program Type

Engineering

Hospital Facility Coding, 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*

Hospital Facility Coding, CSC

VCCS Program Code

CIP Code

Program Start Date

Description*

This is a G3 eligible program. Click [here](#) to learn more.

This program prepares individuals for employment and career advancement in inpatient and ambulatory surgery coding positions (such as: hospital facility coding specialist, medical coding assistant, medical billing specialist or medical insurance coding specialist).

CERTIFICATION: Students enrolled in the program may apply for the AHIMA CCS exam (at the student's expense).

ADMISSION REQUIREMENTS: This program has specific admission requirements and is selective and competitive. All admission requirements must be met before being considered in the selection process. In all cases, the recommendation of the selection committee is the final determinant for admission to the Hospital Facility Coding program.

- Completed Laurel Ridge Community College application for admission.
- Completed Laurel Ridge Community College placement tests or other required development course work.
- Completed (graduate of) Medical Billing/Coding certificate program and/or hold an active CPC (AAPC) or CCA certification (AHIMA).
- Completed application for admission to the Hospital Facility Coding program, including transcripts of all post-secondary courses attempted and/or completed.
- Demonstrated minimum keyboarding skill of 40 wpm.
- Proficiency in computer applications (i.e., Microsoft Office)
- Documentation of two years' coding work experience that is validated by supervisors.

**Term and Year
program closed to new
enrollments***

Fall 2022

**Term and Year
program deactivated
for data
submission/closed***

Spring 2023

**Reason(s) for
Discontinuance***

This CSC was intended for Medical Billing and Coding (MBC) certificate (an outpatient coding certificate program) students to earn an inpatient coding certificate. Very few or even no students have been actively seeking the Hospital Facility Coding CSC in the past nine years since I was the Director of HIM and related programs. A report run in Navigate today revealed three current students who declared Hospital Facility Coding as a major, two of whom have not taken any courses yet, and one whose last date of attendance was 2018. Should any students want to take inpatient coding courses, and test for national coding credentials, but not earn a degree, they could always take the courses individually at Laurel Ridge because those courses are part of the Health Information Management (HIM) degree (they would need to have an MBC coding certificate or outpatient coding certification, however).

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

☒ Yes ☐ No

Certificate Curriculum

Fall Semester

HIM 110 Introduction to Human Pathology [Right] 1	3
HIM 141 Fundamentals of Health Information Systems	3

Semester Total: 6 Credits

Spring Semester

HIM 250 Health Data Classification Systems I	4
HIM 130 Healthcare Information Systems	3

Semester Total: 7 Credits

Summer Semester

HIM 298 Seminar and Project	1
HIM 232 Health Record Applications II [Right] 2	3

Semester Total: 4 Credits

Program Total: 17 Credits

¹ Prerequisite courses in this program are waived.

Industrial Maintenance Technician - Basic, 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*

Industrial Maintenance Technician - Basic, CSC

VCCS Program Code

CIP Code

Program Start Date

Description*

This is a G3 eligible program. Click [here](#) to learn more.

Exposes students to theory and application related to the maintenance of and repair of electrical systems, electronics and controls, motors, and hydraulic and pneumatic systems. The occupational objective of this certificate is to prepare students for entry-level positions in industrial maintenance.

Term and Year
program closed to new
enrollments*

Fall 2023

Term and Year
program deactivated
for data
submission/closed*

Spring 2024

**Reason(s) for
Discontinuance***

Low enrollment (zero students currently enrolled) over life of program and recommendation to eliminate duplication of programs between credit and non-credit.

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

☒ Yes ☐ No

Certificate Curriculum

First Semester

ELE 133 Practical Electricity I	3
SAF 126 Principles of Industrial Safety	3
[After]	
SDV 101 Orientation to Trades	1
[Right] OR	
SDV 100 College Success Skills	1
[After]	

Semester Total: 7 Credits

Second Semester

ELE 134 Practical Electricity II	3
MEC 165 Applied Hydraulics, Pneumatics and Hydrostatics	3
[After]	
Elective - Mechanical Engineering Technology 3-4 cr.1	

Semester Total: 9-10 Credits

Program Total: 16 -17 Credits

¹ [ELECTIVES Engineering and Suggested Electives by Track](#)

Attached* ☒ Enrollment Data

Attached* ☒ List of Program Placed Students

Attached* ☒ Teach out plan

Medical Administrative Assistant/Transcription/Scribe, Certificate

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*

Medical Administrative Assistant/Transcription/Scribe, Certificate

VCCS Program Code

CIP Code

Program Start Date

Description*

This is a G3 eligible program. Click [here](#) to learn more.

Prepares students for employment and career advancement in medical office assistant, medical secretary and medical scribe positions in the medical/health professions.

Certification: Students enrolled in the program may apply for the Certified Medical Scribe Apprentice "CMSA" exam (at the student's expense).

Program Requirements: This program requires students to enter with the following requisite skills:

- Demonstrated minimum keyboarding skill of 40 wpm.

