

LAUREL RIDGE COMMUNITY COLLEGE
BOARD MEETING
MINUTES NO. 264
September 7, 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, September 7, 2023, at the Corron Community Development Center at the Middletown campus.																											
Members Present	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Kimberly P. Blosser</td> <td style="width: 50%;">Laurel Ridge Community College</td> </tr> <tr> <td>Edwin C. Daley</td> <td>Warren County</td> </tr> <tr> <td>Krista G. Farris</td> <td>Winchester City</td> </tr> <tr> <td>Benjamin C. Freakley</td> <td>Shenandoah County</td> </tr> <tr> <td>Brad A. Hodgson</td> <td>City of Winchester</td> </tr> <tr> <td>Paul D. Johnson</td> <td>Page County</td> </tr> <tr> <td>Andrew C. Keller</td> <td>Shenandoah County</td> </tr> <tr> <td>Michael A. Lake</td> <td>Frederick County</td> </tr> <tr> <td>Brandon H. Monk</td> <td>Frederick County</td> </tr> <tr> <td>Brian K. Sours</td> <td>Page County</td> </tr> <tr> <td>Maryam Tabatabai</td> <td>Clarke County</td> </tr> <tr> <td>James S. Wells</td> <td>Warren County</td> </tr> <tr> <td>Michael S Wenger</td> <td>Rappahannock County</td> </tr> </table>	Kimberly P. Blosser	Laurel Ridge Community College	Edwin C. Daley	Warren County	Krista G. Farris	Winchester City	Benjamin C. Freakley	Shenandoah County	Brad A. Hodgson	City of Winchester	Paul D. Johnson	Page County	Andrew C. Keller	Shenandoah County	Michael A. Lake	Frederick County	Brandon H. Monk	Frederick County	Brian K. Sours	Page County	Maryam Tabatabai	Clarke County	James S. Wells	Warren County	Michael S Wenger	Rappahannock County
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Members Attending Virtually	<p>No members attending virtually.</p> <p><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></p>																										
Members Absent	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Renard J. Carlos</td> <td style="width: 50%;">Fauquier County</td> </tr> <tr> <td>Kimberly M. Jenkins</td> <td>Fauquier County</td> </tr> </table>	Renard J. Carlos	Fauquier County	Kimberly M. Jenkins	Fauquier County																						
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Others Present	<p>Jeanian Clark, vice president of Workforce Solutions</p> <p>Chris Coutts, vice president of communications and planning; Fauquier campus provost</p> <p>Ashley Hansen, executive assistant to the president</p> <p>Liv Heggoy, associate vice president of development; executive director of Laurel Ridge Educational Foundation</p> <p>Cory Thompson, vice president of financial and administrative services</p> <p>Caroline Wood, interim vice president of academic and student affairs</p>																										
Approval of Minutes No. 263	On a motion made by Michael Lake, seconded by Paul Johnson, Minutes No. 263 were unanimously approved.																										

NEW BUSINESS	
<p>Review of VCCS strategic priorities and Laurel Ridge institutional priorities AY 2023-24</p> <p>(Information Item)</p>	<p>Laurel Ridge President Kim Blosser reviewed the attached VCCS strategic priorities and Laurel Ridge institutional priorities with board members.</p> <p>This was an information item and required no further action.</p> <p>(Attachment No. 1; 9 pages)</p>
<p>State and college budgets update</p> <p>(Information Item)</p>	<p>President Kim Blosser reviewed the attached state and college budgets update with board members.</p> <p>This was an information item and required no further action.</p> <p>(Attachment No. 2; 2 pages)</p>
<p>Recommendation to approve <i>Student Handbook and Code of Conduct AY 2023-24</i></p> <p>(Action Item)</p>	<p>Caroline Wood, interim vice president of academic and student affairs, recommended the Student Handbook and Code of Conduct AY 2023-24 for approval. Board members reviewed the proposed handbook and code of conduct (Attachment No. 3).</p> <p>On a motion made by Ed Daley, seconded by Maryam Tabatabai, the recommendation was unanimously approved.</p> <p>(Attachment No. 3; 3 pages)</p>
<p>SCHEV Transfer Framework update</p> <p>(Information Item)</p>	<p>Caroline Wood, shared with board members that the State Council of Higher Education for Virginia (SCHEV) Transfer Framework initiative calls for the phasing out of arts and sciences degrees and transition to either associate of arts or associate of science degrees. Several curriculum proposals will come to the College Board in November for approval to meet the goals of this initiative, which must be implemented by the fall of 2025.</p> <p>This was an information item and required no further action.</p>
<p>Recommendation to approve <i>Amended Fiscal Year 2024 College Board Budget</i></p> <p>(Action Item)</p>	<p>Cory Thompson, vice president of financial and administrative services, recommended the Amended Fiscal Year 2024 College Board Budget for approval. Board members reviewed the proposed amended budget (Attachment No. 4).</p> <p>On a motion made by Ed Daley, seconded by James Wells, the recommendation was unanimously approved. Brandon Monk was not present for vote.</p> <p>(Attachment No. 4; 3 pages)</p>

