

LAUREL RIDGE COMMUNITY COLLEGE
BOARD MEETING
MINUTES NO. 268
June 6, 2024

CALL TO ORDER																							
Board Chair Michael Wenger convened a regular meeting of the Laurel Ridge Community College Board at 12:00 p.m., Thursday, June 6, 2024, at the Luray Page County Center.																							
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>Brad A. Hodgson</td> <td>City of Winchester</td> </tr> <tr> <td>Kimberly M. Jenkins</td> <td>Fauquier County</td> </tr> <tr> <td>Paul D. Johnson</td> <td>Page 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>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	Brad A. Hodgson	City of Winchester	Kimberly M. Jenkins	Fauquier County	Paul D. Johnson	Page County	Michael A. Lake	Frederick County	Brandon H. Monk	Frederick County	Brian K. Sours	Page 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>Benjamin C. Freakley</td> <td>Shenandoah County</td> </tr> <tr> <td>Andrew C. Keller</td> <td>Shenandoah County</td> </tr> <tr> <td>Maryam Tabatabai</td> <td>Clarke County</td> </tr> </table>	Renard J. Carlos	Fauquier County	Benjamin C. Freakley	Shenandoah County	Andrew C. Keller	Shenandoah County	Maryam Tabatabai	Clarke County														
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Others Present	<p>Chris Coutts, vice president of communications and planning; Fauquier campus provost</p> <p>JoAnn Ellwood, associate vice president of human resources</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, associate vice present of student services and academic support</p>																						
Approval of Minutes No. 267	On a motion made by Michael Lake, seconded by Paul Johnson, Minutes No. 267 were unanimously approved.																						

NEW BUSINESS	
<p>Laurel Ridge Community College compensation study update (Information Item)</p>	<p>Laurel Ridge Associate Vice President of Human Resources, JoAnn Ellwood, presented an update on the college’s 2023-24 compensation study. Board members reviewed the information presented in the attached slide deck.</p> <p>This was an information item and required no further action.</p> <p>(Attachment pg. 34-47)</p>
<p>Recommendation to approve College Board Chair and Vice Chair nominations to serve 2024-26 (Action Item)</p>	<p>Board Chair Mike Wenger referenced the College Board Bylaws in that the officers of the board shall be elected biennially. The Bylaws also state that the vice chair will be considered the chair elect. The nominations committee shall be sensitive to locality representation and board rotation in its proposed nominations.</p> <p>The College Board chair and vice chair nominating committee, consisting of Board Chair Mike Wenger, Board Vice Chair Ben Freakley, Board Member Ed Daley, and Kim Blosser, secretary to the board, presented Ben Freakley, representing Shenandoah County, for election to serve as the College Board chair for the July 2024 – June 2026 term.</p> <p>The nominating committee presented Paul Johnson, representing Page County, for election to serve as the College Board vice chair for the July 2024 – June 2026 term.</p> <p>On a motion made by Brandon Monk, seconded by Kim Jenkins, the recommendation was unanimously approved.</p> <p>(Attachment pg. 1)</p>
<p>Recommendation to approve AY 2024-25 Student Code of Conduct (Action Item)</p>	<p>Caroline Wood, associate vice president of student services and academic support, recommended the Student Code of Conduct AY 2024-25 for approval. Board members reviewed the proposed code of conduct.</p> <p>On a motion made by Ed Daley, seconded by Brad Hodgson, the recommendation was unanimously approved.</p> <p>(Attachment pg. 2-18)</p>
<p>College Board Budget – FY 2024 quarterly update (Information Item)</p>	<p>Cory Thompson, vice president of financial and administrative services, reviewed with board members the attached College Board Budget quarterly update including local contributions and expenses as of the third quarter of the 2024 fiscal year.</p> <p>This was an information item and required no further action.</p> <p>(Attachment pg. 19-20)</p>

<p>Recommendation to approve <i>Review of FY 2026 College Board Budget Expenditures</i> (Action Item)</p>	<p>Cory Thompson recommended the college board approve the proposed updated budget categories and expense ratios for the Fiscal Year 2026 College Board Budget.</p> <p>The Fiscal Year 2026 College Board Budget request is an annual action item presented at the September meeting. In line with the college’s commitment to fiscal responsibility, the college aims to review current budget categories and expense ratios. This review will enable updates that better reflect the intended use and purpose of these funds. Additionally, it will facilitate the identification of opportunities to reallocate resources, where appropriate, and increase funding for student scholarships. These changes would not increase any funding requests to localities.</p> <p>On a motion made by Ed Daley, seconded by Krista Farris, the recommendation was unanimously approved.</p> <p>(Attachment pg. 21)</p>
<p>Recommendation to approve <i>FY 2025 Local Funds Budget</i> (Action Item)</p>	<p>Cory Thompson recommended the Local Funds Budget FY 2025 for approval. Board members reviewed the proposed Local Funds Budget outline.</p> <p>Local funds are comprised of revenues received from student activity and parking fees and auxiliary enterprises. The College Board has authority over the use of the college’s local funds.</p> <p>On a motion made by Ed Daley, seconded by Brad Hodgson, the recommendation was unanimously approved.</p> <p>(Attachment pg. 22-23)</p>
<p>Presentation of Excellence In Service awards to Michael S Wenger, representing Rappahannock County, and Michael A. Lake, representing Frederick County (Information Item)</p>	<p>College Board member and current Board Chair Michael S Wenger and College Board member Michael A. Lake were each presented with an excellence in service award for their commitment and outstanding service to the board and college.</p> <p>This was an information item and required no further action.</p>
<p>REPORT OF THE COLLEGE BOARD CHAIR</p>	
<p>Board Chair Mike Wenger shared that his time serving on the Laurel Ridge Community College Board has been an absolute joy, and that working with the college’s leadership team has been enriching in so many ways. He thanked the college for the opportunity and stressed one last time how important Laurel Ridge is to the betterment of our local community and the lives of so many.</p>	
<p>REPORT OF THE EDUCATIONAL FOUNDATION BOARD REPRESENTATIVE</p>	

Ed Daley, the College Board representative to the Laurel Ridge Educational Foundation Board, reported on the following:

- The Laurel Ridge Foundation Board spent the majority of their June meeting discussing potential options for the donated property adjacent to Luray Page County Center.

REPORTS OF THE COLLEGE

(Attachment pg. 24-33)

IMPORTANT DATES

Date	Activity	Time	Location
Thursday, September 5, 2024	College Board meeting	12:00 p.m.; lunch served at 11:30 a.m.	Middletown Campus, Student Union Building, Room 118/119
Friday, September 27, 2024	Laurel Ridge All College Day	8:30 a.m. – 12:00 p.m.	Middletown Campus, Corron Community Development Center, Carl & Emily Thompson Conference Center
Thursday, November 7, 2024	College Board meeting	12:00 p.m.; lunch served at 11:30 a.m.	Middletown Campus, Student Union Building, Room 118/119

ADJOURNMENT

On a motion by Michael Lake, seconded by Mike Wenger, Board Chair Mike Wenger declared the meeting adjourned at 1:27 p.m.

SUBMITTED BY:



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

APPROVED BY:



Benjamin C. Freakley
 Chair, Laurel Ridge Community College Board

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

Copy of Approved MINUTES NO. 267 (April 4, 2024) filed with Dr. David Doré, Chancellor, Virginia Community College System.

LAUREL RIDGE COMMUNITY COLLEGE

TO: Laurel Ridge Community College Board
FROM: Laurel Ridge Board Chair and Vice Chair Nominating Committee
2024-26
DATE: May 28, 2024
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: 2024-26 Laurel Ridge Community College Board Chair
and Vice Chair Nominations

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

Pursuant to the Laurel Ridge Board Bylaws Article Three, Section 2, the officers of the Board shall be elected biennially by the Board to serve from July 1 immediately following. Article Three, Section 1 states the officers of the Board shall be a chair, vice chair, a secretary and such other officers as may be elected in accordance with the provisions of this article; and that the vice chair will be the chair elect.

Nominations for the offices of chair and vice chair during an election year will be proposed by a nominations committee consisting of the chair, vice chair and a board member appointed by the chair, preferably a past chair if available. The nominations committee shall be sensitive to locality representation and board rotation in its proposed nominations, which will be provided in writing to the Board prior to the election.

The board approved nominations committee consisting of Mike Wenger (chair), Ben Freakley (vice chair), Ed Daley (board member representing Warren County) and Kim Blosser (secretary to the board, Laurel Ridge president) propose the following board officer nominations for approval:

- 2024-26 Laurel Ridge Board Chair, Benjamin C. Freakley, representing Shenandoah County
- 2024-26 Laurel Ridge Board Vice Chair, Paul D. Johnson, representing Page County

LAUREL RIDGE COMMUNITY COLLEGE
Middletown | Fauquier | Luray-Page

RECOMMENDATION FOR COLLEGE BOARD

TO: Kimberly P. Blosser, President
FROM: Johanna Weiss
DATE: 05/29/2024
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: 24/25 Student Code of Conduct

Initiating Administrator's Recommendation (if funding is involved, please indicate appropriate budget line-item number and title): Recommendation for adoption of updated Student Code of Conduct. The new code has been updated with feedback and consultation with legal counsel at the VCCS.

Attachments (list supporting documents):

Code of conduct changes with redlines to see where the differences are:

Bill of Rights

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

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

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

Campus Expression

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. To see the full policy, go to our Expressive Activity Policy.

Classroom Expression

Orderly discussion and expression of all views relevant to the subject matter is permitted in the classroom subject to the responsibility of the instructor to maintain order. **The classroom is not considered a public forum for freedom of expression, and the College reserves the right to impose time, place, and manner restrictions on classroom expression to preserve the ability of all students to access the intended academic content of the course. Students seeking to engage in expressive activities are encouraged to utilize outdoor areas of the campus rather than within the classroom.**

Information about student views, beliefs, and political associations acquired by professors in the course of their work as instructors, advisors, and counselors, is confidential and is not to be disclosed to others unless under legal compulsion. (Questions relating to intellectual or skills capacity are not subject to this section.)