Term and Year
program closed to new
enrollments*

Spring 2023

**Term and Year
program deactivated
for data
submission/closed***

Spring 2023

**Reason(s) for
Discontinuance***

Since 2014, the maximum number of students in this program has been four (4) students (see Trends in Program Enrollment report, attached). We also no longer offer a course in keyboarding on a consistent basis (due to lack of enrollment), which is where students gain speed and accuracy in transcription, a skill that is necessary when transcribing medical reports. That course was removed from the schedule when the Administrative Support Technology AAS was removed from the catalog. We have not had students get to the final semester of their program since 2019, so there has not been an issue of "need." Also, the U.S. Department of Labor Occupational Outlook Handbook shows a 7% decline in Medical Transcription positions through 2031. [Medical Transcriptionists : Occupational Outlook Handbook: : U.S. Bureau of Labor Statistics \(bls.gov\)](#) We will keep the Medical Office Assistant Career Studies Certificate since all of the courses in that program are offered in the HIM and/or Medical Coding and Billing programs and are offered on a consistent basis.

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

☒ Yes ☐ No

Certificate Curriculum

Fall Semester

BIO 145 Basic Human Anatomy and Physiology [Right] 1	4
ENG 111 College Composition I	3
HIM 111 Medical Terminology I [After]	3
SDV 101 Orientation to Health Professions [Right] OR	1
SDV 100 College Success Skills	1

Semester Total: 11 Credits

Spring Semester

AST 141 Word Processing	3
HIM 110 Introduction to Human Pathology	3
HIM 112 Medical Terminology II	3
HIM 130 Healthcare Information Systems	3

Semester Total: 12 Credits

Summer Semester

AST 142 Word Processing II	3
AST 245 Medical Machine Transcription	3
HIM 260 Pharmacology for Health Information Technology	2
HIM 298 Seminar and Project	1

Semester Total: 9 Credits

Program Total: 32 Credits

¹ Equivalent: Completion of [BIO 141](#) and [BIO 142](#).

Attached* ☒ Enrollment Data

Attached* ☒ List of Program Placed Students

Attached* ☒ Teach out plan

Acalog Catalog Administrator - Do Not Modify

Degree Type

Program Type

Acalog Catalog Owner

Acalog Item Id

Acalog Catalog Status ☒ Active-Visible ☐ Inactive-Hidden

Industrial Design, CSC

2023-2024 Program Discontinuation

General Catalog Information

School*

Science, Integrated Technologies, Engineering and Math

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*

Industrial Design, CSC

VCCS Program Code

221-883-19

CIP Code

15.0699

Program Start Date

Description*

This is a G3 eligible program. Click [here](#) to learn more.

Introduces students to the principles of sound industrial design including related mathematics and concepts. Occupational objectives upon completion of this certificate include equipment designer, product development, engineering technician, product engineer, assembler and other related positions.

**Term and Year
program closed to
new enrollments***

Fall 2023

**Term and Year
program deactivated**

Spring 2024

for data
submission/closed*

**Reason(s) for
Discontinuance***

Low enrollment (zero students currently enrolled) and recommendation from engineering curriculum advisory committee that they require an AAS in Civil Engineering Tech or Mechanical Engineering Tech for engineering technicians who will be doing design work.

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

☒

Yes

☐

No

Certificate Curriculum

Prior to First Semester

MTH 131 Technical Mathematics	3
-------------------------------	---

First Semester

EGR 135 Statics for Engineering Technology	3
MEC 111 Materials for Industry	3
MTH 130 Fundamentals of Reasoning	3

Semester Total: 9 Credits

Second Semester

EGR 136 Strength of Materials for Engineering Technology	3
ARC 130 Introduction to Materials & Methods of Construction	3

Semester Total: 6 Credits

Program Total: 18 Credits

LAUREL RIDGE COMMUNITY COLLEGE
173 Skirmisher Lane
Middletown, VA 22645

RECOMMENDATION FOR COLLEGE BOARD

TO: Kimberly P. Blosser, President
FROM: Liv Heggoy, Executive Director, Laurel Ridge Foundation
DATE: 1/17/23
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 two instructional labs in the new Skilled Trades Building at the Fauquier Campus and the employee lounge in Jenkins Hall (Luray-Page County Center)

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 two instructional labs in the new Skilled Trades Building to be constructed at the Fauquier Campus. These names are recommended by the 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 3
A gift from
Pro-Tech Service Company, Inc.

Trades Lab 1
A gift from
William A. Hazel, Inc.

Recommend approval of naming the employee lounge in Jenkins Hall in honor of Dr. Morgan Phenix. This honorific recognition is recommended by President Kim Blosser.

Employee Lounge
In honor of
Dr. Morgan Phenix

Attachments (List supporting documents): Background Information

**Recommend Approval of Facility Naming:
2 Classrooms in the new Skilled Trades Building - Fauquier Campus
Employee Lounge in Jenkins Hall - Luray Page County Center**

Background

Per VCCS policy (page 4), 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.

The Laurel Ridge Foundation Board may recommend to the College Board the naming of facilities in recognition of philanthropic gifts or corporate licensing agreements.

Naming Approval #1 – Pro-Tech Service Company, Inc.

Recommended by: Laurel Ridge Foundation (September 1, 2022)

Trades Lab 3 in the Skilled Trades Building at the Fauquier Campus will be used primarily for the welding program.

The plaque will read:

Trades Lab 3

A gift from

Pro-Tech Service Company, Inc.

The company is headquartered in Bristow, Virginia. The president is Pat Fallon. A resident of Rappahannock County, Mr. Fallon is an enthusiastic supporter of the Laurel Ridge Community College mission, particularly our commitment to skilled trades training programs. He was an active member for many years of the Associated Builders and Contractors, Inc.

