

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, MAY 6, 2015, PETERSEN BOARD ROOM, ADMINISTRATION BUILDING, LARAMIE COUNTY COMMUNITY COLLEGE

Board Present: Board Chairman Ed Mosher, Vice Chairman Bill Dubois, Treasurer Don Erickson, Secretary Christine Lummis and Trustees Bradley S. Barker, III, Brenda Lyttle, and Carol Merrell, and Student Ex Officio Trustee Keenan Carroll

Board Excused: ACC Ex Officio Trustee Butch Keadle

Staff Present: President Joe Schaffer; Vice Presidents José Fierro and Carol Hoglund; Faculty and Staff Members Jeri Griego, Tim Macnamara, and Leah Noonan; and Legal Counsel Tara Nethercott

Visitors: Martha Bennett (Bennett Wagner Grody, Architects), Sawyer Burkett (SGA Vice President 2015-2016), Aerin Curtis (*Wyoming Tribune-Eagle*), Bill Dalles (SGA President), Jessica Dawkins (*Wingspan* Online Editor), Erica Klimt (*Wingspan* Editor), Scott Noble (Director of Athletics and Campus Recreation effective 6/8/15); Matthew Tredennick, Project Architect (Tobin & Associates), and Chris Wineman (Semple Brown Architects and Designers)

**1. CALL TO ORDER** of the May 6, 2015, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Ed Mosher

Board Chairman Ed Mosher called to order the May 6, 2015, Board Meeting of the Laramie County Community College District Board of Trustees at 6:04 p.m.

**2. RECESS BOARD MEETING TO CONVENE EXECUTIVE SESSION TO REVIEW PRESIDENT SCHAFFER'S EVALUATION**

Prior to the recessing of the May 6, 2015, Board Meeting of the Laramie County Community College District Board of Trustees,

Trustee Merrell moved and Trustee Lyttle seconded,

**MOTION:** That the Board of Trustees convenes an executive session to review President Schaffer's evaluation.

**MOTION CARRIED** unanimously and Board Chairman Ed Mosher recessed the May 6, 2015, Board Meeting and convened the executive session at 6:05 p.m. as so moved.

**3. RECONVENE BOARD MEETING**

Board Chairman Ed Mosher reconvened the May 6, 2015, Board Meeting of the Laramie County Community College District Board of Trustees at 7:10 p.m.

**4. MINUTES** – Approval of the [April 15, 2015, Board Minutes](#) – Board Chairman Ed Mosher

Trustee Lyttle moved and Trustee Merrell seconded,

**MOTION:** That the Board of Trustees approves the April 15, 2015, Board minutes as corrected.

**DISCUSSION:** Trustee Erickson stated a typo he found had been corrected. The FY 2016 annual budget amount was corrected to read "\$118,516,676."

**MOTION CARRIED** unanimously.

5. **FOUNDATION AGREEMENT** – 1<sup>ST</sup> **READING** – President Joe Schaffer

President Schaffer stated the current operating agreement between the College and the Foundation is due to expire June 30<sup>th</sup>. A new agreement needs to be executed in order to continue development opportunities with the Foundation. Conversations are continuing between the College's and the Foundation's legal counsels on confidentiality and the sharing of information. Changes to the agreement include:

- Moving from a three-year to a six-year agreement.
- Requiring a mandatory review before the conclusion of the third year.
- Hiring the Foundation to do development and fundraise at a discounted rate that will increase by 2.5% beginning the second year of the agreement. The goal is to encourage the Foundation to continue to generate revenue that resides in the unrestricted or undesignated funds so that they become more self-sustaining.
- Transitioning land ownership from the Foundation to the College with a one-time payment by the College or a gift to the College. The transition includes the caveat that if the College should decide to develop the land for any commercial purposes, that any net revenues will be shared by the College and the Foundation at 80% and 20% respectively.

The agreement also speaks to employment relationships and requiring the President to annually present fundraising and development priorities to the Foundation Board. The agreement will be presented to the Foundation during their May 14<sup>th</sup> Board meeting and again to the LCCC Board on May 27<sup>th</sup> for final approval. Trustee Erickson stated he reviewed the agreement and would encourage the trustees to support it.

For Trustee Lyttle who inquired about the location of the 216.5 acres to be transitioned to the College, President Schaffer stated the acreage comprises two major parcels of approximately 88 and 117 acres that are predominately the undeveloped land on the perimeters of the College. Counsel Nethercott noted Exhibit C contains a legal description that describes the location of the land.

6. **LEVEL I PLANS (1<sup>st</sup> Reading)** – President Joe Schaffer, Vice President Carol Hoglund

A. **Ludden Library and Learning Commons** – Martha Bennett (Bennett Wagner Grody, Architects)

President Schaffer stated the development of the three Level I plans is the first stage of planning for new facilities. The Ludden Library and Learning Commons Level I Plan has been expanded since its presentation to the Board a year ago on May 21, 2014. Upon Board approval on May 27<sup>th</sup>, the Plan will be submitted to the Wyoming Community College Commission.