<p>Recommendation to approve <i>College Board Reserve Fund</i> (Action Item)</p>	<p>Cory Thompson, vice president of financial and administrative services, recommended the College Board Reserve Fund for approval. Board members reviewed the proposed amended budget (Attachment No. 4).</p> <p>Laurel Ridge requests establishing a College Board Reserve Fund in the amount of \$500,000. Funding is provided by a portion of the College Board carryforward balance of \$612,870. The fund shall serve as an emergency reserve for the College Board Budget and, contingent upon prior approval by the College Board, support college initiatives or projects where alternative funding is insufficient or unavailable.</p> <p>The College Board Reserve Fund shall have a balance limit of \$500,000 with any balance more than \$500,000 being applied to the following fiscal year’s scholarship budget.</p> <p>In accordance with VCCS Policy 4.2.2 - Local Community College Funds, all activities within the College Board Reserve Fund shall be the responsibility of the local board and college administration.</p> <p>On a motion made by Maryam Tabatabai, seconded by Brad Hodgson, the recommendation was unanimously approved with the stipulation of establishment of a College Board Budget Reserve policy governing fund usage and management. Brandon Monk was not present for vote.</p> <p>(Attachment No. 4; 3 pages)</p>
<p>Recommendation to approve <i>Fiscal Year 2025 College Board Budget</i> (Action Item)</p>	<p>Cory Thompson, vice president of financial and administrative services, recommended the Fiscal Year 2025 College Board Budget for approval. Board members reviewed the proposed budget (Attachment No. 4).</p> <p>On a motion made by Paul Johnson, seconded by Ed Daley, the recommendation was unanimously approved. Brandon Monk was not present for vote.</p> <p>(Attachment No. 4; 3 pages)</p>
<p>REPORT OF THE COLLEGE BOARD CHAIR</p>	
<p>College Board Chair Mike Wenger attended the 2023 VCCS Chancellor’s Retreat and Meeting of the Boards in Roanoke, Virginia on August 7. The meeting of the boards focuses on the Virginia State Board’s governance role, the roles and responsibilities of local boards, and leadership principles for board members. Wenger emphasized how the engagement’s discussions reinforced just how different Virginia’s 23 community colleges are – and reminded him how fortunate he is to be working with Laurel Ridge Community College and its leadership team. Wenger shared Chancellor Doré’s clear message to Virginia Governor Youngkin that the best vote for higher education in the Commonwealth is the community college system and that system is woefully underfunded. Wenger anticipates more active engagement from local board members being requested in future to support increased funding of community colleges.</p>	

REPORT OF THE EDUCATIONAL FOUNDATION BOARD REPRESENTATIVE

There was no report of the Educational Foundation Board Representative.

REPORTS OF THE COLLEGE

(Attachment No. 5; 6 pages)

IMPORTANT DATES

Date	Activity	Time	Location
Thursday, September 14, 2023	Laurel Ridge Educational Foundation Fundraiser – Party in the Garden	5:30 p.m.	Luray-Page County Center
Saturday, September 16, 2023	Laurel Ridge 5K Run/Walk	9:00 a.m.	Middletown Campus, Student Union Building
Friday, September 29, 2023	Laurel Ridge All College Day	8:00 a.m. – 12 p.m.	Middletown Campus, Corron Community Development Center, Carl & Emily Thompson Conference Center
Thursday, October 12, 2023	Fauquier Skilled Trades Center Grand Opening	10:00 a.m.	Fauquier Campus, Hazel Hall, Barkman Conference Center
Thursday, November 9, 2023	College Board meeting	12:00 p.m.; <i>lunch served at 11:30 a.m.</i>	Middletown Campus, Student Union Building, Room 118/119
Thursday, February 1, 2024	College Board meeting	12:00 p.m.; <i>lunch served at 11:30 a.m.</i>	Middletown Campus, Student Union Building, Room 118/119

ADJOURNMENT


On a motion by Michael Lake, seconded by Andrew Keller, Board Chair Mike Wenger declared the meeting adjourned at 1:22 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. 263 (May 31, 2023) filed with Dr. David Doré, Chancellor, Virginia Community College System.

Strategic Priorities



The Virginia Community College System is better positioned than any other college network to lead the Commonwealth, and the nation, in nurturing a model that addresses today's industry and educational challenges head-on to develop the pipeline that leads to the best workforce in the world.

Now is the time for the Virginia Community College System and the Commonwealth to transform higher education and make revolutionary change. Together, lines can be blurred between secondary and postsecondary education, between academic and workforce education, and between colleges and businesses. Through these three strategic priorities, the Virginia Community College System can provide access to meaningful postsecondary credentials for all Virginians, from high school and beyond. The goal line will shift from simply finishing a program and earning a credential to obtaining a good job in a high-demand sector that provides upward mobility and keeps Virginia's most critical industries up and running.

Here are the priorities that will help keep the Virginia Community College System at the forefront of disruption in higher education and workforce development:

STRATEGY 1: **Increasing Capacity Regionally**

- Build state-of-the-art career and technical programs and laboratory spaces.
- Expand FastForward to keep pace with industry demands.
- Establish career placement centers to serve every college.
- Expand access to online learning for adults and high school students, creating faster high-quality educational pathways to in-demand jobs with little or no college debt.
- Invest in marketing efforts statewide to promote the affordable educational opportunities available.
- Make career coaches available at every public high school.

STRATEGY 2: **Providing Every High School Student with a Meaningful Postsecondary Credential**

- Blur the lines between the K-12 system and higher education institutions.

STRATEGY 3: **Funding What Works**

- Scale outcomes-based funding to sustain high-value, high-demand programs.

The community college system has the potential to be the standard-bearer of the future of higher education, but to keep momentum and allow for the scalability of programming, regional curriculum development, and industry alignment, we must strategically invest in a best-in-class community college system that provides world-class talent.



Strategic Priorities



The Virginia Community College System is working with state leaders and policymakers to invest in transformation of our colleges. Our leadership is continuing to work in collaboration with the Virginia Department of Education, SCHEV, and the administration to further identify opportunities for alignment and growth. The details below expand upon the vision for the Virginia Community College System. In the coming months, we'll be refining these priorities that need to be funded by the Commonwealth so true transformation can begin – and continue for months and years to come.

STRATEGY 1: To increase capacity regionally, the Virginia Community College System needs to develop state-of-the-art career and technical programs and laboratories. Relevant career and technical education requires more investment in equipment, simulators, and specialized spaces. With the addition of qualified faculty and existing spaces reimaged, our colleges will be better positioned to continue to serve students and industry.