<https://pro-techsvc.com/> From the web site:

Over the past 20 years, Pro-Tech Service Company, Inc. has developed an exceptional team of professionals, both office and field staff, specializing in commercial industrial, core and shell, tenant finish and retail. Pro-Tech Service Company, Inc. is a full service Commercial Electrical, Design Build and Design Assist Contractor with strong corporate values. We appreciate the significance of our trade, its craftsmanship, and the timeliness of our work as an integral part of a successful project. This is why we hold our reputation and the relationships we develop with our owners and general contractors in the highest regard. Our philosophy is to work with select leaders in the market and continually exceed their expectations. We pride ourselves in having established long term relationships with select local general contractors and well-known national corporations. With a fleet of stocked service trucks and a professionally staffed construction department, we are capable of handling projects from the routine service call to large multi-story ground-up projects. We are licensed in Virginia and Maryland.

Naming Approval #2 – William A. Hazel, Inc.

Recommended by: Laurel Ridge Foundation

Trades Lab 1 in the Skilled Trades Building at the Fauquier Campus will be used primarily for the HVAC program.

The plaque will read:

Trades Lab 1

A gift from

William A. Hazel, Inc.

<https://www.wahazel.com/>

The company has been in business for almost 60 years and is involved in all aspects of site development and road construction throughout Northern Virginia. There are more than 600 employees.

From the web site:

It all started with a little International TD6 bulldozer, and a couple of brothers who would do just about anything a customer needed – from clearing fence rows to digging out rocks. “We worked wherever we could get work,” recalled Mr. Hazel.

That was in the late 1950's. They got their first Caterpillar in the 1960's. As the business grew, it was time to be formally incorporated, and in 1964, William A. Hazel, Inc., was officially launched as a corporate citizen of Virginia. The work gradually evolved into the sewer and water business and the company grew from there.

We think Mr. Hazel would be thrilled to know that, in the 21st century, two (and sometimes three!) generations of employees have worked in the company he and his brother started.

Naming Approval #3 – Morgan Phenix

Honorific naming recommended by President Kimberly Blosser

An honorific naming is bestowed to recognize extraordinary leadership, service or other contributions of time or talent over an extended period of time resulting in a significant and positive impact on the College.

The Employee Lounge at the Luray-Page County Center includes a kitchenette and seating area.

The plaque will read:

Employee Lounge

In honor of

Dr. Morgan Phenix

- Born, New York City, 1946, lived in NY, MN, NJ, PA and WI.
- Attended George School, in Newtown, PA
- Muhlenberg College ('68), Allentown, PA
- Teachers College Columbia University (M.A. '71, Ed.D. '73), New York.
- Taught English in public schools in NJ and WI, and education at Muhlenberg College.
- Lived and worked in Denmark eight years, 1978-86, instructing Danish language for the Danish Refugee Commission.
- Returned to the US, 1986, and entered public school administration in Milwaukee in 1988. Earned administration certification at University of Wisconsin-Milwaukee and Marquette University.
- Settled in Page County, VA in 1992, to be near his parents.
- Principal at Page County High School 1992 until 2008
- Served on the LFCC College Board 2000-2008
- Interim dean, Lord Fairfax Community College in 2008
- Dean of humanities, math and social sciences at LFCC and was subsequently appointed associate VP for instruction (2009-2012)
- Retired from LFCC in 2012. Continued working at the community college as a part-time advisor at the Luray-Page County Center, which he describes as a "dream job with great students for a great organization."
- Adjunct professor for Liberty University's Graduate School of Education from 2012 to 2017.
- Elected chairman at-large, Page County School Board, 2009; Elected chairman at-large, Page County Board of Supervisors, 2018.
- Enrolled in several English courses with our English professor Brent Kendrick, including several memoir writing courses. Has written two books: *A Life Worth Living*. *A Story Worth Telling* (2013) and *Elizabeth's Story* (2017)
- A generous philanthropist, Dr. Phenix has given to the Laurel Ridge Foundation for 20 years, including an endowed scholarship to honor his parents and a major gift to support the Luray-Page County Center Building Fund. (over)

- Received the 2015 Chancellor's Award for Leadership in Philanthropy.
- Lives in Stanley, VA with his wife Betty. They have 3 children.
- Has a commercial driver's license. Earned Amateur Extra Class license, K4RHD, member of Page Valley Amateur Radio Club, Page County Amateur Radio Emergency Services, and liaison to the Northern Virginia Traffic Net.

Laurel Ridge Foundation Gift Agreement

The gift agreement with the Laurel Ridge 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
P.O. Box 47
Middletown, VA 22645

TO: Kim Blosser, President

FROM: Cynthia Page, Interim Vice President of Financial and Administrative Services

DATE: January 10, 2023

SUBJECT: Recommended Item for College Board Agenda

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

Information Item: _____

Action Item: X

Agenda Item Title: Adjust 2022-23 College Board Budget to Reflect 40.3% Reduction in Frederick County Contribution

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

Frederick County has informed Laurel Ridge that the County's contribution towards the 2022-23 College Board budget is being reduced by 40.3% from the original requested amount of \$92,045 to \$55,000.

Options for accommodating this budget reduction include: using current budget surplus to maintain planned budget; reducing the scholarship awards to Frederick County High Schools; or reducing other areas of the budget.

Recommendation from the College Board on this budget adjustment is respectfully requested.