Institutional Governance

All constituents of the institutional community are free, individually and collectively, to express their views on issues of institutional policies affecting academic and student affairs. The role of student

government and its responsibilities shall be made explicit. On questions of educational policy, students are entitled to a participatory function.

Publications

A student, group, or organization may distribute pre-approved written material on campus providing such distribution does not disrupt the operation of the institution. Student activities personnel reserve the right to deny posting of written material for any reason.

The College press is to be free of censorship. The editors and managers shall not be arbitrarily suspended because of student, faculty, administration, alumni, or community disapproval of editorial policy or content. Similar freedom is assured to oral statements of views on an institution controlled and student operated radio or television station. (This editorial freedom entails a corollary obligation under the canons of responsible journalism and applicable regulations of the Federal Communications Commission.)

All student communications shall explicitly state on the editorial page or in broadcast that the opinions expressed are not necessarily those of the institution or its student body.

Prohibited Conduct

The College may institute its own proceedings against a student who violates any law on campus, or violates a published institution regulation. This includes actions described in the Student Code of Conduct, official notices conspicuously displayed ~~on bulletin boards~~ in public areas throughout the campus, and electronic notifications such as email or website postings. ~~are published institutional regulations~~. It is the responsibility of every student to be aware of the Student Code of Conduct and other college rules and regulations guiding student behavior. In addition, students are held to obey all local, state, and federal laws and violation of said laws may subject them to punishment by relevant law enforcement authorities and/or under the student code of conduct. Any violations not listed below are subject to the discretion of the vice president or other College official as designated by the vice president. The consequences for said actions will be determined by the Student Conduct Officer.

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

General Principles:

All members of the Laurel Ridge community are expected to:

1. Behave in an ethical and moral fashion, respecting the human dignity of all members of the Laurel Ridge community and avoiding behavior that may cause danger or harm to others.
2. Adhere to the civil and criminal laws of the locality, state, and nation, and to regulations issued by Laurel Ridge Community College.

Laurel Ridge reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community, to include all college-related classes, events and activities whether they are on campus, off campus, or online/virtual. Such action may include taking disciplinary action against

those individuals whose behavior causes a disruption or poses a risk of danger to others in the college community, or otherwise violates college rules and regulations.

Willfully encouraging and/or assisting another student in violating a college rule or regulation can carry the same penalty as if the student had carried out the action themselves.

The primary purpose for the imposition of such discipline is to foster the personal, educational, and social development of those students who are held accountable for violations of college regulations, to ensure the orderly functioning of the college, and to protect the college community and its integrity.

Specific Examples:

Alcohol and Drugs

All students at Laurel Ridge Community College shall not possess, use, distribute or manufacture illicit drugs and alcohol on school property including buildings, facilities, grounds, property controlled by the college, as part of college activities on or off campus, while serving as a representative of the College at off-campus meetings, in any state-owned controlled or leased property or at a site where state work is performed. Depending on the severity of the violation and the result of a disciplinary hearing, one or more of the following penalties can be imposed: admonition, warning probation, disciplinary probation, restitution, suspension, or expulsion.

Individuals in violation of this policy may also be subject to legal sanctions under local, state, or federal law regarding the unlawful possession or distribution of illicit drugs and alcohol. Illegal distribution of prescription drugs and medications is also prohibited in these venues. Students that are inebriated or otherwise under the influence of drugs or alcohol according to the subjective standards of a college official are not allowed in Laurel Ridge Community College classrooms at any point.

Laurel Ridge Community College students experiencing a problem with drug or alcohol abuse, or dependency are encouraged to seek counseling services. Advisers in the Office of Student Success can provide referral to an appropriate community agency that will assist with private confidential counseling or information. To see the full policy, go to www.laurelridge.edu/policies and click on Student Policies.

Bullying

Bullying is not permitted. This includes any written, electronic, verbal, and/or physical act or series of actions which either demeans, dehumanizes, or severely embarrasses any member of the Laurel Ridge Community or places any member(s) of the Laurel Ridge community in reasonable fear of:

1. Substantial harm to their emotional, psychological, or physical well-being or substantial damages to their property; or
2. Substantial interference with their educational and/or work environment due to the pervasiveness or persistence of the actions or due to a power differential between the bully and the target.

Camping

Camping on College property is not permitted without a written permit signed by student activities personnel. Camping is defined as overnight visitation on campus grounds. Overnight parking may also be punished by relevant law enforcement authorities.

Computer Misuse—~~Information Technology Student/Patron Acceptable Use Agreement~~

~~Students may not share their login credentials (for example, password, digital certificates, 2-factor authentications) with other individuals, and may not log in to any Laurel Ridge system with another person's credentials. Computer software, databases, and electronic documents are protected by copyright law; see below section Digital Copyright and File Sharing.~~

~~Students may not use any college equipment or access to send or share fraudulent, threatening, obscene, intimidating, defamatory, harassing, discriminatory, or otherwise harmful or unlawful content, messages, or files. Students may not install apps, computer software or executable files onto college computers without authorization. Students may not send electronic messages using another's identify, an assumed name, or anonymously. Students may not attempt to read or intercept messages not intended for them. Students may not develop, install, transmit, or implement any malicious programs on any college-owned computer without authorization from the college. Students may not use any college computer resources to support any commercial venture or for personal financial gain.~~

~~Students are also expected to report any observed incidents of non-compliance with these guidelines to a faculty member or other college official.~~

~~For detailed information on the computer use agreement, please go to:
<https://laurelridge.edu/computer-use-agreement/>.~~

Dangerous Practices

No student shall engage in any behavior or act that could reasonably pose a danger to **themselves**, fellow students, college employees, and/or college property.

Defacement of Property

No student may deface or misuse college or another's personal property on college spaces, including but not limited to:

1. Littering
2. Vandalism
3. Damaging, defacing, or destroying property
4. Moving, disabling, or concealing property
5. Stealing, seizing, holding, commandeering any college property or space, preventing use by others

Digital Copyright and File Sharing

Copyright law protects computer software, database systems, electronic documents, and electronic media. A copyright is a work of authorship in a tangible medium. Copyright owners have the sole right to reproduce their work, prepare derivatives or adaptations of it, and distribute it by sale, rent, license lease, or lending and/or to perform or display it.

A student must either have an express or implied license to use copyrighted material or data, or be able to prove fair use. Students and other users of college computers are responsible for understanding how copyright law applies to their electronic transactions. They may not violate the copyright protection of any information, software, or data with which they come into contact through the college computing resources.

Downloading or distributing copyrighted materials such as documents, movies, music, etc. without the permission of the rightful owner is copyright infringement, which is illegal under federal and state copyright law. Use of the college's network resources to commit acts of copyright infringement may be subject to prosecution and disciplinary action.

The penalties for infringing copyright law can be found under the U.S. Copyright Act, 17 U.S.C. §§ 501-513 (<https://www.copyright.gov/title17/92chap5.html>) and in the U.S. Copyright Office's summary of the Digital Millennium Copyright Act (<http://www.copyright.gov/legislation/dmca.pdf>).

Disorderly Conduct

No student shall engage in actual or attempted behavior that disrupts the academic, professional, and/or social environment of the Laurel Ridge community, including on college property and at college-sponsored classes or activities at off-campus locations or held virtually. The following are examples of conduct that is considered disorderly:

1. Verbally or electronically intimidating, threatening, coercing, humiliating, or abusing any person or persons in the College environment. This may include but is not limited to teasing, name-calling, or derogatory remarks.
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. Inappropriate use of college facilities or resources
5. Behavior that causes public inconvenience, annoyance, or alarm to others in the Laurel Ridge community.
6. ~~Theft or damage to college property~~

Disruption of Educational Process

No student shall engage in any behavior that materially and substantially interferes with or obstructs the teaching or learning process of the college. ~~cause or incite any disturbance (including excessive noise) in~~

~~or near any campus building.~~ This restriction extends to any activity which interrupts the standard, safe and orderly operation of the College.

~~Generally, institutional discipline should be limited to conduct which adversely affects the institutional community's pursuit of its educational objectives. Disruptive misconduct is subject to disciplinary action, in addition to possible relevant law enforcement action.~~ Examples of this conduct include, but are not limited to:

1. Excessive noise
2. Academic dishonesty including but not limited to cheating, plagiarism and unauthorized assistance on class assignments and exams. For more information please reference our Academic Honesty Policy, available at laurelridge.edu/policies.
3. Intentional actions which disrupt or obstruct ~~of~~ teaching, learning, research, administration, disciplinary proceedings, studying, or other College activities.
4. Violation of published institutional regulations including those relating to entry and use of institutional facilities, the rules in this Code of Conduct, and any other regulations which may be enacted.
5. Actions, words, dress, or any other form of behavior which can reasonably be predicted to distract or intimidate others, hindering their ability to engage in college activities.
6. Inappropriate or uncivil classroom behavior, including in an online or in person classroom or a class message board or website. Uncivil behavior is any speech or action that is disrespectful or rude, or that causes an atmosphere of disrespect, conflict, and/or stress.
 - a. Faculty has the responsibility to control their classroom and has wide discretion to take appropriate steps to ensure an orderly classroom environment. If a student refuses to follow the requests of the faculty member, the faculty member may require the student to leave class and may contact campus police for assistance in managing the issue.
7. Making inappropriate and incessant demands for time and attention from college employees or students.
8. ~~Violation of law on institutional premises in a way that affects the institutional community's pursuit of its proper educational purposes.~~

~~Disruptive Behavior (including but not limited to):~~

Failure to Comply with a College Official

No student shall fail to comply with a request or order from a College official ~~in the performance of his/her duties~~. Violations include but are not limited to:

1. Failure to properly follow through with any disciplinary measure imposed upon a student
2. Failure to adhere to an instructor's reasonable classroom rules or instructions
3. Failure to provide identification when requested
4. Failure to vacate a room or building when requested

Falsification of Official Information

No student shall misrepresent him/herself in any way while interacting with a College official, including but not limited to holding him/herself out as a college official. **Students may not knowingly furnish false information to the college, including being untruthful in official investigations, false reports of crimes or code of conduct violations, and the forgery, alteration or misuse of college documents, instruments, name, logo, or identification. This may also include any other actions taken with the intent to defraud the college or any member of the Laurel Ridge community.**

Fire Safety

All students are expected to maintain appropriate fire safety measures. Examples of non-compliance would include failure to evacuate during a fire alarm, falsely pulling a fire alarm, and/or misusing fire safety equipment. Use of fireworks or firecrackers on campus is prohibited. Candles and other forms of fire are also prohibited. (Cigarette lighters or matches used to light tobacco products in a designated smoking area are the only exception). Disabling exit doors or blocking handicap access ramps is not permitted. Violations of these prohibitions may also be punished by relevant law enforcement authorities.