- Within the first couple of weeks of FY24, over half of the Workforce Credential Grant funds, which support FastForward, had been encumbered. To help increase capacity regionally, FastForward needs to be expanded to keep pace with the demand of student interest as well as the hiring demand of Virginia's industry. Without additional funding, the program will have to be paused around midway through the year.
- Helping students move from completion to job attainment, the Virginia Community College System seeks to establish career placement centers housed in each of the 23 community colleges that would help students find jobs and get placed into a new career.
- To meet more learners where they are, expanding access to online learning will help the Virginia Community College System continue to build capacity by disrupting the current service delivery models and optimizing physical facility space and its usage.
- To help ensure Virginians are aware of the affordable high-quality educational opportunities offered through the Virginia Community College System, there needs to be an investment in statewide marketing efforts that strengthen our presence in digital and broadcast media, while adding previously cost-prohibitive strategies such as print media, direct mail, and other tactics.
- Last year, over 48,000 students received coaching from a high school career coach, but not every high school has an in-house resource. By scaling the career coaching program to all public high schools, our colleges can fundamentally alter who and how they recruit.

STRATEGY 2: Last year, our colleges awarded college credit to 51,077 high school students. The system has a goal to provide every high school student with a meaningful postsecondary credential before they graduate. In partnership with the Virginia Department of Education, our colleges are poised to equip Virginia's high school students with the skills and experiences they need to thrive in postsecondary education and to enter directly into the workforce.

STRATEGY 3: Pay-for-performance models incentivize colleges to further help students pursue high-demand career fields and create pathways to assist them in staying in the program from start to finish. By scaling outcomes-based funding, the Virginia Community College System would be able to accelerate desirable outcomes and sustain high-value, high-demand programs that strengthen pathways to jobs across the Commonwealth.

College Priorities

To address the concerns expressed in the survey and implement actionable steps to improve employee satisfaction, we will be focusing on 3 P's this year



College Priorities

Our Priorities also align with the Strategic Plan – Engage 2027

Goal 5: Collaborate college-wide to achieve welcoming and functional campuses.

Goal 9: Promote a positive organizational culture that values employees' lived experiences and contributions.

Goal 13: Employ best practices for engaging and communicating with employees in an expanding virtual work environment.

Ultimately, our Goal is to be the BEST community college in Virginia!

College Priorities - People

This “P” will focus on our employees

- Gallagher will lead us in a Classification, Compensation & HR Process Review Study
- Perform a systematic review of job content, titling and pay.
 - Identify areas of opportunity for consolidation based on type and level of work being performed to aid in ease of administration and workforce flexibility;
 - Ensure jobs are properly documented;
 - Ensure employees are properly classified;
 - Ensure internal equity by analyzing pay by job responsibilities and minimum requirements;
 - Determine level of competitiveness with the external market.
- Look for an email from JoAnn next week about next steps

College Priorities - People

- SIR will be working with us this year on a Culture Climate Study
 - Understand the current mindset of Laurel Ridge's employees and the degree some are still recovering from recent events.
 - Assess the current level of overall job satisfaction and engagement. Identify what is driving job satisfaction, dissatisfaction, and levels of engagement.
 - Identify the key expectations (ratings on key attributes) of the optimal workplace culture of a "best" place to work.
 - Assess how Laurel Ridge is performing currently on these same expectations. Identify and rank performance gaps and what it will take to close each gap.
 - Identify what's keeping people at Laurel Ridge – what's best about working in this setting?
 - Identify the defining characteristics and related measures of an optimal workplace culture that Laurel Ridge can build and sustain.

College Priorities - People

- Our goals are to:
 - better understand what's impacting employee morale
 - focus on culture and climate
 - be the BEST place to work for all employees
- We will need your help and participation and sincerely want your input

College Priorities - Places

This “P” will address the places you work and teach

- Will be conducting a Space Study this fall
 - Cory and Whitney are leading, along with RRM consulting
 - Employees / departments will be interviewed to ask how you use your space
 - What are your needs today and what do you anticipate in the future?
 - What works and what doesn't?
 - Conducting a space utilization study
 - Identifying where we could add new programs; opportunities for space growth
 - Identifying areas that need updating/renovating

College Priorities - Processes

This “P” will address our business processes

- Executive team is meeting weekly to monitor progress on the 3 P’s and to identify processes that don’t work or are inefficient and can be improved; will need your input as well
- HR Policy Committee will be reviewing the search process to try to streamline and make more efficient; will have goals to decrease time to fill positions
- In the spring, Gallagher will work with HR to analyze the position management, compensation analysis, and gifts/bonus processes for improvements
- The CAP team is currently reviewing communication processes