Attachments (List supporting documents): 2022-23 College Board Budget

LAUREL RIDGE COMMUNITY COLLEGE
BUDGET STATEMENT - COLLEGE BOARD FUND
FOR THE FISCAL YEAR ENDING JUNE 30, 2023
As of December 31, 2022

Attachment 10 - Page 2

DESCRIPTION	2023 BUDGET	2023 YTD ACTUAL	BUDGET VARIANCE	ACTUAL / BUDGET %
<u>REVENUES AND FUND ADDITIONS</u>				
Local Appropriations				
40001-401010-40331 Clarke County	\$16,528.00	8,264.00	(8,264.00)	50.00%
40001-401020-40331 Fauquier County	76,628.00	38,314.00	(38,314.00)	50.00%
40001-401030-40331 Frederick County	55,000.00		(55,000.00)	0.00%
40001-401040-40331 Page County	11,562.50	5,781.50	(5,781.00)	50.00%
40001-401040-40331 Luray	11,562.50	11,563.00	0.50	100.00%
40001-401050-40331 Rappahannock County	7,774.00	7,774.00	-	100.00%
40001-401060-40331 Shenandoah County	45,598.00	45,598.00	-	100.00%
40001-401070-40331 Warren County	40,176.00	40,176.00	-	100.00%
40001-401000-40331 Winchester	\$62,126.00	31,063.00	(31,063.00)	50.00%
TOTAL REVENUES AND ADDITIONS	326,955.00	188,533.50	(138,421.50)	57.66%
<u>EXPENDITURES AND DEDUCTIONS</u>				
ADVISORY COMMITTEES, BOARD ACTIVITIES, AND PRESIDENT'S OFFICE				
40001-440000-61200 Advisory Committees	1,500.00		1,500.00	0.00%
40001-460020-61200 Board Activity	5,000.00	679.48	4,320.52	13.59%
40001-460040-61200 President's Office	9,000.00	2,041.35	6,958.65	22.68%
FACULTY AND STAFF DEVELOPMENT				
40001-440010-61200 Faculty Development	25,000.00	15,348.12	9,651.88	61.39%
40001-460030-61200 Staff Development	25,000.00	18,444.61	6,555.39	73.78%
INSTITUTIONAL ADVANCEMENT AND OPERATIONS				
40001-460010-61200 Commencement	5,000.00		5,000.00	0.00%
STUDENT FINANCIAL ASSISTANCE				
40001-480000-61200 Board Scholarships	190,000.00	118,793.02	71,206.98	62.52%
STUDENT SERVICES				
40001-450000-61200 Student Outreach	21,000.00	3,167.03	17,832.97	15.08%
40001-450010-61200 Orientation / First Year Experience	8,000.00	2,422.24	5,577.76	30.28%
40001-480040-61200 TRIO Discretionary	13,000.00	4,500.00	8,500.00	34.62%
40001-450060-61200 Student Wellness Support	2,000.00		2,000.00	0.00%
40001-450070-61200 Violence Prevention Education	5,000.00	762.00	4,238.00	15.24%
SPONSORED PROJECTS				
40001-430010-61200 Theatrical Productions	2,000.00		2,000.00	0.00%
40001-430040-61200 Student Competitions	2,500.00		2,500.00	0.00%
40001-450230-51113/51141 Student Success Initiatives	50,000.00		50,000.00	0.00%
TOTAL EXPENDITURES/DEDUCTIONS	364,000.00	166,157.85	197,842.15	45.65%
NET INCREASE/(DECREASE)	(37,045.00)	22,375.65	59,420.65	
Accounts Payable	0.00	-		
Transfers In/(Out)	-	-		
Beginning Fund Balance	577,604.03	577,604.03	0.00	
TOTAL LIABILITIES AND FUND BALANCE	\$540,559.03	\$599,979.68	\$59,420.65	110.99%

Reports of the College

Laurel Ridge Community College Board Meeting No. 261

February 2, 2023

A. President, Kim Blosser

HIRE Virginia

- Increase FastForward Funding by \$18.6M to produce 10,000 more credentials per year
- \$100M to seed new program start-ups and modernized teaching environments
- \$35M to enroll 12,500 high school students in on-campus CTE and FF academies
- \$30M to staff career placement services and develop a jobs portal
- \$40.4M to add 400 advisors
- \$9M to expand tele-behavioral health services
- \$18M to increase awareness of community college programs
 - NOTE: Delegate Davis felt this amount was too small so has introduced a budget amendment to add \$3M for a total of \$21M

Higher Education Highlights from Governor Youngkin's budget amendments

- \$50M to Dept of Education for college partnership lab schools – in yr1
- \$30M to Dept of Health to establish the Earn to Learn Nursing Education Acceleration program grant
- \$10M to Dept of Health to enhance the Nurse Preceptor Incentive Program
- \$9M to SCHEV to support mental health services – one-time with mandatory carryforward to pursue a statewide contract or reimburse for existing contracts

VCCS Specific Highlights from Governor Youngkin's budget amendments

- \$15M to increase the availability of industry recognized credentials to high school students at five pilot sites - \$15M in yr2 of which \$10M is ongoing
 - NOTE: The Governor has spoken very openly about wanting to increase dual enrollment opportunities and this amendment was intended to help fund these opportunities for high school students. However, the way the amendment is written, the \$15M is scheduled to go into the workforce funding side of the budget so would only be for students taking workforce (non-credit) credentials and would not be available for dual enrollment credit programs.
 - Delegates Austin and Sickles have submitted a budget amendment for \$15M to provide funding for credit dual enrollment in addition to the workforce credential funding.
- \$3M to promote awareness of G3 and FastForward – \$3M in yr2, one time funding
- \$3M to establish or expand career placement centers - \$3M in yr2
- Language to increase the cap on FastForward from \$3,000 to \$4,000
 - NOTE: Senators Ruff and Pillion and Delegates Byron and Marshall have introduced budget amendments for \$4.8M to increase the cap to \$4,000
- \$2.5M to grow nursing and commercial driver's license (CDL) programs (SWCC & VHCC)