Gambling

Students may not gamble in any form or hold any raffle or lottery on campus or at any college function either off campus or online without proper college and all other required approvals.

Harassment

Harassment is prohibited. This is defined as unwelcome conduct directed against a person based on one or more of that person's protected characteristics or statuses, which creates a hostile environment by limiting or denying a person's ability to participate in or benefit from the college's education program or activity, or creates a working, learning, program or activity environment that a reasonable person would find intimidating, hostile or offensive.

Hazing

Hazing, defined as any action which leads to physical or mental discomfort for any member of the shared community, is prohibited on campus. Violations of this prohibition may also be punished by relevant law enforcement authorities.

Obscene and Profane Conduct

Students are expected not to engage in any type of lewd or obscene conduct while in a college building, on campus (or at a center), or at a college-sponsored off-site activity. **This includes but is not limited to vulgar, obscene, or offensive words, gestures, dress, and expressions.** This violation extends to include possessing, producing, or distributing illegal or inappropriate sexual materials as well all forms of inappropriate touching.

Note: Certain types of information may be distributed due to the learning nature of our collegiate environment; perceived obscenities based on expected academic goals may be exempt from this expectation.

Off Campus Student Code of Conduct

Students are accountable for their conduct regardless of where it takes place, on or off the College property. This includes any behavior which reflects badly on the College or its mission including, but not limited to, high-risk use of alcohol, drug use, violent actions, and any behavior which compromises health, safety, and academic success.

Projectiles

No student shall cause any object to be projected (via throwing or any other method) through the air in any indoor campus environment. Projectiles are permitted in outdoor areas, if no formal college event is being conducted in that space. Violations of this prohibition may also be punishable by relevant law enforcement authorities.

Recording

Using electronic or other devices to make an audio or video recording of the private activities of any person without the person's prior knowledge or effective consent from the person is prohibited.

Retaliation

Students are not permitted to engage in retaliatory behavior. This includes behavior taken to punish or get back at someone who has engaged in legally protected activity, for example, for good-faith reporting of perceived misconduct or providing information or serving as a witness related to a college investigation.

Sexual Harassment

As a recipient of federal funds, Laurel Ridge Community College is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq. ("Title IX"), which prohibits discrimination based on sex in education programs or activities, admission, and employment. Under certain circumstances, sexual harassment constitutes sexual discrimination prohibited by Title IX. Inquiries concerning the application of Title IX may be referred to the College's Title IX Coordinator or to

the U.S. Department of Education's Office for Civil Rights. The Title IX Coordinator is Mia Leggett Dezura, whose office is located at **Cornerstone** Hall 106D (Middletown Campus) and may be contacted by phone at 540-868-7087 or by email at mleggett@laurelridge.edu.

This Policy is not intended to substitute or supersede related criminal or civil law. Individuals are encouraged to report incidents of sexual and domestic violence, dating violence, and stalking to law enforcement authorities. Criminal and civil remedies are available in addition to the remedies that the College can provide. To see the full policy, go to www.laurelridge.edu/policies and click on Student Policies.

Tobacco and Related Products Policy

The use of tobacco products or related materials is prohibited in all facilities occupied or operated by the College. Smoking on school property is permitted only in designated areas, which are identified as any space more than 25 feet from an entrance to the College. **The College has provided smoking gazebos around the exterior facilities at the Middletown and Fauquier campuses equipped with cigarette and trash receptacles.** For more information on the Tobacco and Related Products Policy, please go to www.laurelridge.edu/policies.

Unauthorized Use of College Property or Documents

No official Laurel Ridge Community College documentation or property should be used for any purpose by a student not authorized to do so. Examples of property include college buildings, parking lots and vehicles, in addition to college computers, lab equipment, and furniture. Examples of documents include logos, letterhead, forms and websites. This prohibition may also be enforced by relevant legal action pursuant to state and federal law.

Unauthorized Entry

Students may not enter or occupy College controlled property which is locked, closed to student activities, or otherwise restricted as to use. This includes a requirement to vacate an area the student would otherwise be allowed to occupy when notified by a college official that the area is being closed or evacuated. Students are also prohibited from using keys, key cards, or access codes that were not expressly granted to them by college personnel, and from disabling or damaging door locks.

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 **reasonable** fear for his/her personal safety.
 - b. Engaging in stalking behavior.
 - c. Behavior that is reasonably perceived to be frightening, coercing, **alarming**, or inducing distress to any member of the college community.

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

Weapons

No student shall keep, use, possess, display, or carry any rifle, shotgun, handgun, knife, other edged weapon, or other lethal or dangerous instrument capable of maiming and/or casting a projectile by air, gas, explosion, or mechanical means on any property owned or operated by the College. This violation extends to include any realistic facsimiles of a weapon. These conditions are met if the weapon is on one’s person or in their vehicle.

Note: Possession of a weapon on campus based on expected academic experiences (enrollment in a gun safety class) may be exempt with prior written permission from Laurel Ridge Community College’s security office. Violations of these prohibitions may also be punishable by relevant law enforcement authorities. For more information on the Weapons regulations as approved by the State Board for Community Colleges, go to the state’s Regulation of Weapons policy.

Student Conduct Disciplinary Procedures

All students are afforded the right to due process for any violation. This process is defined below:

1. Any academic or administrative official, faculty member, or student may file a complaint against any student for misconduct. Any administrator, college official, faculty member, or student wishing to file complaints against a college employee must follow a separate protocol as outlined in the human resource policy manual **or the formal complaint procedure. The complaint procedure is available at laurelridge.edu/complaint.**
2. When the Student Conduct Officer receives information that a student has allegedly violated a rule, regulation, policy, or procedure, the Student Conduct Officer shall investigate the alleged violation. After completing the preliminary investigation, the Student Conduct Officer will either
 - a. Dismiss the allegation as unfounded, or
 - b. Determine if the severity and nature of the problem necessitates a student conference.
3. **If, based on the student's alleged actions, the Student Conduct Officer or other designated college administrator has a reasonable belief that the student poses a significant disruption to the educational rights of other students, the student conduct officer may impose interim sanctions. Examples include, but are not limited to, interim suspension, no-trespass orders, and administrative no-contact orders between individuals or groups. When possible, alternative arrangements will be made for the student to continue to meet academic requirements while the conduct case is pending. The College may also withhold the award of a student's degree or certificate until the completion of the conduct process.**
4. If a conference is deemed necessary, a request will be made to the student via certified letter **and/or email** to the address contained in the College record. ~~The notification will also be sent to the student's College email address.~~The notification will inform the student of the alleged violation of the student code of conduct. The notification will instruct the student to respond within ten (10) calendar days of the date of the correspondence. A conference time will be set after consultation with all involved parties; the vice-president (or designee) will have discretion to alter the arrangements of the conference for good cause.
5. The President or Student Conduct Officer, may take immediate interim disciplinary actions, suspend the right of the student to be present on the campus and to attend classes, or otherwise alter the status of a student for violation of rules, regulations, policies, or procedures when the student is a clear or present danger to himself/herself or others, or if such action is in the best interest of the College. The College always reserves the right to take such prompt action as may be needed to preserve the peace, integrity, and safety of the educational process and the College environment.

Disposition of a Violation

As a result of the student conference, the Student Conduct Officer may select one of the following as a course of action:

1. Proceed administratively if it is determined that the facts of the alleged violation are not in dispute.
2. Proceed administratively if it is determined that the facts of the alleged violation are in dispute and must be further probed by the Student Conduct Officer; or
3. Refer the case to a disciplinary hearing by preparing a formal complaint based on the allegation along with a list of witnesses and documentary evidence supporting the allegations (see "Hearing" section).

When the facts are not in dispute, the Student Conduct Officer may administratively dispose of any violation.

1. In administratively disposing of a violation, the Student Conduct Officer may impose any disciplinary action authorized under the section entitled "Sanctions."
2. If a student accepts administrative disposition, he/she will sign a statement that he/she understands the nature of the charges and the penalty imposed. The statement also includes the student's acknowledgement that he/she waives the right to a hearing and the right to appeal.
3. The Student Conduct Officer will prepare a written summary of each administrative disposition of a violation and forward a copy to the student and to other appropriate administrative personnel.

If the facts of the alleged violation are in dispute and require additional probing, the Student Conduct Officer may elect to gather additional information concerning the allegation or to administratively dispose of the violation.