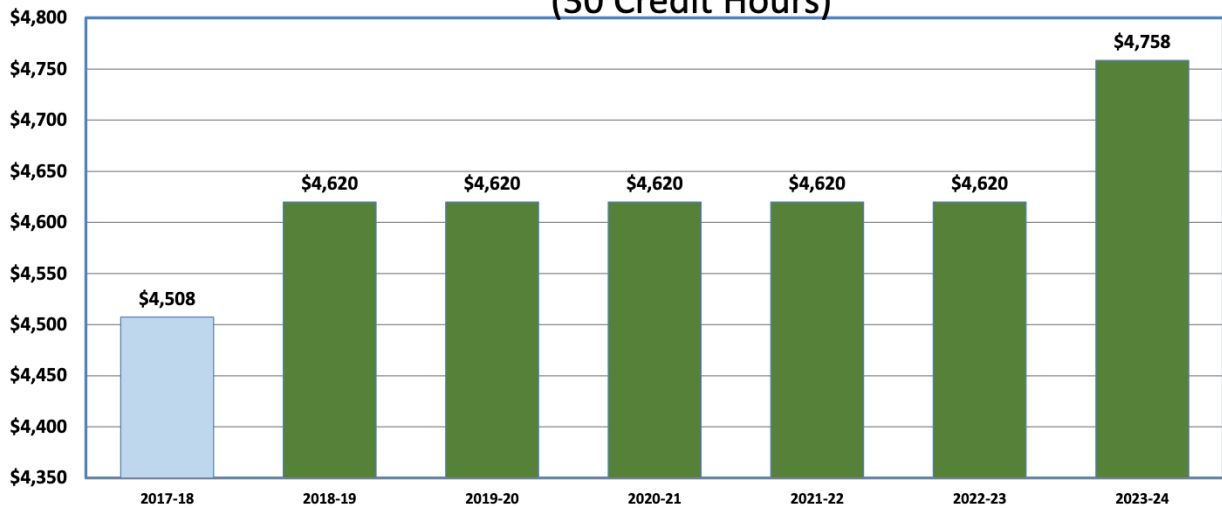
State Budget Update

- No budget amendments were passed before the beginning of the 2023-24 fiscal year (FY24) for the first time since 2001
- At the end of July, Virginia had a budget surplus of more than \$5.1 billion
- On August 25, conferees announced that an agreement had been reached on changes to the budget bill; details about the agreement have not been released.

State Budget Implications

- Based on the 2022 Budget Appropriations Act (that we're now operating under), the VCCS has approximately \$32.7 million in mandatory costs:
 - 5% salary increase for all full-time employees and adjunct faculty
 - Individual colleges have to cover the cost of the 5% increase for part-time / wage staff
 - 2% increase in health insurance premium
 - There was a 4% increase in health insurance premiums; the employee pays ½ and the college covers the other ½
 - Increases in yearly technology fees for platforms we use (HR, payroll, etc)
 - The \$32.7 million does not include increases in lease payments, utility costs, etc.
- Colleges are expected to cover 45% of the \$32.7 million = \$13.6 million
 - The \$13.6 million that colleges are required to cover equates to a 4.3% tuition increase or \$6.60/credit hour
 - Prior to the May State Board for Community Colleges meeting, the Governor's Office issued a communication to all higher education governing boards asking that tuition increases not exceed 3% more than 2022-23; the State Board deferred action on tuition at their May meeting
- State Board voted on July 20, 2023, to raise tuition 3% effective fall 2023

VCCS Tuition and Mandatory E&G Fees Annual Rate for Full-Time Student (30 Credit Hours)



- The VCCS and Colleges are still waiting to see if there is funding in the budget amendment recently agreed upon

College Budget News

Laurel Ridge is #1 again in Outcomes Based Funding metrics!!!! (3rd year in a row)

- This will result in \$579,064 more funding than if it was based solely on FTE
- Cory has finalized the College's 23-24 budget, now that we know the tuition rates for this academic year
- This current fiscal year, all non-personnel budgets were funded at the same level as last year

LAUREL RIDGE COMMUNITY COLLEGE
173 Skirmisher Lane
Middletown, VA 22645

RECOMMENDATION FOR COLLEGE BOARD

TO: Kimberly P. Blosser, President
FROM: Caroline Wood, VP of Academic and Student Affairs
DATE: 8/29/23
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):

2023-2024 Student Handbook/Student Code of Conduct Board Approval

Initiating Administrator's Recommendation (If funding is involved, please indicate appropriate budget line item number and title.) Recommend approval of the 2023-24 Student Code of Conduct. The Student Code of Conduct has had some editorial changes from last year, but nothing substantive. A summary statement and link to the Code of Conduct is provided on the attached memo.

Campus Expression-Added

Discussion and expression of all views is permitted within the institution subject only to requirements for the maintenance of safety, order, and respect for others' right to privacy, freedom from harassment, and other applicable policies of the institution.

Students, groups, and campus organizations may invite and hear any persons of their own choosing subject only to the requirements for use of institutional facilities.

Add link to policy: [Expressive Activity Policy \(laurelridge.edu\)](http://laurelridge.edu/Expressive-Activity-Policy)

Expressive Activity- Deleted

Laurel Ridge Community College is a community in which the ideals of freedom of inquiry, thought, and expression are respected and sustained. For more information on free speech, please go to: www.laurelridge.edu/about-laurelridge/policies

Sexual Harassment - Added

Added to the Code of Student Rights, Responsibilities, & Conduct section in addition to its location in the Important Policies section.

Violence to Persons

No students shall engage or attempt to engage in any form of violence directed towards another person, group or self. No student shall threaten anyone else with physical harm, direct obscenities towards them, or engage in any activity that could be reasonably anticipated to provoke a violent reaction from that individual. Behaviors that present a threat or a potential danger to the College community are defined as, but not limited to:

1. Threatening Behavior (including but not limited to):
 - a. Physical actions short of actual contact/injury (i.e., moving closer aggressively, waving arms or fists, raising tone of voice or yelling in an aggressive or threatening manner)
 - b. Oral or written threats to harm people or their property (i.e., “you better watch your back” or “I’ll get you”), including the use of any electronic means of communication
 - c. Implicit threats (i.e. “you’ll be sorry” or “this isn’t over yet.”)
2. Violent Behavior (including but not limited to):
 - a. Intentionally acting in a manner that in any way endangers the safety of others
 - b. Any physical assault, with or without weapons
 - c. Behavior that a reasonable person would interpret as being physically aggressive (i.e. destruction of property, pounding on a desk or door or throwing objects in a threatening manner)
 - d. Specific threats to inflict harm (e.g. a threat to shoot a named individual)
 - e. Use of any object to attack or intimidate another person
 - f. Interfering with an individual’s legal rights of movement or expression
3. Intimidating Behavior (including but not limited to):
 - a. Intimidation of any kind that results in an individual’s fear for his/her personal safety
 - b. Engaging in stalking behavior
 - c. Behavior that is reasonably perceived to be frightening, coercing, or inducing distress to any member of the College community.