Other legislation of interest

Richard Bland College

- There are two bills that we need to pay close attention to: HB 1415 and SB 1077. Last year, Richard Bland College (RBC) received funding to study whether they should become an independent, 2-year college, separate from the College of William & Mary.
- These two bills request the creation of a new Board of Visitors, so RBC can move to an independent college. They also are requesting to move from a junior college to a comprehensive 2-year college that also offers workforce training.
- The Executive Committee of the State Board has requested that the Chancellor and her staff engage with the Administration and with legislators to pursue amendments to HB1415 and SB1077 that would seek to replace the creation of new board with a study of governance options for Richard Bland to include the viability and benefits of the State Board for Community Colleges serving as the governing body for RBC.
- I encourage you to reach out to any legislative member(s) from your area to ask that they consider requesting SCHEV to conduct a study of governance options before taking action on RBC's proposal to become an independent college.

Additional Advisors

- Senator Saslaw and Delegates Torian and Wampler have submitted a budget amendment for \$6.3M to add additional advisors

JLARC Study on Dual Enrollment

- Study focused only on transfer classes taught in high schools by high school teachers; did not include CTE or academics
- Overall, dual enrollment has grown significantly – up 54% since 2012
- Represented 28% of total community college enrollment in 2021
- 56-60% of students with DE credits earn a Bachelor's degree within 4 years, compared to less than 50% completion rate with no DE credits
- JLARC recommendation for transfer classes taught in high schools by high school faculty was to charge zero tuition or fees
- VCCS recommended additional study and a request to allocate funding to community colleges to cover the lost tuition and fees

College Updates

- President Blosser will hold two virtual open forums throughout the Spring semester on Tuesday, February 28 at 2:30 p.m., and Thursday, April 13 at 10 a.m.
- President Blosser attended the 2023 Legislative Reception in Richmond on January 17.
- Chancellor's Search – Dr. David Dore` has been selected as Virginia's Community Colleges next Chancellor. President Blosser will share more information on his transition into the role as the details are confirmed. <https://www.vccs.edu/chancellor-search/>
- The college's VP FAS search is underway. The job announcement/posting closed on January 1. Final candidates will visit both campuses during the week of February 13-17.
- Cynthia Page has joined Laurel Ridge as interim VPFAS.
- President Blosser will be guest speaker at Berryville Rotary Club on February 1.

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

Workforce Solutions Quarterly Performance Update FY23 Q1 October – November 2022
(Attachment No. 12)

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

Grants Office

- Continued to support GO Virginia grant project development and activities.
- Secured award of \$80,000 from Stanley Black and Decker for the Center for Skilled Trades.
- Submitted SCHEV grant for \$100,000 in partnership with Shenandoah (We are lead and fiscal agent). SCHEV grant passed initial compliance – waiting on news of award.
- Developed and submitted Lab School Planning grant with Germanna (Germanna is the lead; Laurel Ridge would get at least \$52,000).
- Submitted Letters of Intent to the United Way and Northern Piedmont Community Foundation. So far, United Way has invited us to submit a proposal.
- Note: This is a very busy time, with several proposals coming due for adult education, science education, law enforcement, and student support services.

Marketing Office

- The College Viewbook will be produced and mailed by April 1.
- The marketing office continues to implement ongoing campaign strategies. March 1 starts the academic enrollment campaign for Fall 2023.

Public Relations Office

- Planning for our Commencement ceremonies are well underway. Health Professions Commencement and Pinning Ceremonies will take place on Thursday, May 11, 2023 at the Middletown Campus. Commencement. College Commencement will take place on Friday, May 12, 2023 at 2 p.m.

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

Center for Excellence and Innovation in Teaching & Learning (CEITL)

- Launched recruitment for the Director of the CEITL with goal of operationalizing the Center by fall 2023 with virtual and physical space on our campuses.

School of Humanities and Social Sciences

- Forensics Team Rebooted Post Covid - The Forensics Team has successfully reestablished itself. The team competed in parliamentary debate, dramatic duo, impromptu speaking, poetry, and prose events. Seven students competed at their first tournament - the Shepherd University Tournament in November. The Laurel Ridge dramatic duo team placed 6th against teams from other colleges and universities including Bloomsburg University (PA), Liberty University (VA), Lynchburg University (VA), University of Richmond (VA), and Appalachian State University (NC), West Chester University (PA). Two students won at least one of their performance rounds. (more information, contact advisor Naomi Simpson)

- In November, English Professor Danielle DeArment-Donohue represented Laurel Ridge at the National Council of Teachers of English (NCTE) Annual Convention in Anaheim, CA. She presented a unit that encourages nuanced argumentation by asking students to consider and complicate oppositional identity binaries.
- English Professor Jessi Lewis has had several publications this year including work in *Alaska Quarterly Review* and the *Massachusetts Review*. Her poetry was also published in *Southern Literary Anthology*, alongside the likes of Rita Dove.