1. If the Student Conduct Officer elects to gather more information, follow-up with the accused student must occur within ten (10) ~~calendar~~ **working** days of the student conference.
2. If a student disputes the facts of the charges, but accepts administrative disposition, he/she will sign a statement that he/she understands the nature of the charges and the penalty imposed. The statement also includes the student's acknowledgement that he/she waives the right to a hearing and the Student Conduct Officer will prepare a written summary of each administrative disposition of a violation and forward a copy to the student and to other appropriate administrative personnel.
3. A student may refuse administrative disposition of the alleged violation and on refusal is entitled to a hearing. If this is the case, the steps outlined in the following section, titled "Hearing," will be followed.
4. The Student Conduct Officer may refer the case directly to a disciplinary hearing. If this is the case, the steps outlined in the following section, titled "Hearing," will be followed.

Hearing

1. A written request for a hearing (~~via email or hard copy~~) must be made to the Student Conduct Officer within five (5) calendar days following the administrative disposition.
2. ~~A standing student discipline ad hoc committee exists at the College.~~ The ad hoc committee for a particular hearing will be **randomly** selected by the Student Conduct Officer from **among a list of** faculty, staff, administrators, and students who ~~are willing have volunteered~~ to serve on the committee.

- a. The committee will consist of five (5) members (one full-time faculty member, one classified staff representative, one administrator, one student services representative and one student), unless the hearing is related to Title IX. In such cases, a student will not serve as a committee member. Another faculty, staff, or administrator will be asked to serve on the committee in lieu of a student representative.
 - ~~b. The list of names of the eligible people will be developed at the beginning of each academic year and will be in effect for the duration of that year.~~
 - c. ~~Upon establishment of the hearing committee, the names of the hearing committee members will be provided to the student.~~ The student requesting the hearing may, if he/she believes one of the selectees will not fairly judge the merits of the alleged violation, request that another person be chosen from the list in that same category. One requested substitution, with written justification, is permitted.
 - d. The committee member who is selected for the hearing may request that another person be chosen from the same category of the list if he/she believes they cannot provide a fair judgment based on the merits of the alleged violation.
3. The student discipline ad hoc committee will elect a chairperson. The chairperson will set the date, time, and place for the hearing.
 - a. The Student Conduct Officer will notify the student by **email**, certified letter or by hand delivery of information pertaining to the date, time, and place of the hearing. The notice of the hearing will be sent within five (5) ~~calendar~~ **working** days following confirmation of the hearing committee membership.
 - b. The hearing will take place within **ten (10) working** days of the establishment of the student discipline committee, **unless an extension is mutually agreed upon between the student and the college.**
 - c. The Student Conduct Officer will have the discretion to alter the arrangements of the hearing for good cause.
 4. The student discipline ad hoc committee will hold the hearing as scheduled and determine a ruling whether or not the student is present, provided the committee has confirmation that the student received actual notice of the date, time, and place of the hearing.
 5. **The student alleged to have violated the student code of conduct** has the right to be accompanied by counsel, advisor, or attorney who may come from within or outside the College. Such counselor, advisor, or attorney must restrict his/her participation to advising the accused, and he/she may not participate in the actual proceedings of the hearing such as discussion or cross-examination of the witnesses.
 6. The committee will presume a student **not responsible** of the alleged violation until the facts and information presented support a decision to the contrary. A student will be found in violation when the weight of the evidence (**51% or more**) indicates that the student has violated this Code of Conduct. Committee members may freely question witnesses at any time. The committee will proceed as follows during the hearing:
 - a. The Student Conduct Officer reads the complaint.
 - b. The Student Conduct Officer presents the College's case. Any person giving testimony may be questioned, at the completion of the witness's testimony, by the student. The Student Conduct Officer has the right to follow up and/or recall witnesses as necessary.

- c. The student presents his/her defense. The committee may not require the student to testify. Any person giving testimony on behalf of the student may also be questioned by the Student Conduct Officer.
- d. The Student Conduct Officer and the student may present rebuttal evidence and argument.
- e. In closed session, the committee will discuss the issue and vote whether or not there has been a violation of this Code of Conduct. If ~~the~~ most of the committee (at least 3 out of 5 voting members) finds the student violated the Code of Conduct, the committee will select and impose an appropriate sanction from the list detailed below. Determination of the sanction will be met by approval of a simple majority.
- f. The committee chairperson will notify the Student Conduct Officer of the committee's decision and any sanctions as soon as possible and within 24 hours of the conclusion of the hearing.
- g. The Student Conduct Officer will inform the student of the committee's findings and sanctions, ~~as noted on the Committee Findings Form~~. This notification will be sent via email and/or certified letter to the student and will be sent within five (5) calendar days of the conclusion of the hearing.

Hearing Records

- 1. All evidence will be given to the committee during the hearing and made part of the hearing record. The hearing record will include:
 - a. A copy of the notice provided to the student.
 - b. All documentary and other evidence offered or admitted in evidence.
 - c. Written motions, pleas, and any other materials considered by the committee; and
 - d. Any other relevant documentation.
- 2. The hearing record will be forwarded to the Student Conduct Officer where it will be securely maintained.

Appeal

- 1. The president of the College, or designee, will automatically review every penalty of expulsion.
- 2. A student is entitled to submit an appeal to the president of the College, or designee. To do so, a student must file a written request (via email or post marked certified letter) for appeal to the president within ten (10) calendar days from the date they were notified of the hearing committee's findings and sanctions. The written request for appeal must detail what specific issues are being appealed. The president or designee maintains the right to refuse any request for appeal for insufficient cause.
- 3. If a notice of appeal is given, the Student Conduct Officer will send the hearing record to the president or designee within five (5) calendar working days after the notice is given. The president or designee will review the record and determine whether an in-person meeting is necessary to resolve the appeal.
- 4. If an in-person meeting is deemed necessary, the president or designee will set the date, time and place for the appeal and the Student Conduct Officer will notify the student by email, certified letter, and/or by hand delivery of information pertaining to the date, time, and place of the appeal. This notice will be sent as soon as possible and no later than ten (10) calendar

working days after the appeal request is received. The president **or designee** will have the discretion to alter the arrangements of the hearing for good cause.

5. If an in-person meeting is not deemed necessary, the president **or designee** will move forward with resolution of the appeal **as detailed below**.
6. After consideration of the appeal, the president **or designee** will **notify the student conduct officer of their decision**. The president reserves the right to endorse, increase or lower the sanction that was assigned during the hearing.
7. The Student Conduct Officer will notify the student of the result of the appeal via **email and/or** certified letter.
8. The president **or designee** will take such action as determined to be appropriate at any time during the process, and all decisions made **during the appeal** are final.

Sanctions

Violations of the Code of Conduct can result in one or more of the following sanctions as deemed appropriate. The list of sanctions is not a progression.

1. Disciplinary Reprimand - a written reprimand from the Student Conduct Officer to the student on whom it is imposed. A disciplinary reprimand is recorded in the student's conduct file. **A disciplinary reprimand may include a behavior agreement or contract.**
2. Disciplinary Probation - probation may be imposed for any length of time up to one calendar year and the student will automatically be removed from probation when the imposed period expires. Probation indicates that further violations may result in suspension.
3. Community Service - service-learning hours with an office or department on campus.
4. Character Development - required attendance at an educational workshop, research and writing assignments or participation in a mentorship program.
5. **Paper – write an essay on an assigned topic to assigned specifications.**
6. **Apology letter – write a letter of apology to an assigned recipient regarding specific actions.**
7. **Sign/flyer – create a sign or flyer on the assigned topic to assigned specifications.**
8. Restitution - reimbursement for damage to or misappropriation of funds or property, **or redress for proscribed conduct**. This may take the form of appropriate service or other compensation.
9. Fines - fines shall be no less than \$15 and no greater than \$250, depending on the severity of the infraction.
10. Social Restriction - restriction from attending recognized campus social events and being on campus for any purpose other than those directly related to class. Social restrictions may require the student to check in and out with security upon arrival and departure from campus.
11. **Loss of Privileges – restriction from certain student privileges.**
12. **Loss of Parking – parking pass and ability to park on campus limited or revoked.**
13. **No Contact Order – exclusion from approaching or contacting another person(s) including in person, by phone, text, email, written correspondence, through a third party, etc.**
14. **Class removal – removal from a particular class and all relevant physical or virtual class meetings.**
15. Suspension - exclusion from classes and other privileges or activities as set forth in the notice for a defined period.

16. Expulsion - permanent severance from the College. The conditions of readmission, if any, shall be stated in the order of expulsion.
17. Referral to relevant law enforcement authorities **or a specific office or community organization**.
18. Other appropriate consequences as determined by the disciplinary authority. Failure to complete sanctions by the designated completion date represents a violation of the Code of Conduct (Failure to comply with a College Official). Those who do not meet the criteria of their sanctions will begin the judicial process again with a second charge.

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: June 6, 2024
SUBJECT: College Board Budget - Fiscal Year 2024 Quarterly Update

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

Information Item: X

Action Item:

Agenda Item Title: College Board Budget - Fiscal Year 2024 Quarterly Update

Background:

This information item provides an overview of local contributions and expenses as of the 3rd quarter of Fiscal Year 2024. Through Q3 of the fiscal year, contributions received total \$202,280 and expenses total \$181,521.