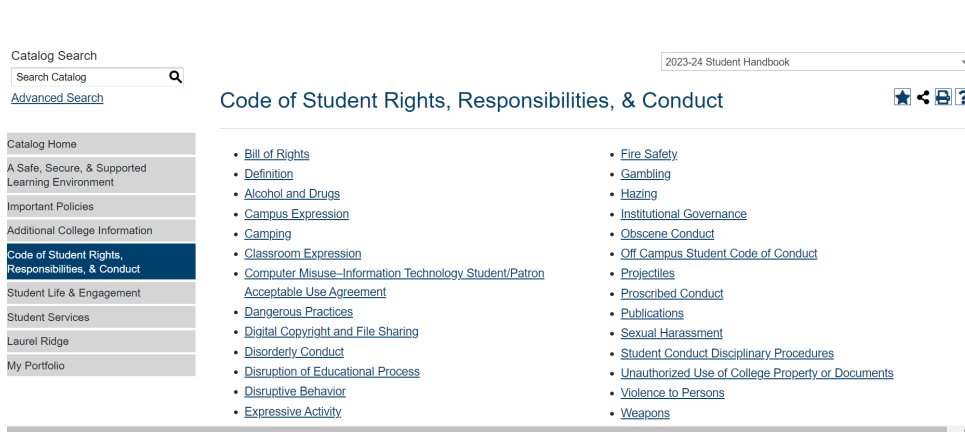
4. **Disruptive Behavior (including but not limited to):** Broken out into its own category, screenshot below.
 - a. Verbally intimidating, threatening, or abusing any person or persons in the College environment.
 - b. Physically intimidating, threatening, abusing, or assaulting others.
 - c. Disorderly or abusive behavior that interferes with the rights of others or obstructs the teaching or learning environment or business of the College.
 - d. Making inappropriate and incessant demands for time and attention from college employees or students
 - e. Inappropriate use of college facilities or resources
 - f. Theft or damage to college property

Disruptive Behavior (including but not limited to):

1. Verbally intimidating, threatening, or abusing any person or persons in the College environment.
2. Physically intimidating, threatening, abusing or assaulting others.
3. Disorderly or abusive behavior that interferes with the rights of others or obstructs the teaching or learning environment or business of the College.
4. Making inappropriate and incessant demands for time and attention from college employees or students.
5. Inappropriate use of college facilities or resources
6. Theft or damage to college property

Violations of these prohibitions may also be punishable by relevant law enforcement authorities.

Attachments (List supporting documents): Student Code of Conduct 2023-24



The full Student Code of Conduct can be found in the Student Handbook 2023-24

at: <https://catalog.laurelridge.edu/index.php>

LAUREL RIDGE COMMUNITY COLLEGE
173 Skirmisher Lane
Middletown, VA 22645

TO: Kimberly Blosser, President

FROM: Cory Thompson,
Vice President of Financial and Administrative Services

DATE: September 7, 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: Fiscal Year 2025 College Board Budget

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

Recommend approval:

1. Recommend approval of the amended Fiscal Year 2024 College Board Budget.

The Laurel Ridge Community College Board has reviewed and approves the College Board Budget for fiscal year 2024 in the amount of \$316,000. The Board authorizes the administration to adjust between line items and budget categories that do not affect the total budget, with the stipulation that such adjustments will be reflected in subsequent Quarterly Reports submitted to the Board.

2. Recommend approval of the College Board Reserve.

The Laurel Ridge Community College Board has reviewed and approves establishing a College Board Reserve in the amount of \$500,000. The Board authorizes the administration to allocate College Board Budget surplus to the College Board Reserve with the stipulation that if the year-end balance of the College Board Budget exceeds \$500,000, the surplus shall be allocated to the following fiscal year's scholarship fund. The Board authorizes the College to utilize the College Board Reserve to fund discrepancies between contribution amounts approved by the College Board and actual contributions received from the localities, with the stipulation that such adjustments

will be reflected in subsequent Quarterly Reports submitted to the Board.

3. Recommend approval of the proposed Fiscal Year 2025 College Board Budget.

The Laurel Ridge Community College Board has reviewed and approves the College Board Budget for fiscal year 2025 in the amount of \$364,000. The Board authorizes the administration to adjust between line items and budget categories that do not affect the total budget, with the stipulation that such adjustments will be reflected in subsequent Quarterly Reports submitted to the Board.

Background:

The College Board Budget consists of scholarships, governance support, and student and institutional support. Funding for the College Board Budget is provided by the localities served by Laurel Ridge. Funding requests for the next fiscal year are sent to the local jurisdictions between October and January with amounts based upon the budget that is approved at the September College Board meeting. Effective Fiscal Year 2024, the College will provide quarterly reports on the status of the College Board Budget.

1. Laurel Ridge was notified that the Frederick County Board of Supervisors is terminating funding to the institution for the 2023-2024 fiscal year. Laurel Ridge is proposing an amended **Fiscal Year 2024 College Board Budget** that adjusts allocations accordingly. The Fiscal Year 2024 budget runs July 1, 2023 through June 30, 2024.
2. Laurel Ridge requests establishing a **College Board Reserve Fund** in the amount of \$500,000. Funding is provided by a portion of the College Board carryforward balance of \$612,870. The fund shall serve as an emergency reserve for the College Board Budget and, contingent upon prior approval by the College Board, support college initiatives or projects where alternative funding is insufficient or unavailable. The College Board Reserve Fund shall have a balance limit of \$500,000 with any balance more than \$500,000 being applied to the following fiscal year's scholarship budget.