School of Professional Programs

- On Saturday March 18th, the College will host the state assembly of surgical technologists at Hazel Hall. Participants will come from all over the state for the meeting and we will have equipment demos and tours of the surgical technology suite.
- Initial planning is underway for us to host the 39th Consortium for Computing Sciences in Colleges Regional conference (eastern region) in Fall 2023. The conference is designed for computing education instructors at university, community college, and K-12 level, with expected attendance between 100-300. The conference will involve paper presentations, workshops, tutorials, panels, and a programming competition.

School of STEM

- In November, the Fauquier Campus STEM Club wrapped up their crime scene investigation. In the months of October and November, they used an empty faculty office to stage a mock crime scene, filled it with “bloodstains,” cleaned up “blood” only visible using Luminol (under black light) and left many clues at the scene of the crime to allow students to piece together exactly what happened. A ballot box was provided where students could guess what happened and win prizes if correct. Students tested their physics, chemistry, and biology skills as they considered such things as blood spatter analysis, pre- and post-mortem wounds, angles of attack, blood-reporting chemicals such as Luminol, and severity of injury. A mock coroner's report was provided, along with witness statements and other information gathered in a real police investigation.
- Cheryl Brindle attended the 48th AMATYC (American Mathematical Association of Two-Year Colleges) conference November 17-20. The theme of the conference was Opening Doors Through Mathematics.
- Anatomy and physiology professor Jeff Hollar part of a PD program called *Anatomia Italiana* organized in conjunction with the Human Anatomy and Physiology Society (HAPS). The group toured Italy in January, visiting famous historical sites such as where Davinci taught and other related areas.

Early College and High School Partnerships

- Laurel Ridge is partnering with a regional computer science group, SPARCS, that has Virginia Department of Education Advancing Computer Science Education Grant (ACSE) that will enable 20 Shenandoah Valley teachers to complete the Computer Science Generalist CSC. The certificate covers requirements to enable the teachers to earn a computer science endorsement.

Student Services and Academic Support

- Esports - This spring, Laurel Ridge will open an esports arena as part of a grant partnership with Shenandoah University. The Lion's Den will be housed within the former Subway space in the SUB and will include Club Café, a spectator lounge featuring streamed games,

Nintendo Switch and Wii games, seating, and a snack bar where clubs can fundraise while providing food options to students and employees.

- Veteran's Services - Veteran's Services at Laurel Ridge has undergone both a renovation and reorganization and will reopen in the spring semester with brand new offices and reorganized student space in the Veteran's Center at Middletown. Also, Jeanmarie Corrado will serve as the Veterans Academic Advisor and Sharon Painter will serve as the School Certifying Official and will certify all student's veteran benefits. Both will continue to maintain a presence at both campuses.
- Cocurricular Activities - From many years of research, we know that students who are engaged both in and outside of the classroom achieve better outcomes. This spring, our office of Student Life and Engagement will work closely with faculty this semester to focus on cocurricular activities across disciplines as a method of increasing student engagement, retention, and success.
- Food Pantry moved to a new location on Fauquier Campus. It is open for anyone to stop by and pick up in Wolk 218.
- Timely Care contract renewed with 24/7 Talk Now and 3 counseling visits
- In celebration of Black History Month Student Engagement hosting an MLK Speech contest and a trip to the African American Museum in Washington DC
- Adult Education is proud that we are now located in all our regional jails with adult education instruction. In addition, Adult Education looks for more partners to support ESL instruction in the workplace.

E. **Financial and Administrative Services**, Cynthia Page, interim vice president of financial and administrative services

Business Office

- Working on revisions to the Refund Policy 60004
- Submitted FY24 funding requests to localities.

Facility Planning & Auxiliary Services

- Hazel Hall: 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 renovation has started and is progressing. The estimated completion is mid-May.
- Trades Lab progress continues as Miller Bros prepares to pour the slab. The prefab metal building is scheduled to be delivered in January.
- Wolk Hall Projects have started in Student Success and the Police Office. The Bookstore Renovation proposal is with VCCS and should be released in the next month
- Middletown Projects are well underway in the Veterans Center and separation of office 501. Those are on schedule to be completed by the end of January. The vending area improvements are with VCCS waiting for final approval before the contractor is given the go ahead.

Facilities Management

- Lighting upgrades in Wolk Hall are 99% complete pending arrival of final material.

- Building Automation Systems (BAS) controls upgrade project at Middletown Campus with Johnson Controls is underway at approximately 65% complete.
- Evening Shift Custodial Supervisor has been hired.
- One Middletown General Maintenance technician has been hired.
- One of two remaining vacant technician positions is currently entering the interview process for Fauquier Campus. The remaining position at Middletown should be posted by the end of January.
- Facilities is working with K&L, and various other subcontractors, to address damages incurred during a sprinkler failure which partially flooded the first floor of Hazel Hall over holiday break. Dehumidification efforts are complete and Emergency Procurement paperwork has been submitted. Awaiting rework of CWP system drain line and rewiring of vestibule heaters at the front entrance. K&L to replace some areas of flooring and damaged woodwork in the Barkman Conference Center.
- Facilities actively replacing parking lot lights at both the Middletown and Fauquier Campuses. The project is nearly 75% completion.
- Continuing to work on the office space buildout for B&G.
- Continuing to address lighting failures within all buildings.
- Continuing Mechanical Room clean outs across Middletown Campus.
- Scheduled inspection for VFD Maintenance, Lab hood, and exhaust fan at SHP.
- Continuing to address roof leak issues at Middletown campus.
- Replacing remaining old skirting on The Lodge at Middletown Campus. Materials for repair/replacement of skirts on Modulares at Fauquier Campus are being ordered.