Attachments (List supporting documents):

1. College Board Budget - Fiscal Year 2024 Quarterly Update

**Laurel Ridge Community College
College Board Budget
Fiscal Year 2024 Quarterly Update**

	3rd Quarter FY2023 Actuals	Amended FY2024 Budget	3rd Quarter FY2024 Actuals	% Received/ Expensed
<u>Contributions</u>				
Clarke	12,396	16,921	12,691	75%
Fauquier	76,628	83,265	83,265	100%
Frederick	27,500	-	-	
Page	20,235	19,211	9,606	50%
Rappahannock	7,774	7,372	7,372	100%
Shenandoah	45,598	43,950	43,950	100%
Warren	40,176	41,326	1,126	3%
Winchester	46,595	59,028	44,271	75%
Total	\$ 276,902	\$ 271,073	\$ 202,281	75%
<u>Expense</u>				
<u>Student Scholarships</u>	174,203	142,000	98,597	69%
<u>Governance Support</u>				
Advisory Committees	-	1,500	-	0%
Board Activities	1,246	5,000	1,863	37%
President's Office	14,894	9,000	5,255	58%
<u>Student & Institutional Support</u>				
Commencement	36	5,000	3,302	66%
Orientation	6,116	8,000	6,783	85%
Professional Development	51,719	50,000	44,684	89%
Student Competitions	-	2,500	-	0%
Student Outreach	11,239	21,000	10,285	49%
Student Success Initiatives	-	50,000	314	1%
Student Wellness Support	-	2,000	-	0%
Theatrical Productions	-	2,000	1,938	97%
TRIO Discretionary/Crisis Funds	9,500	13,000	8,500	65%
Violence Prevention Education	1,824	5,000	-	0%
Total	\$ 270,777	\$ 316,000	\$ 181,521	57%

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: June 6, 2024
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: College Board Budget Updates

Initiating Administrator's Recommendation:

Recommendation: Approval for the college administration to review and propose updated budget categories and expense ratios for the Fiscal Year 2026 College Board Budget.

Purpose: The Fiscal Year 2026 College Board Budget request is an annual action item presented at the September meeting. In line with our commitment to fiscal responsibility, the college aims to review current budget categories and expense ratios. This review will enable us to propose updates that better reflect the intended use and purpose of these funds. Additionally, it will facilitate the identification of opportunities to reallocate resources, where appropriate, and increase funding for student scholarships. These changes would not increase any funding requests to localities.

Attachments (List supporting documents.):

- Draft Fiscal Year 2026 College Budget (handout at meeting).

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: June 6, 2024
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 Local Funds Budget Request

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

1. **Recommend approval of the proposed Fiscal Year 2025 Local Funds Budget Request.**

The Local Funds budget consists of revenue generated by student fees, bookstore commissions, and interest to fund expenses for parking maintenance, student activities, and the Student Union building.

1. The College is requesting **Fiscal Year 2025 Local Funds Budget of \$722,600.**
2. The College expects to maintain a balanced budget for the fiscal year.
3. In accordance with VCCS Policy 4.2.2 - Local Community College Funds, all activities within the Local Funds Budget shall be the responsibility of the Local Board and College Administration.

Attachments (List supporting documents):

- a. FY25 Local Funds Budget Request

**Laurel Ridge Community College
Local Funds Budget Request
Fiscal Year 2024-25**

Revenue	Approved Budget Fiscal Year 2023-2024	Proposed Budget Fiscal Year 2024-2025	Difference
Parking Fees	315,000	360,000	45,000
Student Activity Fees	215,000	230,000	15,000
Bookstore	77,500	77,500	-
Other (Copiers, Vending, Dining)	80	100	20
Interest	36,617	55,000	18,383
Total	\$ 644,197	\$ 722,600	\$ 78,403
Expense			
Parking Maintenance & Repairs	100,000	175,000	75,000
Student Activities	100,000	80,000	(20,000)
Student Union (Lease)	450,000	450,000	-
Other (Banking Fees, SU Operations)	18,335	17,600	(735)
Total	\$ 668,335	\$ 722,600	\$ 54,265
Budgeted Local Reserve +/-	\$ (24,138)	\$ -	\$ 24,138

Reports of the College

Laurel Ridge Community College Board Meeting No. 268

June 6, 2024

A. President, Kim Blosser

College Updates

- The college held two very successful commencement ceremonies, with a total of 1003 graduates and over 3000 guests.
- Future Educators Academy Lab School
 - State budget does include funding to support lab schools and community colleges are allowed to host lab schools; however, the AG's office has determined that funding for all lab schools must flow through a public, four-year college or university. Germanna and Laurel Ridge are currently working with the Secretary of Education to have UVA be the fiscal agent for community colleges.
 - Met with superintendents and shared the number of slots that will be available for each school division.
 - Brenda Byard has been hired to lead implementation through 2025 and is meeting with all instructional leaders.
 - The FEA lab school will launch in Fall 2025 at both Middletown and Fauquier, with marketing to school divisions and parents/students beginning this summer.
- Culture Climate Study
 - SIR presented the overall findings to the entire college community on June 5, 2024.
- President Blosser held a virtual open forum for all college employees on June 5, 2024, and will have another virtual open forum in August via Zoom.

VCCS Updates

- State budget was approved and signed by the Governor.
 - The budget does include a 3% increase for employees in both years of the biennium.
 - The budget includes tuition moderation funding (\$20 million over two years) to help higher education offset the cost of the salary increase without having to increase tuition significantly.
 - \$14.6 million added back to the VCCS's base that had been removed in the Governor's budget
 - \$9.2 million for New Economy Workforce Credential Grants in SCHEV's budget ("Fast Forward")
 - \$24 million for workforce pipeline renovations for space conversions

- State Board for Community Colleges approved a \$4.79 per credit hour tuition increase for in-state students (3%) that will go into effect in the fall semester for the 2024-2025 academic year.
- President Blosser is currently co-chairing a workgroup to look at the Faculty Evaluation process.
- President Blosser has been asked to serve on a state-wide Dual Enrollment workgroup that will also work with K-12 to develop consistency across the state.
- President Blosser is serving as a member of the Presidential Evaluation workgroup.
- President Blosser continues to serve on the Executive Council of the Shared Services Center, VCCS.

President Updates and Engagements

- College hosted and President Blosser spoke at the Celebration of Life event for Bob Sowder at the Fauquier Campus – 4/8
- Held a college-wide virtual open forum – 4/9
- Attended the VCCS New Horizon's Conference, Roanoke – 4/10-4/12
- Attended Virginia Foundation for Community Colleges Philanthropy Luncheon (our philanthropist of the year was the Fauquier County Rotary. Anne Hall attended on behalf of the Rotary) – 4/16
- Advisory Council of Presidents meeting in Richmond – 4/17
- Phi Theta Kappa All-Virginia Academic Team Luncheon – students attended and were announced as Laurel Ridge's All-VA team – 4/17
- Valley Health Foundation Pink Ribbon Celebration – 4/18
- GO Virginia Region 8 Executive Committee meeting – 4/19
- Laurel Ridge Foundation Appreciation Luncheon – 4/19
- GO Virginia Region 8 full Council Meeting, Weyers Cave, VA – 4/23
- GO Virginia Region 8 full Council Meeting, Orange, VA – 4/25
- SIR Culture Climate Study workshop at Middletown campus – 4/25
- Early College (dual enrollment) Governor's Scholars Award Ceremony – Luray-Page County Center – 4/29
- Business at the Bloom – 5/1
- VCCS Shared Services Executive Council meeting – 5/1
- Local College Board nominating committee meeting – 5/2
- Attended Page County Chamber of Commerce Annual Banquet – 5/2
- Dinner with Virginia Secretary of Education Amiee Guidera, SU President Tracy Fitzsimmons, and family/friends – 5/3
- Student Leadership and Engagement Awards, Middletown Campus – 5/6
- TRIO program graduation picnic – 5/6
- Student Academic Achievement and Recognition Awards, Fauquier Campus – 5/7
- College Board Medallion and Emeriti Recognition Ceremony – 5/8
- Student Academic Achievement and Recognition Awards, Middletown Campus – 5/8
- Early College (dual enrollment) Governor's Scholars Award Ceremony – Middletown Campus – 5/8
- Health Professions Commencement ceremony – 5/9
- Nursing Pinning Ceremony – 5/9
- Commencement Ceremony – 5/10

- Faculty Awards & Recognition Program – 5/13
- College Employee Awards & Recognition Luncheon – 5/13
- Local Leaders Roundtable discussion (sponsored by TOP of Virginia Regional Chamber – 5/13)
- Richmond Federal Reserve Bank Roundtable Discussion – 5/14
- Valley Health Corporation meeting – 5/14
- Blue Ridge Area Food Bank Board meeting – 5/16
- Presented (with Cory Thompson) on the locality budget request to Frederick County at their work session – 5/16
- United Way of the Northern Shenandoah Valley Executive Committee meeting – 5/21
- United Way of the Northern Shenandoah Valley full board meeting – 5/21
- Rappahannock Rapidan Regional Commission Comprehensive Economic Development Strategy committee meeting – 5/22
- Meeting with Page Co. Public Schools Superintendent, Antonia Fox – 5/23
- Faculty Evaluation committee meeting at Piedmont Virginia Community College – 5/28
- SACSCOC CEO Belle Wheelan meeting – 5/31
- United Way of the Northern Shenandoah Valley, CEO Search Committee member meeting – 6/3

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

WSCE Highlights

- Due to 2022 Virginia state regulations, which drastically changed the format and requirements to deliver a certified pharmacy technician program, Workforce Solutions secured a state funding grant in February to help them relaunch the redesigned program. The new program, which will relaunch in August, will have four times the number of instructional hours and include 80 hours of simulation in an onsite “mock” pharmacy lab and retail space. Laurel Ridge will be only the second community college in Virginia to have relaunched the program.
- A new PATH Foundation grant will allow Laurel Ridge Workforce Solutions to expand its popular Dental Assisting program at the Fauquier Campus. The College has been offering a very successful Dental Assisting program at its Middletown campus for over 5 years, sharing the Dental lab with the credit Dental Hygiene program. The PATH grant, and a newly formed partnership with the Fauquier Free Health clinic, will allow Workforce Solutions to now bring the program to the Fauquier Region in Fall, 2024.
- Anna Teter, the Workforce Allied Health Program Manager, will be promoted as the next Director of Operations for Workforce Solutions. Anna will be stepping in to fill the big shoes of Bill Pence, the current Director of Operations for the past 15 years, who will be retiring later this year. Anna joined the college in 2016 as a Program Manager. She successfully grew and expanded multiple allied health programs, as well as the Workforce welding programs. In her current role, she manages faculty, develops curriculum, introduces SOPs, policy, and best practices to support the quality and growth of these programs. Prior to joining the college, Anna led WIOA (Workforce Innovation and Opportunities) programs for Goodwill Industries and worked for Job Corps in Lynchburg, VA, and the Boys and Girls Country of

Houston, Texas. We are so pleased to see Anna promoted to the next level of leadership within our college! She will be shadowing under Bill for the next few months while we backfill her current position.