In accordance with VCCS Policy 4.2.2 - Local Community College Funds, all activities within the College Board Reserve Fund shall be the responsibility of the local board and college administration.

3. The **Fiscal Year 2025 College Board** budget proposal totals \$364,000. The college expects to maintain proportional funding requests to all localities based on student enrollments by jurisdiction. The Fiscal Year 2025 budget runs July 1, 2024 through June 30, 2025.

Attachments (List supporting documents.):

1. College Board Budget

**Laurel Ridge Community College
College Board Budget**

	Approved FY23 Budget	FY23 Actuals	Approved FY24 Budget	Amended FY24 Budget	Proposed FY25 Budget
<u>CONTRIBUTIONS</u>					
Clarke	16,528	16,528	16,921	16,921	16,921
Fauquier	76,628	76,628	83,265	83,265	83,265
Frederick	92,045	55,000	92,927	-	92,927
Page	23,125	23,126	19,211	19,211	19,211
Rappahannock	7,774	7,774	7,372	7,372	7,372
Shenandoah	45,598	45,598	43,950	43,950	43,950
Warren	40,176	40,176	41,326	41,326	41,326
Winchester	62,126	62,126	59,028	59,028	59,028
Total	\$ 364,000	\$ 326,956	\$ 364,000	\$ 271,073	364,000
<u>EXPENSE</u>					
Student Scholarships	190,000	176,139	190,000	142,000	257,943
<u>Governance Support</u>					
Advisory Committees	1,500	-	1,500	1,500	1,500
Board Activities	5,000	4,431	5,000	5,000	5,000
President's Office	9,000	16,372	9,000	9,000	9,000
<u>Student & Institutional Support</u>					
Commencement	5,000	4,284	5,000	5,000	5,000
Orientation	8,000	7,469	8,000	8,000	8,000
Professional Development	50,000	56,652	50,000	50,000	50,000
Student Competitions	2,500	3,000	2,500	2,500	2,500
Student Outreach	21,000	16,002	21,000	21,000	21,000
Student Success Initiatives ⁴	50,000	-	50,000	50,000	50,000
Student Wellness Support	2,000	4,183	2,000	2,000	2,000
Theatrical Productions	2,000	2,000	2,000	2,000	2,000
TRIO Discretionary/Crisis Funds	13,000	13,000	13,000	13,000	13,000
Violence Prevention Education	5,000	4,657	5,000	5,000	5,000
Total	\$ 364,000	\$ 308,190	\$ 364,000	\$ 316,000	\$ 431,943
Budget Surplus/Deficit	N/A	\$ 55,810	N/A	\$ (44,927)	\$ (67,943)
Reserve Contribution¹	N/A	N/A	N/A	\$ 500,000	\$ -
Reserve Balance²	\$ 557,060	\$ 612,870	\$ 612,870	\$ 500,000	\$ 500,000
Scholarship Carryforward³	N/A	N/A	N/A	\$ 67,943	\$ -

¹ Reserve Contribution: One-time allocation of carryforward balance to establish \$500,000 Reserve fund.

² Reserve Balance: Current carryforward/reserve fund balance.

³ Scholarship Carryforward: If the Reserve Fund balance is fully funded at \$500,000, any budget surplus remaining at the of the FY is carried to the next fiscal year as an allocation to the student scholarships budget.

⁴ The Student Success budget serves as supplemental funding to State funded programs. In FY23, the College Board Budget portion was not transferred to the State budget due to the impact of Higher Education Emergency Relief Funding (HEERF) drawdowns.

Reports of the College

Laurel Ridge Community College Board Meeting No. 264

September 7, 2023

President, Kim Blosser

College Updates

- The President's Office hosted the First-year Full-time Faculty Welcome Luncheon on Tuesday, August 15 at 12 Noon at DoubleTree by Hilton Blue Ridge Shadows in Front Royal, VA. Eleven new full-time faculty met with college leadership to orient to the organizational structure, college programming, and student/employee resources.
- All College Day 2023 is scheduled for Friday, September 29 from 8:00 am – 12 Noon at the Middletown campus. This year's program will focus on improving the organizational culture. The President alongside SIR will present on the upcoming college culture assessment process. Kim has selected Ron Culberson as the guest speaker for the second half of the program. The event will close with lunch and door prizes.
- The VPASA search has begun with the position being posted on Friday, August 11. The anticipated timeline for the search will be from August through an offer made at the end of October. We hope the new VP will begin on December 1.
- President Blosser's Virtual Open Forum was held on August 17, 2023, and focused on the state and college budget as well as the College's Priorities for the year. The next Virtual Open Forum will be held on Thursday, November 2, at 12:30pm.

Lab School

- The Lab School application for the Future Educators Academy has been reviewed by the Virginia Department of Education and our team has received comments. The authors of the application will provide responses and will attend the September 6 Lab School Standing Committee meeting in Richmond.

Workforce Solutions, Jeanian Clark, vice president of Workforce Solutions

Workforce Solutions Quarterly Performance Update FY23 Q4 April – June 2023
(Attachment No. x)

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

Accreditation

- Laurel Ridge's SACSCOC 5th year accreditation report is nearing completion and will be submitted by September 15. The report includes an institutional summary, narrative responses

for 22 standards, and a final report on our 5-year Quality Enhancement Plan (QEP) on information literacy.