Police

- Continuing to fill vacant positions. Currently 4 positions down: 1 full time Fauquier, 1 part time Fauquier, 1 full time Middletown, 1 part time Middletown.
- Continuing to coordinate training with local law enforcement and first responder agencies in our service region. Active shooter response training with Campus Police, Frederick County Sheriff's Office and Middletown Police Department is planned at the college during spring break.
- Continuing 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).
- Self-defense classes for civilian staff and students were held at both campuses (RADS replacement training). Additional classes are planned for February, March and April 2023.
- Civilian Response to Active Shooter classes were held on both campuses. Additional classes are planned for March, April and May 2023.
- Requests for faculty and staff volunteers to serve as Emergency Response Coordinators (ERCs) were well received. ERC training will be developed and made available on-line. Once ERCs are trained, there will be lock-out, lock-down and shelter-in-place drills conducted at each campus.
- Continuing with the "Supervisor on Duty" program for the Spring 2023 Semester.
- Continuing 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 Team (TAT) Policy with an ad hoc TAT committee.

- Tasers have been received for officers. Two supervisors have completed training to be Taser trainers for the department. All officers are up to date on Taser training.
- Sending two officers to CPR/AED/First Aid Instructor Training on April 11, 2023.
- Body armor has been ordered for all police officers. Current department body armor is expired.
- Request for upgraded portable radios has been submitted to VCCS Shared Services for approval and order.
- Request for a new police vehicle is being developed for submission to VCCS Shared Services.
- Request for new patrol rifles for Hazel Hall and police vehicles is being developed.
- Vendors are being identified to develop proposals for solutions to cell phone and radio reception/transmission inside of buildings on Middletown campus. Currently, police/fire/rescue cannot communicate with dispatch inside of Middletown buildings.

Information Technologies

- CIO position filled by Rich McDonald on January 4, 2023.
- Begin working on the CAE learning space to integrate the cameras and system bought for Hazel Hall.
- Standing up a new virtual environment in cornerstone hall and decommissioning the old virtual environment in SHP.
- There is a VCCS Policy that does not allow us to forward emails outside of our Laurel Ridge domain. Notification is ready to be sent to comply.
- There are two positions that need to be filled: Helpdesk Tech I position opened by the movement of Jacob Wiles (just waiting for it to close and interview), part time position at Fauquier was reposted after the candidate turned it down based on pay.
- HyFlex installations are about 98% complete. The team is resolving remaining issues.
- Hazel Hall classroom technology is installed and 98% complete. Intermittent issues are being resolved.
- Endpoint manager software is available. Any ongoing issues are being resolved.
- Business Impact Analysis is in process with various departments across the college.
- 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. The college is awaiting further information.
- VCCS has implemented Cyber Ark and the training was on 1/12. Additional training can be scheduled.
- Alertus is being implemented and comes with an unlimited number of panic buttons that we can install for everyone on campus as a replacement for the outdated and unreliable system that is in place.
- Implementation of Team Dynamix (the replacement for quest kace) should be in use by the end of January. 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 spiked in activity. The score has considerably improved and we have contracted a vendor to assist
- VCL pilot testing continues. VCL Virtual Computer Lab is an imitative 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 implemented for everyone to enroll and use now. You can authenticate 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 Wi-Fi is rolled out and operational
- Laurelridge.edu account creation streamlining – working on creating a more straightforward process for HR to notify ITS about new accounts that need to be created.
- To automate departmental SharePoint and mailing list membership will require reviewing of existing Active Directory accounts for accuracy.
- Brought up a new ESXi virtualization environment, which is currently functioning. Will be working with Evan and Chris to migrate aging server's functionalities into this new piece of hardware.
- Working with Q and Evan to bring up a SCCM distribution point on the Middletown campus to match the one already functioning on the Fauquier campus. This will greatly increase the speed in which computers can be prepared for use.
- Creating a map of campus wireless access points (which is only an important document inside of the department). Middletown's is complete. Fauquier's map will be completed this week. Luray should only take one day.
- Investigating cheaper alternative to cisco switches for our upcoming switch refresh.
- Evaluating our network topology for revision and internal connection between campuses.
- Trades building is coming along and looks like we have a plan for technology
- Working with the police department on a camera system upgrade and body cam integration
- eSports equipment is being ordered and should be delivered before the summer
- Clearing out the subway of technology and putting it into production (mostly laptops and docking monitors)
- About to start a replacement on the dental hygiene laptops they use in the clinic
- Classrooms are ready for classes to start
- Officially launched knowbe4 security training and phishing campaigns
- Blocked TikTok
- Working to increase usage of tenable and improve upon DLP policies

F. **Development; Laurel Ridge Foundation;** Liv Heggoy, associate vice president of development and executive director of the Laurel Ridge Foundation

- In Fall 2021, the Foundation set a \$1.5 million fundraising goal for the Building the Future Fund at the Fauquier Campus to expand career and technical education. The priority for the funds raised is to ensure that the new Center for Skilled Trades is constructed and fully equipped as soon as possible. Funds may also be used to expand current programs and

bring new programs to the Fauquier Campus (training equipment, curriculum, instructors, scholarships, etc.).