- A large group of Annandale Millwork leadership and production teams recently used the WSCE Corporate Training team to facilitate process improvement LEAN 5s training in both English and Spanish to over 200 Annandale Millwork employees. Our talented Workforce Solutions bilingual instructor, Marcos Carrero Patron, is a Manufacturing Department Manager with Continental in Winchester. Marcos is also a student of Workforce Solutions and has completed numerous Workforce Solutions classes including Lean Systems and is a graduate of Leadership Institute.

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

Grants

- Awarded \$20,000 VIVA Open Course Grant to establish OERs for pre-calculus math courses.
- Awarded \$5,000 from the United Way of the Northern Shenandoah Valley. This funding will support students with disabilities served through the Office of Accommodations and Disability Services. \$2000 will cover costs associated with the use of Accessible Information Management System (AIM) Software, providing service continuity until the software is replaced by a state system. This software manages accommodations, appointments, and case management for persons with disabilities. Other funds will be used to support diagnostic expenses for students.
- Awarded PATH Better Together grant for \$2,500 for the Obesity and Diabetes Roundtable in the Fall.
- Received approval for a contract extension for our GO Virginia grant for another year.
- Submitted NEH Writing Grant for \$114,271 for a speaker series.
- Submitted Loeb Foundation grant for \$82,284 (\$30K for plumbing/HVAC K12 curricula, \$30K for Rose Loeb Center, \$22,284 for science/health equipment).
- The grants office is currently in the process of finalizing a grant to the Virginia Department of Health for \$500,000 in support of a new project: Laurel Ridge Earn to Learn (ETL) Nursing Partnership – a Partnership with Valley Health and Fauquier Health Systems to Transform and Accelerate Nurse Education and Preparation for the Workforce. Through this project, nursing students will receive stipends for their clinical work within the health systems; Laurel Ridge will increase part-time nursing faculty; and health system partners will increase their workforce capacity. It is not yet known if this funding source will be renewed – developing a sustainability plan with the health systems is part of the project.
- The grants office is currently in the process of completing a formal application in grants.gov to receive the now-approved Congressional appropriation for \$305,000. The appropriation will support the purchase of LAPSIM, simulation laparoscopy training equipment which will benefit surgical technology students at both campuses.

D. **Academic and Student Affairs**, Johanna Weiss, vice president of academic and student affairs

Enrollment, Paying for College

- We experienced about a 2% increase in Spring 2024 enrollment, driven largely by an increase in dual enrollment students.
- Registration for Summer and Fall courses opened for all populations on April 1st. Outreach and Enrollment Services are deep in the freshman focus zone right now where we have significantly increased the number of high school seniors registered for Laurel Ridge classes before they graduate high school. As of this moment (mid-April), we have 529 students who have signed up to attend the event. This is an increase of over 100 from last year.
- As of 5/28, we have 730 students enrolled in the summer sessions. This is 30 fewer than last year, but with a lot of classes starting later in the summer, we are hopeful that enrollment will continue to increase.
- Our New Student Summer Series and New Student Welcome Days are the big focus right now for our Student Services Outreach and Coaching staff. *New Student Welcome Events planned:*
 - Luray-Page: Thursday, August 22, 5-6pm (Open House-style)
 - Fauquier: Friday, August 23, 5-7pm
 - Middletown: Saturday, August 24, 10am-1pm
- We have adopted two payment deadlines for Summer and Fall 2024. The two payment deadlines for Summer 2024 were May 6th and May 20th. The payment deadlines for Fall 2024 will be July 29th and August 19th. Enrollment services will be working with financial aid and the business office to support students through the payment process.
- After significant delays due to the implementation of the new FAFSA (all outside our control), the Financial Aid office has finally begun downloading and processing 2024-25 FAFSA applications. Throughout June and moving forward, we will begin the evaluation, verification, and awarding processes for the 2024-25 academic year.
- We will begin working on the Spring 2025 and Summer 2025 course schedule development this summer. We have several administrators and program leads attending the Ad Astra Training conference in Richmond in June. Our goal for AY 2025-2026 is to leverage data to develop a strategic, programmatic course schedule.
- We are launching our new Customer Relationship Management Software, Salesforce, on June 24th. This will help in the recruitment and onboarding of new students and will also be used by Workforce Solutions and our disability services office.

Student Services and Academic Support

- Our Testing Center is preparing to expand and begin offering Pearson testing at the Fauquier Campus and a Mobile GED lab for Luray Page County Center.
- Tutors in the Tutoring Center will be completing training with National Tutoring Association this summer, leading to them obtaining industry certifications.
- The career services office held a successful career fair in early April with over 100 student attendees.
- Our Spring student picnics were a huge success. We had around 25 students attend the LPCC picnic one, 180 students attend the Middletown one, and 75 at the Fauquier Campus picnic. We continue to work on writing our TRIO grant for our upcoming grant cycle (25-30), grant is due to the Department of Education on July 15th.

- We have a new Care Unit in Navigate coming soon: “Student Advocacy and Resource Support.” This will be the data collection/student tracking/case management location for SingleStop interventions and SNAP 50/50.

Early College/Dual Enrollment (DE)

- We have provided a DE summer orientation to over 200 students and counting. This orientation provides students with information to help them be successful.
- The Valley Health Academy will be at the Middletown campus June 10 and June 13. At this time 50 students will be participating at the Academy.

Center for Excellence in Innovation, Teaching, and Learning

- Laurel Ridge is hoping to send a team of 8 faculty and staff to the year-long AAC&U Institute on AI, Pedagogy, and the Curriculum <https://www.aacu.org/event/institute-ai-pedagogy-curriculum>.
- We have also launched an eTeaching course called Canvas Basics Training course with an expected start date of June 3. This course will provide foundations for using Canvas.

Catalog and Curriculum

- The 2024-2025 Catalog has been revised and is now on our website.
- We are in the early stages of revising the catalog to have fewer elective buckets for students and to (in the long-run) have more consistency in the notes in the curricula.
- We will be assembling a catalog committee that will work in the summer and fall to evaluate some bigger changes to catalog layout.

Personnel

- We welcomed a new Advisor, April Strosnider, who started in April.
- Three Assistant Deans are starting on July 1st. Polly Nesselrodt will be the Assistant Dean for the School of Humanities and Social Sciences; Beth Dodson will be the Assistant Dean for the School of STEM, and Rachel Dodson will be the Assistant Dean of Professional Programs and Academic Affairs.
- We completed our search for a full-time Psychology faculty member, and we are pleased to announce that we hired Addie Jones, who will begin at the Middletown Campus in mid-August. Joining her at Middletown will be Matt Hansel who has accepted the Information Technology faculty position.
- At the Fauquier Campus, we have Shannon Corbin who has accepted the 9-month Surgical Technology faculty position, Bassam Karbous who will teach chemistry, will Jennifer Goff who will teach English. We are also finalizing the search for new full-time cybersecurity faculty soon.
- The new Dean of Health Professions, Dr. Scott Vanderkooi, will begin June 25th. With Kristina Simpson, Director of Nursing/Health Professions leaving, Amanda Hodges will be the ACEN Nurse Administrator effective June 1st. We will be hiring a permanent Director of Nursing by the end of 2024.
- We are recruiting an Educational Technology Specialist who will assist students with Canvas and other instructional technology used at the college.

Awards and Recognition

- There are 310 dual enrollment students who graduated with a credential in May before they graduated high school!
- All scholarship awards to high school recipients have been awarded at the high school graduation ceremonies throughout our service region.
- We just received word that the lab school proposal that our collaborators, GMU and Frederick County Public Schools, submitted regarding the establishment of a new lab school focusing on data science, has been approved.
<https://www.governor.virginia.gov/newsroom/news-releases/2024/may/name-1027197-en.html>

Out on the Town

- We had several faculty who attended the 2024 New Horizons Conference held in April in Roanoke. Polly Nesselrodt, along with Lori Killough and Tiffany Matthews, helped to lead a session on "Removing Barriers and Supporting Students who Parent: A Roundtable Discussion". Polly also led a session called "Mindfulness Strategies for the Dedicated but Stressed Educator". Rachel Dodson, the CFAC chair, lead a discussion entitled "The Chancellor's Faculty Advisory Committee: Serving as a Voice for VCCS Faculty Issues and Concerns". Ruth Holmes and Jen Schaefer led a session entitled "Transformational Access: How Day One Digital First Course Materials Improve the Student and Faculty Experience".
- The library staff attended the VCCS LRC Peer Group Meeting remotely via Zoom, and found some of the sessions to be useful, particularly on AI, laptop lending programs, and promotion of library collections.
- Laurel Ridge is sending a multidisciplinary team to Postvention Training with the Campus Suicide Prevention Center of Virginia on June 10-11.
- Our TRIO staff and students are taking summer trips to the Shakespeare Theater, Museum of the Shenandoah Valley, and Shenandoah Summer Music Theater.