Events

- Currently assisting with public relations and planning for a wide variety of events.
 - An Evening with Jeanette Walls - Sept. 6
 - Laurel Ridge 5K - Sept. 16
 - NASA Recruitment Event - Sept. 20
 - Lunch and Learn with Jim Hall - Sept. 27
 - VSCPA Student Night - Sept. 28
 - All College Day - Sept. 29
 - Fauquier Skilled Trades Center Grand Opening - Oct. 12
 - Employee Holiday Event - Dec. 15
 - Commencement May 9 and 10, 2024

Publications

- If you missed it, now is the time to view the summer 2023 issue of The Laureate online: <https://laurelridge.edu/the-office-of-communications-and-planning/publications/>. In this issue, we focus on the health professions programs we offer at Laurel Ridge, and our positive impact on the community. We have hard copies available, so if you would like a copy or several to hand out, email Brandy Boies (bboies@laurelridge.edu). The fall 2023 edition of The Laureate will focus on our Alumni Impact and the 35th Anniversary of the Fauquier Campus.
- Our spring 2024 enrollment marketing campaigns will be rolled out in September.

Academic and Student Affairs, Caroline Wood, interim vice president of academic and student affairs

Student Experience

- 2 Biology Students Accepted into National Science Foundation Summer Research Program They were accepted to participate in the “NSF REU project: Biological Data Science for Community College Students” summer research program. They were funded by the National Science Foundation and received lodging to perform 10 weeks of laboratory research under the guidance of a faculty member at JMU. This program is designed to provide research experience to community college students who, due to the transfer process, have less time than students who did not attend community college to gain such experience.
- Professor Melissa Stange and several students spent time at Wallop’s Island on the Eastern Shore in August witnessing the launch of rockets that contained student research. The first rocket crashed, but the second rocket took flight. There were no people on the rockets.
- Drones Academy launched this fall at Fauquier and includes students from Rappahannock High School.
- Students were welcomed back with three highly successful Welcome Days at Luray, Fauquier, and Middletown.

Programming

- All three schools are working towards the SCHEV Transfer Framework and phasing out Arts and Sciences degrees. These programs will come to the board for approval in the fall.

- Laurel Ridge has many new full time faculty members joining the team this fall. The Center for Excellence and Innovation in Teaching and Learning (CEITL) has set up a yearlong new faculty onboarding program.
- There is significant federal change in how financial aid is going to be processed moving forward. Due to the change packaging will move from October 1 to mid-December. During this time the Financial Aid staff will undergo internal training and share out updates.
- On September 26th Student Engagement in partnership with the Virginia Association of Collegiate Registrars and Admissions Officers will host our annual college night. Dozens of higher education institutions table at the event. Laurel Ridge rolls out the red carpet for hundreds of local students at this event and hosts counselor training prior to college night that helps Laurel Ridge influence the influencers about programming.

Enrollment

- Student enrollment is up 5% or nearly 200 students in academic programming including Dual Enrollment, and just on our campuses and online up 3%. Dual enrollment registrations are not completed yet.

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

Emergency Assistance for Students.

- The Foundation usually notices an increase in requests for assistance from students at the beginning of each semester. The Fall 2023 semester is no exception.

Finance & Administration

- After a comprehensive RFP and interview process, Brown Advisory was selected earlier this year as the new investment manager for our endowment and other invested funds. The transfer of these funds was completed in July. Our operating accounts are now with Bank of Clarke.

Catlett Property

- At the April board meeting, we reported that the property donated to the Foundation in Catlett, VA (Fauquier County) had been listed for sale. We accepted an offer on July 17, which is contingent upon a 90-day study period.

Scholarships

- The Laurel Ridge Foundation received a \$20,000 gift from the estate of alumnus Julian Marple. The Julian B. Marple, Jr. Scholarship has been established to support our engineering students.
- We have received \$5,000 from the Titmus Foundation to support nursing students in 2023-2024.

Fauquier Campus 35th Anniversary

- As we celebrate the 35th anniversary of the Fauquier Campus this year, the Laurel Ridge Foundation is sponsoring three exciting events:
 - September 6 – An Evening with Jeannette Walls. Walls is the *New York Times* best-selling author of many books, including her autobiography, *The Glass Castle*. Her new

novel, *Hang the Moon*, was one of Oprah Winfrey's most anticipated books of 2023. Tickets are \$35 www.laurelridge.edu/walls

- October 7 – Fall for Fauquier Fundraiser. This fundraiser will be hosted at the home of Mike and Kellie Post in Warrenton. Kellie is a Foundation board member and retired executive with Shirley Contracting Company. Mike is the CEO of Shirley Contracting Company. Tickets are \$150 and proceeds support the Laurel Ridge Foundation. <https://laurelridge.edu/fallforfauquier>
- October 12 at 10:30 a.m. – Grand Opening of the Fauquier Skilled Trades Center. The Skilled Trades Center has been built on property donated to the Laurel Ridge Foundation by Fauquier County. The Foundation has also contributed \$1.6 million toward overall project costs.

Other Events

- September 14 - The annual Party in the Garden Fundraiser at our Luray-Page County Center (Jenkins Hall) . www.laurelridge.edu/garden
- September 16 - Laurel Ridge Community College 5K Run/Walk. Sponsored by Anthem. This is a very family friendly event. There will be many people walking. Awards will be given for the following age groups: 10 & under, 11-19, 20-29, 30-39, 40-49, 50-59, 60-69, 70+ www.laurelridge.edu/5k
- November 4 - Irmengard Lewis Art Show Opening Reception, 4:00 - 6:00 p.m., Barns of Rose Hill, Berryville, Virginia
- In partnership with Barns of Rose Hill, the Laurel Ridge Foundation is hosting an exhibition and sale featuring artwork by the late Mrs. Irmengard Lewis, a resident of Clarke County. Proceeds will benefit both organizations. Our thanks to the Lewis Family for donating the artwork, which will be on display at Barns of Rose Hill in November and December. Mrs. Lewis' son (Bill Lewis) and daughter-in-law (Kim Lewis) are retired faculty, and her granddaughter (Jessi Lewis) and her husband (Ian Hare) are current faculty.