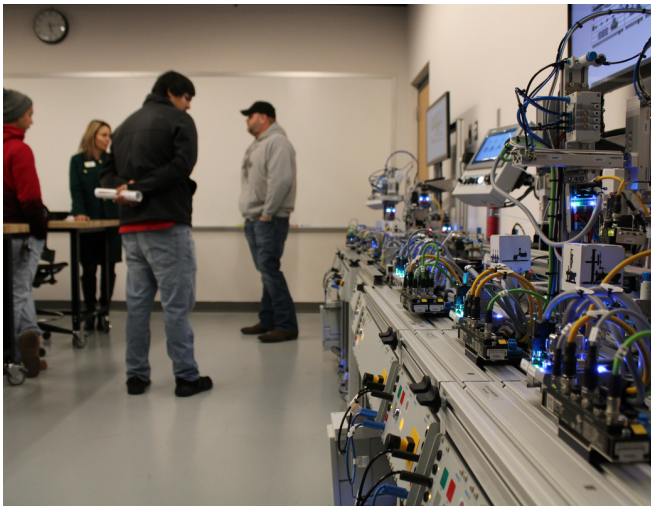
- Two in-kind gifts before the Foundation's fiscal year-end (December 31) have put us over \$1,000,000 -- to be exact, \$1,017,828.26. Of note, Superior Paving recently donated \$25,000 in asphalt and paving for the road that leads to the new building.
- One of our retired information technology adjunct faculty passed away in 2022. The Foundation was one of 5 charities included in his will. In addition, the Foundation was the sole beneficiary of a traditional and a Roth IRA. The generous gift is being used to endow a scholarship.
- The application is now live for Foundation and College Board funded scholarships.
www.laurelridge.edu/scholarships
- The Foundation's annual Appreciation Luncheon will be held at the Middletown Campus on Friday, April 14. It's an opportunity for scholarship recipients to meet the donors who have supported them. Members of the College Board are also invited.
- There are seven very nice naming opportunities in Hazel Hall – three beautiful science labs (\$25,000), the 2nd floor board room (\$75,000), the faculty conference room (\$15,000), and two student spaces (\$10,000).
- In partnership with Workforce Solutions, the Foundation is raising funds to sustain and expand workforce training programs and offer new programs at the Middletown Campus. To encourage corporate giving, we will feature logos in two sizes on a donor recognition wall in the recently expanded and renovated Workforce Solutions Wing of Alson Smith Hall. The size of the donor recognition will depend on the level of giving (tier one - \$5,000, tier two - \$15,000). The donor wall will showcase our region's world-class business and industry partners, as well as recognize their investment in Laurel Ridge.

QUARTERLY PERFORMANCE UPDATE

FY23Q2: OCT - DEC 2022

Laurel Ridge Workforce Hosts VIP Mechatronics Event for Local Manufacturing Industry

On December 1, the Workforce team opened the doors of the newly-expanded Alson H. Smith Hall to showcase the seven state-of-the-art manufacturing trades labs, each of which is either new or freshly refurbished. The event was designed as a “VIP SNEAK PEEK” tour exclusively for the manufacturing employers in our service region. Employers were treated to a behind-the-scenes look at the new and extensive mechatronics training equipment and the programs designed to offer hands-on training for technicians who support industrial operations. Manufacturing remains one of the top employers in the Laurel Ridge service region. Locally, the average annual salary for technicians is \$58,000. Nearly 40 employers attended the reception.



HIGHLIGHTS

Workforce Student Receives Five Job Offers After Completing Two Healthcare Certifications

Michelle Campbell initially started her educational journey taking credit classes but needed to accelerate the pace of her education so she could secure full-time employment more quickly. She decided to enroll in the Medical Assisting class, and then added the Certified Phlebotomy Technician program to her course load to become double certified. She began applying for jobs before she even completed the coursework and immediately secured five interviews. She successfully secured employment at a local urology practice and started work full time on Jan. 9.

Workforce Adds SIX New FastForward Credentials to the Lineup of Grant-Funded Credential Offerings

Laurel Ridge Community College Workforce Solutions and Continuing Education (WSCE) added six new industry credentials to the grant-funded lineup of programs to support students and employers. Five new credentials were added for Manufacturing Technicians, and a Society for Human Resources Management credential was offered under the business lineup. FastForward grant funding covers two-thirds of the cost of tuition for Virginia residents. Funding is also available to cover 100 percent of tuition for those who demonstrate financial need.

Laurel Ridge Partners with Workforce Solutions to Provide Senior Leadership Development

For over twenty years, Workforce Solutions Corporate Training has successfully delivered Leadership programs to our regions’ leading businesses. For the first time under the direction of our wonderful President the Workforce Corporate Training until will offer two Leadership programs which will serve over 20 current leaders at our institution. The Leadership Institute program offers current and emerging leaders the unique opportunity to grow and challenge their leadership and operation skills through a team-based interactive collaboration. The Leadership Excellence program is a cohort of seasoned leaders who want to continue to invest in their leadership acumen. Participants take a deep dive into leadership topics with time dedicated to collaborating and develop action items, concepts, ideas, and skills to implement in their work.



ADDITIONAL UPDATES & INITIATIVES

Workforce Healthcare Credentialing Pass Rates Soar Past National Averages

Workforce Students enrolled in the fall 2022 healthcare certification programs, which include Clinical Medical Assisting and Phlebotomy, achieved a 97 percent first-time pass rate on their industry certification exams! In total in 2022, 199 students took healthcare industry certification exams and achieved an 86-percent pass rate, which is 7 percent above the national average! Janet Mayes, the full-time faculty lead for Workforce healthcare programs, is credited with the success of these students.