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

Finance

- FY24 Tuition Revenue: \$12,894,453.14
- FY24 % of Target Tuition Revenue: 80.9%
- SPR24 has \$267,776 balance due for tuition, SMR24 has \$195,190
- FY24 College Operating Budgets and Expense: \$11,051,176/\$9,906,877 (89.6% expensed)
- FY24 College Personnel Budgets and Expense: \$26,794,666/\$20,698,602 (77.2% expensed)

Facilities

- Before summer classes, Facilities ensured all life safety systems were up-to-date, addressing fire alarms, extinguishers, sprinklers, and backflows. We also managed a plumbing emergency and handled a false alarm fire incident.
- Engaged a roof consultant to inspect Middletown's roofs, receiving a report on immediate needs and future upgrades.

- Facilities supported commencement activities with logistical coordination and on-site assistance.
- Congratulations to Williams “Billy” Scoggins who walked at commencement and received his HVAC certification.
- Completed LED lighting upgrades in SU, Corron, and SHP buildings. Continuing upgrades for Smith and Cornerstone buildings over the summer for energy efficiency.

Information Technology

- IT’s Quality of Support Rating maintains a remarkable 98%, with most users expressing complete or high satisfaction with the support they receive from our team.
- The IT department efficiently handled and resolved 177 tickets in April, continuing its commitment to addressing user needs promptly and effectively.
- The HR Supervisor Dashboard Project, a key IT initiative aimed at enhancing organizational insight and efficiency, is slated to go live by the end of May. This milestone represents a significant step forward in leveraging technology to streamline operations at the college.
- IT has expanded its team by hiring two new full-time positions that will have an emphasis on Student Technology Support. These additions underscore our dedication to providing comprehensive IT services and ensuring seamless access to technology resources for students across campus.

Campus Police & Safety

- Police planning and implementation went very well for commencement. Campus police were supplemented with officers from Middletown Police Department and Stephens City Police Department.
- The Bi-Directional Antenna System (BDA) is totally operational at the Middletown campus. The BDA has greatly improved communications capabilities for police and other first responders. The system has also boosted cellular service throughout the campus.
- There has been one fire drill at Middletown and one at Fauquier so far this year. There is a shelter in place drill planned at Middletown on 5/30/2024.
- Axon Body-Worn Cameras were put in service in April 2024. The cameras will increase the transparency of police operations.
- A new identification card printer has been ordered along with software that will allow students and staff to apply for IDs online including submitting photos. It is anticipated that the new system will dramatically improve the ID application and issuance process. The new system will also integrate with future plans for electronic door access.
- Major Voorhees has resigned effective June 9, 2024, to accept a position with Middletown Police Department. The position will not be filled at this time. The duties of the position will be absorbed by the Chief and 2 campus Sergeants.

Business Operations

- Continuing walkthroughs with Health Professions programs to identify capitalized assets for the FY24 wall-to-wall inventory
- We are continuing to reduce the number of confirming orders in eVA; our confirming order utilization decreased to 6.85% for April! To enhance internal visibility, a new signer rule in eVA is now added to the approval flow for all confirming orders. This will

assist with the Shared Services initiative of accomplishing a reduction of confirming orders to 5% or lower in preparation for the state's Procurement Management Review.

- Mary Ong and Cory Thompson will be participating in various initiatives to assist with the development of end-user training and business rules in preparation for the Procurement Level 2 project
- Met with Blue Ridge Bakery to discuss potential business opportunity for dining services in the Student Union building
- Assisted Workforce Development to identify a compliant procurement method to implement their Pharmacy Tech Fast Forward program for fiscal year 2025
- Onboarded Wes Bennett as the new Warehouse and Property Control Manager on May 10th

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

Nursing Alumni Cocktail Reception

- Nearly 1,200 students have earned an associate degree in nursing from Laurel Ridge Community College since 2002. This college makes such a difference in our community, and we all know that nurses are simply the BEST! We are hosting a cocktail reception for our nursing alumni on Friday, June 7 at lovely Regions 117 Restaurant. The event is sponsored by the Laurel Ridge Foundation and Bank of Clarke Foundation.
- 55 students earned an associate degree in nursing from Laurel Ridge in 2024. 27 of them received a total of 63 scholarships or emergency assistance grants from the Laurel Ridge Foundation.

New Scholarship

- Blaugh Brothers, Inc. has established an annual scholarship to support last-dollar funding for students enrolled in HVAC, plumbing, or welding.

Building the Future Fund

- We are grateful for the support of Ken & Nancy McKee Family Foundation and Van Metre Homes for their recent donation to the Laurel Ridge Foundation to support the Building the Future Fund for the Middletown Campus.
- Donations to the Building the Future Fund help us maintain and expand our career and technical education programs, including skilled trades.

Appreciation Luncheon

- On April 19, the Foundation hosted our annual Appreciation Luncheon for donors and scholarship recipients. Anne Eckert (dental hygiene) and Tony Kitta (CompTIA) did a wonderful job sharing their inspiring story of success. Through their hard work and scholarships and grants, Anne and Tony are entering fields they love and are grateful to the college for changing their lives.
- We also honored Brad Hodgson as the Distinguished Alumni Award recipient and Warrenton Rotary Club as the Leadership in Philanthropy Award recipient.

Sock Star Campaign

- 73 employees currently support the Laurel Ridge Foundation. As a token of appreciation, the Foundation has given each of them a pair of Laurel Ridge socks.
- This summer and fall, we will be reaching out to employees, retired employees and board members about our Sock Star Campaign – to encourage giving to the Laurel Ridge Foundation. There are so many different funds to choose from. Everyone who makes a minimum gift of \$25 will receive a pair of our exclusive, not-for-sale socks.

www.laurelridge.edu/sockstar



Classification & Compensation Study

June 6, 2024

JoAnn Ellwood
Associate Vice President of Human Resources

Agenda

- Background & Objectives
- Classification Study Approach
 - Findings & Recommendations
- Compensation Study Methodology
 - Findings & Recommendations
- Key Takeaways

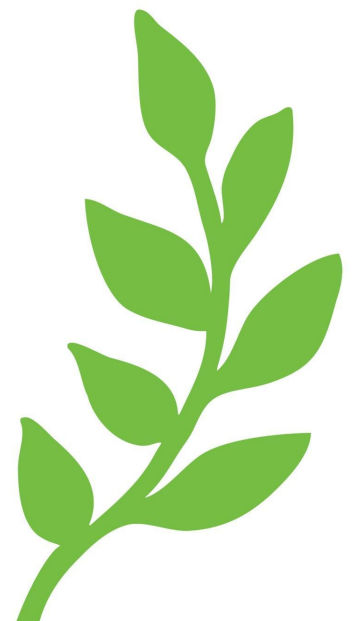


Background & Objectives



The People initiative focuses a strategic lens on our Laurel Ridge employees. The goal is to be the best place to work and to be an inviting, innovative, inclusive, and impactful culture for our employees. The Compensation & Classification Study set out to perform a systematic review of job content, titling, and pay. The study includes internal and external equity analysis.

Simply the Best, transforming our culture with People, Places, and Processes



Compensation Philosophy

Laurel Ridge recognizes the expectations for service within our community are high, and we believe they are necessary to meet the needs of the citizens and students of our community. We take pride in service and strive to show our appreciation for those who choose to live our mission. This philosophy supports our goal of recruiting and retaining talented, committed, diverse, and service-minded professionals who are passionate about helping others reach their full potential. We place a high value on:

- High standards
- Being accountable
- Acting with integrity
- Diversity and access to opportunity
- Student Success
- Teamwork
- Innovation
- Financial and resource stewardship



Background & Objectives

Laurel Ridge Community College contracted with Gallagher Benefit Services, Inc. (Gallagher) to conduct a comprehensive classification and compensation study covering teaching faculty, administrators, and classified staff roles.

Additionally, an HR Process review for offer management, compensation analysis, and bonuses is also underway with Gallagher.