Financial and Administrative Services, Cory Thompson, vice president of financial and administrative services

Facilities

- The Fauquier Trades Center is nearing completion. Punch out work is ongoing. Furniture and equipment is being moved in this week.
- The Fauquier Campus's new bookstore space is complete and open for operations. The new space provides a more welcoming and convenient bookstore experience for our students.
- The Facilities Department and IT have worked to refresh many of the classrooms in the Wolk building, removing old equipment, painting walls, and cleaning up wires and furniture.
- The renovations of labs and classrooms in the first floor of Wolk are complete and starting to see use. All classrooms are expected to be fully online for the fall semester.
- The College hired RRMM to assist with a space assessment and space planning. More information on this is forthcoming. You may see an associate from RRMM performing preliminary surveys on campus.

Finance

- Performed extensive amount of work to close the fiscal year.

- Tuition rates were increased by the State Board. The Business Office is working with students to explain the change and make payment arrangements for the fall semester.
- FY24 budgets will be loaded this month.
- The Business Office is filling a full-time financial analyst position. This position is expected to be filled in September.

Police

- Gregory Voorhees accepted the position of Major/Deputy Chief of Police. The current department structure will increase our efficiency and allow the chief to take on more emergency management responsibilities.
- The Distributed Antenna System (DAS) is close to becoming operational at the Middletown campus. The DAS will increase the ability of first responders (police/fire/rescue) to communicate and will increase cell signal strength in all building.
- We took possession of an electric GREENWORKS Gator ATV that was purchased through a grant from the Department of Criminal Justice Services (DCJS). The ATV will increase our ability to patrol remote areas of the Middletown campus including fire trails and ponds.
- We took possession of six (6) patrol rifles that were purchased through the DCJS grant. These rifles will be securely stored in strategic locations at the Fauquier and Middletown campuses to expedite our response to active threats.
- We spearheaded National Night Out on August 1, 2023. The event included first responders from throughout the region including a visit from the Valley Health helicopter. The event was attended by over 500 area residents and was successful in furthering our community policing outreach.

IT

- We upgraded all SHP classrooms to HDMI connections for their projectors.
- Replaced over 300 computers on the Middletown and Fauquier campuses.
- Ran new network cabling for Fauquier learning space.
- Ran new lines for Hazel and Fauquier Fire alarms.
- Hired a new Helpdesk technician and a new endpoint manager.
- Implemented Azure Sentinel – Security analytics and threat intelligence software.
- Began the install of the Distributed Antennae System from Motorola which will greatly increase campus police communications with local emergency response agencies and thus improve the overall safety of the college community.
- Began the implementation of the Alertus Emergency notification system.
- Performed an Internal PEN test - Ethical hackers plan attacks against our security infrastructure to hunt down security vulnerabilities that need to be patched.
- Reminder, RADS moved under ITS.
- Transferred Multifactor Authentication from Enrollment services to ITS
- Installing New UPSs in network closets.
- Created and scheduled the first Laurel Ridge Technology Council meeting.

Business Operations

- The Director of Business Operations position is open. The goal is to get this position hired with a start date in October.
- The system met its SWaM spend goal for the fiscal year, with Laurel Ridge coming in the top 5 of overall SWaM percentage spend for the year.

- The college is in talks with multiple vendors to bring additional food and beverage service on site.

QUARTERLY PERFORMANCE UPDATE

FY23Q4: APR - JUN 2023

Laurel Ridge Community College Workforce Solutions' First Summer Academy for Career Exploration a Success

Ten local high school students participated in Laurel Ridge Community College Workforce Solutions' first-ever Summer Academy for Career Exploration June 5-9, on the Middletown Campus. The students, all of whom had a disability, were between ages 15 and 18. The college partnered with the Virginia Department for Aging and Rehabilitative Services and NW Works, Inc. to provide the students with hands-on learning experiences in a variety of areas.

"The priority was to create accessible opportunities for these teens to pursue career pathways leading to higher pay and advancement opportunities," said Debera Taylor, director of corporate training and development for Workforce Solutions. "Each day started with a welcome and an overview of learning from the previous day and ended with a recap to reinforce what they had learned."

During the academy, the students received a full tour of Laurel Ridge, as well as a tour of Mercury Paper's 600,000-square-foot manufacturing facility in Strasburg. The experience was capped off with each student receiving a certificate and a photo of one of the activities in which they had participated. Their parents received information regarding the training opportunities and funding sources available at Laurel Ridge.



HIGHLIGHTS

Workforce Solutions Heavy Equipment Operator (HEO) Program Goes on the Road!

Laurel Ridge Workforce Solutions received \$415,000 in G3 grant funding this spring to bring additional training delivery capabilities for the successful HEO program. The grant funds will allow the program to expand into using "live" equipment, such as backhoe loaders and mini excavators. The college also recently purchased a truck, trailer, and mobile simulator lab to be able to deliver programs to more populations throughout the service region.



Workforce Hires Full-time Trades Instructor for the New Fauquier Trades Center

Darren McKinney comes to Workforce with a deep knowledge of the skilled trades. With his master's license in plumbing, electrical and HVAC, a Class A general contractor's license, a CDL, three OSHA certifications and his Virginia teaching license, Workforce is excited to have him join the team as the lead instructor in Fauquier. Darren has worked in the residential, commercial, and educational industries. He is also bringing with him a genuine passion and desire to recruit students, mentor peer instructors, and help strengthen our current trades programs with the goal of making them the most notable in the area!

ADDITIONAL UPDATES & INITIATIVES

Laurel Ridge Celebrates Local Administrative Professionals!

On April 26, Laurel Ridge Community College Workforce Solutions hosted its annual Administrative Professional's Day event. More than 100 administrative professionals from the region attended the "Night at the Oscars" themed event, which featured multiple professional development sessions throughout the day and keynote speakers. Lisa Sutherland, who is with Navy Federal Credit Union, was named the 2023 Administrative Professional of the Year.

