



MEMORANDUM

TO: Members of the LFCC Financial Impact Working Group

FROM: Craig Short, Vice President Financial and Administrative Services
Lord Fairfax Community College

SUBJECT: Financial Working Group: Draft Meeting 3 Agenda

DATE: 9/08/2020

- Attendees; Ed Daley, Mike Lake, Christine Myrtle, Whitney Miller, Jeanian Clark, Rachel Dodson reviewed items discussed at the last meeting to receive any additional input on the itemized spreadsheet.
- Status Update on items from last meeting:
 - The question of whether or not the strategic plan can include contingencies for a college-name change was brought forward. CS to forward to Chris Coutts for consideration and/or to see if that may already be in play. *Short answer is no, not at this time. Longer answer, however, is that marketing is working on designing the process and engaging a consultant to think it through and work with us on branding and understanding the value of current branding, which will inform future decisions about branding and name change impacts.*
 - The notion of the importance of having a process in place that included a hierarchical plan or action plan for making the changes was discussed. It was noted that whatever changes arise, whether it be facility name or college-name, a comprehensive plan should be developed prior to making any changes to be sure that the process is efficient and deliberate (as opposed to ad-hoc or done 'on the fly). *Noted; once the spreadsheet has been developed, the group can prioritize activities and identify order of precedence for use as a broad-planning guide.*
 - Noted that the police Department certifications might have costs associated with the name change. Uniforms, vehicle branding are the most obvious costs. Agreements,

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- court orders, state board resolutions, licensing with FCC, and mutual aid agreements may be impacted but costs are likely to be minimal. *Noted; CS spoke with the LFCC Chief Jay Roy and he agreed that costs would likely be as noted here. Otherwise, there is no indication that current training and certifications would be impacted.*
- A brief discussion of what the final report might look like took place. Final report to include:
 - A spreadsheet with anticipated costs.
 - A narrative that describes some of the current things that are referenced in the spreadsheet along with recommendations that have been generated by the committee.
 - It was noted that J Sargent Reynolds is going through a name change now. *CS had reached out to them but it was too soon for them to have any actionable advice on what to expect.*
 - The question of impact to existing contracts and agreements was raised. CS to reach out to VCCS legal for input. The initial assumption is that existing contracts and agreements would remain in effect until they organically expire, and then be replaced with new ones under the new school name. In instances of renewals, it may be necessary to simply refer to “New College Name, formerly referred to as Lord Fairfax Community College” or something along those lines but for the most part we wouldn’t need to make any assertive efforts to change agreements solely because of a name change. Overall, costs for this impact will likely be minimal. CS to report back the VCCS legal response. *CS contacted Greer Saunders and Tom Cantone with the VCCS legal services. The individual college names aren’t listed in statutes, just VCCS and State Board is usually mentioned. Beyond what we have described, there may only be certain contracts where it would make sense to send out an announcement of a name change. For renewals or other changes, an addendum would likely suffice as the rule, not the exception.*
 - CS noted that he would try to have the draft outline of the narrative, along with the spreadsheet at the next meeting.
3. Timeline of the working group referenced and will carry in meeting notes for all meetings:
- August 1 – 7, 2020 – workgroup kickoff meeting to get to know each other and discuss how workgroup will proceed.
 - August 8 – October 15, 2020 – workgroup meetings held approximately once per week, for approximately one hour.
 - August 21 – interim status report will be sent to the College Board for their September 3rd board meeting.

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- October 23 – analysis of workgroup’s findings and any recommendations will be drafted.
- November 4 – all working groups reports will be incorporated into a larger report to be submitted to the College Board for their November 12th meeting.

4. Establish future proposed meeting dates: Next meeting date 9/15/2020 at 1:30 pm.

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