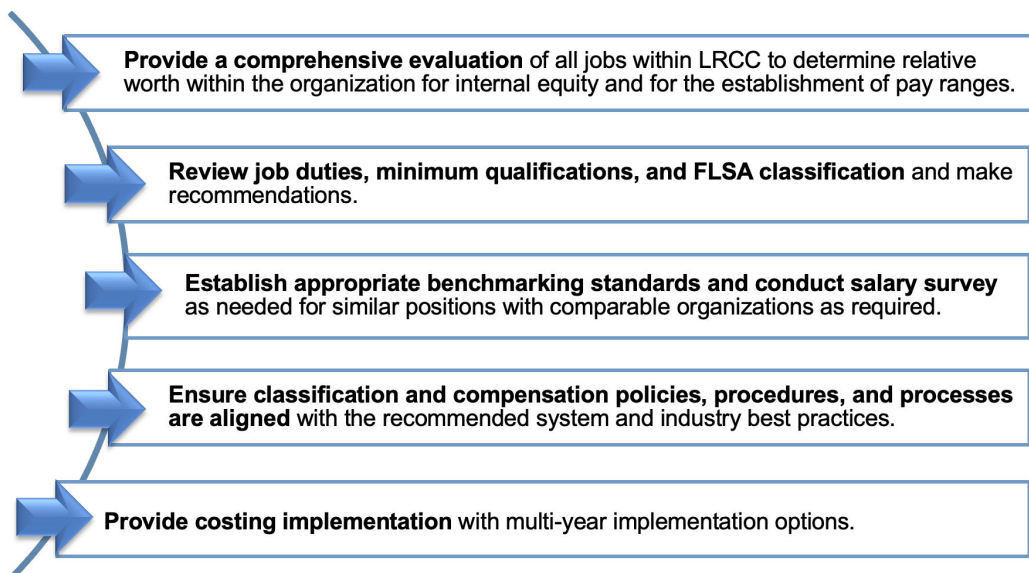


Purpose of a Class, Comp & HR Process Review

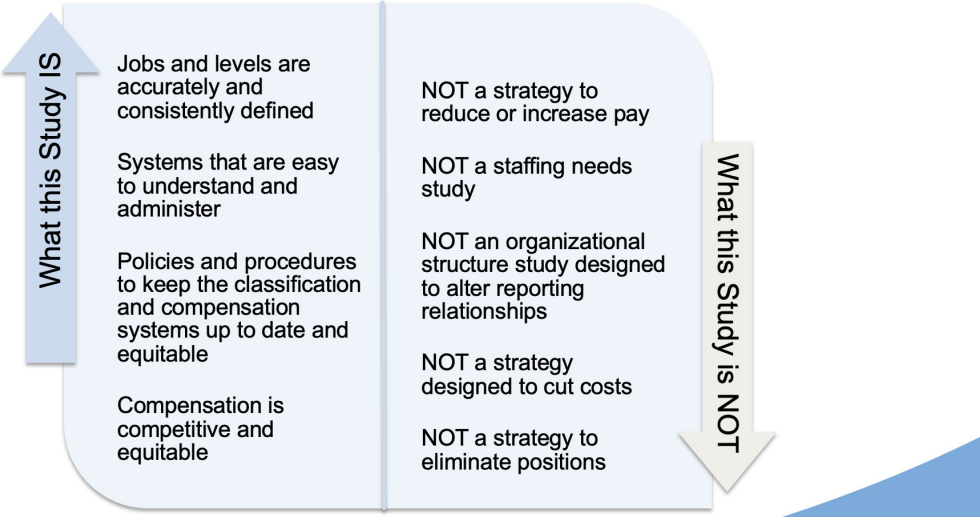
- Perform a systematic review of job content, titling, and pay.
 - Identify areas of opportunity for consolidation based on type and level of work being performed to aid in ease of administration and workforce flexibility;
 - Ensure jobs are properly documented;
 - Ensure employee roles are properly classified;
 - Ensure internal equity by analyzing pay by job responsibilities and minimum requirements
 - Determine the level of competitiveness with the external market.
- Identify short-term solutions, best practices to streamline processes, and complementary tools to support the effectiveness of HR services and programs.



Study Goals



What this Study IS versus What this Study IS NOT



Classification Study



Classification Review

Laurel Ridge employees, supervisors, and human resources consultants reviewed and submitted Employee Work Profiles (EWPs) for the study in September and October 2023.

Gallagher reviewed 249 EWPs covering 313 employees and conducted interviews with 24 individual leaders in the college from November 2023 through January 2024.

The EWPs were reviewed for appropriate:

- State Role Title & Code
- FLSA Status



Department of Labor Issues Final Overtime Rule

- On April 23, the Department of Labor (DOL) issued its final rule to alter the overtime pay regulations under the FLSA.
- The rule increases the minimum salary threshold to \$43,888 on July 1, 2024, and then to \$58,656 on January 1, 2025.
- The rule also implements automatic updates to the threshold that will occur every three years.
- Institutions will need to make all necessary adjustments by July 1, 2024, to comply with the first increase under the final rule.



Classification Findings

- FLSA Status: 21 positions were flagged for further review
 - 15 from Exempt to Nonexempt
 - 6 from Nonexempt to Exempt
- State Role Title & Code: 10 positions were flagged for further review
 - 4 State Role Titles recommended a downward change.*
 - 5 State Role Titles recommended an upward change.
 - 1 State Role Title recommended a lateral change.

Reminder that salaries will **not be decreased as a result of the study.*



Compensation Study



Methodology

Representative of significant portion employee population	Representation across all levels	Common in marketplace
High incumbent count	Representative of all functional areas	Difficult to recruit and/or where high turnover exists



Published Survey Sources

- Utilized to collect private sector market data for benchmark jobs
- Published sources utilized met the following criteria:
 - Conducted by reputable salary survey firm
 - Conducted on a continual basis
 - Data not self-reported
 - Data sources reported, effective date identified and data tested to ensure accurate matches.
- Market data collected from the published survey sources represent local, regional, and national geographic labor markets where applicable.

Published Surveys
CompData
CUPA
Mercer
Occupational Wage Data
Willis Towers Watson
Economic Research Institute



Data Analysis

- Aging Salary Data

Survey data was aged to a common effective date of July 1, 2024, using the *WorldatWork* prevailing market trend of 4% per year for actual salaries, and 2.8% for salary ranges.

- Geographic Adjustments

Survey data was adjusted geographically to reflect the “cost of labor” for the Middletown, VA area as calculated by the Economic Research Institute (ERI)*.

- Outlier Adjustments

Gallagher applied statistical tools to identify and review any outliers. Data points that did not meet the job-matching criteria or were identified as statistical outliers were excluded from the analysis.



Market Comparisons

- For each benchmark comparison, the percentage difference was calculated between Laurel Ridge’s actual salary and the market.

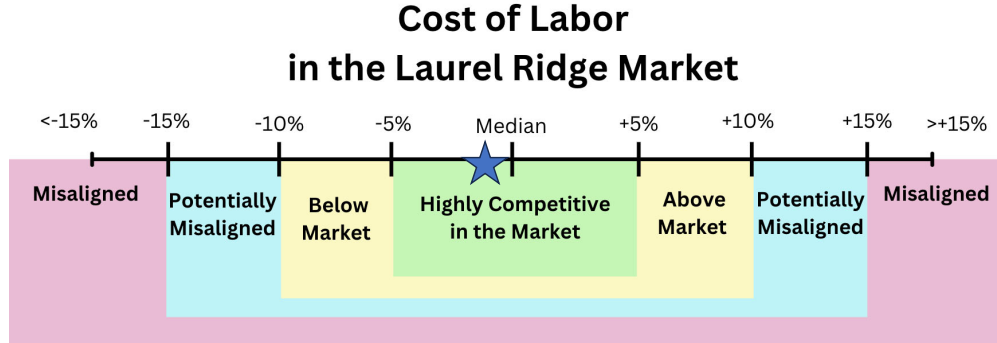
- The following guidelines are used when determining the competitive nature of current actual compensation:

- Above market +5 to +10%
- **Highly Competitive 0 to +/-5%**
- Below market -5 to +10%

- *Potentially Misaligned is <-10% or >+10%*



Distribution of Job Salaries



The study determined that Laurel Ridge is highly competitive in the market.

Survey data was adjusted geographically to reflect the cost of labor for the Laurel Ridge market, as calculated by the Economic Research Institute (ERI).

Survey data was aged to an effective date of July 1, 2024 using World at Work prevailing market trends.

Broad Pay Bands at State and System Levels

- Both the Department of Human Resources Management and Virginia Community College System Pay Bands are broad.
 - DHRM Pay Band 4
\$42,905- 113,942. Over a \$70K spread!
 - VCCS Pay Band for 9-month Teaching Faculty with Instructor Rank
\$50,705- 69,342 - 87,978
- The pay bands historically have moved with the across-the-board increases, creating pay compression and employees feeling as though they never progress within the band.

Salary Structure Development

- Therefore, Gallagher recommends creating salary structures using market data.
 - DHRM bands will have 4 sub-bands within each pay band.
 - Pay band 4A
 - Pay band 4B
 - Pay band 4C
 - Pay band 4D
 - Admin Salary Structure will differentiate between titles.
 - Teaching Faculty Salary Structure will narrow, keeping the current midpoint (as it is currently higher than the market midpoint).



Communication & Implementation Plan

Communication

- **College Board:** Present study findings to the College Board
- **Division supervisors:** Present findings for each division to supervisors.
- **Open Forum:** Present study findings to all employees.
- **Individual notices:** The supervisor notifies individuals of approved pay actions. HR Consultant will provide written notice and support to supervisors.

Implementation

- Phase 1:** Implement FLSA-required changes and process across-the-board increase.
- Phase 2:** Address Role Title & Code recommended changes and annual equity alignments
- Phase 3:** Bring to Range Minimum with the proposed new salary structure
- Phase 4:** Bring to Position in Range (time in position)



Key Takeaways



The Gallagher study finds that Laurel Ridge is highly competitive in the market.

- Gallagher analyzed the cost of labor for our geographical location.
- Findings indicate that Laurel Ridge's salaries overall are highly competitive to the median distribution of jobs for benchmarked roles in our region.
- Laurel Ridge's total compensation program creates a strong foundation for financial wellness.
 - Collegewide, the overall fringe benefit cost is currently 45% of salary.
 - Fringe benefit costs for colleges and universities nationwide is 34.3% of salary (BLS.gov, December 2023).

Laurel Ridge is recognized as following best practices in compensation strategy.

- The college performs annual compensation analysis and when able has prioritized funds for alignments in the annual budget.
- The college reviews internal equity in determining offers for new college employees.
- Historically, the college has performed compensation reviews on a rolling basis.

→Gallagher's process study will determine if there are any recommended changes to further streamline efficiencies in compensation procedures without impacting outcomes.



External economic factors are impacting employees and their families.

- According to the Pew Research Center, only 34% of Americans are satisfied with how much they are paid. (Horowitz & Parker, 2023)
- The increasing cost of housing, groceries, gas, and other living expenses are impacting employees and their families.
- Leadership is committed to supporting employees as much as possible. Compensation will continue to be a priority to ensure the health and well-being of our organization. There will be no decrease in salaries as a result of the study.



This comprehensive study was guided by our mission, core values, and strategic initiatives.

- **Integrity** was at the forefront of this initiative, as we prioritized transparency and fairness. The consultant's objective analysis guaranteed impartiality.
- Our commitment to **learning** was evident as we sought to understand and implement best practices. The study afforded us invaluable insights that will enable us to continue evolving.
- We aimed for **high performance** by striving for excellence in every aspect of this project. Affirms responsiveness and accountable approach.
- Our compensation strategies were assessed to ensure they are **inclusive** and reflective of the diverse talent within our organization.
- The collaborative and **positive spirit** of everyone involved sets a strong foundation for implementing the study's recommendations effectively.



Questions?

Thank you for your time.