Presentation Highlights

- State funding will be sought for the expanded 32,954 sq. ft. (renovation of the existing 19,560 sq. ft. Library and expansion of 13,394 sq. ft.), \$7.9 million project. The previous 2,000 square feet, \$3 million project was to be donor-funded. The \$7.9 million project meets the expansion needs identified in the task force report. Inflationary costs and additional FFE (furniture, fixtures, and equipment) costs are figured into the budget. The project's construction is scheduled to begin in 2017, with occupancy approximately 10-15 months following the initiation of construction.
- The Ludden Library will now be a hub for learning—hence the Learning Commons.
- The expansion will address the doubling of library traffic, tripling of data searches, and deficit in seating.
- The Writing and Communications Center and the number of group study rooms will be greatly expanded. One of the study rooms will be designated for students who wish to practice their coursework presentations.
- The Language Lab and the Center for Teaching and Learning and an extended-hour computer lab (24-hour computer lab) will be located in the Ludden Library and Learning Commons.
- Vending will be located near the library.
- The number of restrooms were doubled to meet occupancy level and ADA requirements.

For Trustee Erickson, who was concerned about the project's increased funding, President Schaffer stated the Level I Plan project size presented a year ago was soon determined to be inadequate after further reflection of the number of rapidly increasing students using these facilities and their needs. The facility's increased square footage would require a likewise increased budget, the funds for which would be requested from the State. He pointed out that based on the economies of scale the College is getting "more bang for their buck" with the increased square footage. He also stated that from a funding perspective, the strategy will be to request from the State funding for two projects—the Ludden Library and Learning Commons and the Fine and Performing Arts Building projects—50% of the project cost for each; the other 50% will be covered by local and donor funds. The revised Ludden Library and Learning Commons Level I Plan will be submitted along with a request for \$4 million—half the project funding. Working closely with the College's administration, the soft costs of \$2.5 million will be funded out of "different pots of budget monies." For Trustee Erickson President Schaffer stated soft costs are defined as project costs that occur outside of the standard construction costs, such as infrastructure, furniture, fixtures, and equipment.

- Construction cost estimate of \$2,863,483 for renovation and \$2,706,224 for new construction, for a total Construction Cost of \$5,569,706
- Inflationary costs of \$307,030 (compounded at 4% per year for the project's seven-year construction timeline through 2018)
- FFE costs of \$773,716 – New furniture will be needed to replace aging pieces and to accommodate updated technology.
- Other soft costs of \$1,289,526
- Total Budget = \$7,954,384

Board Chairman Mosher asked for public comment and heard no requests.

B. Residence Hall and Children's Discovery Center – Matthew Tredennick, Project Architect (Tobin & Associates)

President Schaffer stated two of the four new projects included in the Campus Master Plan are a Residence Hall and a Fine and Performing Arts Building. Level I plans for both are being presented to the Board on first reading this evening. The University/Student Center and the Flex-Tech Building are the other two new projects. Included with the Residence Hall project is a new Children's Discovery Center.

Residence Hall

"This project would be phase one of a multi-phase residence facilities master plan, which aligns generally with the LCCC Campus Master Plan from October of 2011. The intent is that phase one would accommodate approximately 120 to 180 beds and would be designed to be constructed, occupied, and inhabited prior to demolition of the existing West Residence Hall. The number of beds in phase one would need to be greater or equal to those in the West Residence Hall so that it can replace it. The West Residence Hall is in poor condition and will be demolished when fiscally feasible." (*Residence Hall Phase One + Children's Discovery Center Level One Report*, prepared by: Tobin & Associates, P.C., Architecture / Planning, May 2015)

Presentation Highlights

- The new residence hall will accommodate increasing enrollment and provide a variety in housing options in two unit styles.
  - o Traditional Unit Style – These units will be similar to those in the East Residence Hall.
  - o Non-traditional Unit Style – These units will be an apartment-style or family-style and will include a kitchenette and washer/dryer. The two styles are flexible so they can be changed to accommodate the greatest student need.

- A 2012 study for proposed housing in the downtown Hynds Building showed students would like more apartment-style and family-style housing.
- The project will be funded by a lease revenue bond.
- The property on which the new residence hall will be built is owned by the College and is in the general location where it is shown on the Campus Master Plan.
- The project's location is a suitable site and within a reasonable distance of all the necessary utilities.
- Shared space is included.
- The new residence hall will require a new parking lot. A 54,000 sq. ft. lot would accommodate 180 parking spaces, large enough to provide parking for students with cars, staff, and visitors.
- Gross square footage equals 43,023 sq. ft.
- The estimated cost of the new residence hall will be between \$11 million and \$13 million and will be funded by a revenue bond, the amount of which will be based on the anticipated income generated by the residence hall occupants.
- The 2011 Campus Master Plan slates the West Residence Hall, which has 92 beds, be demolished. However, the West Residence Hall would not be demolished until the East Residence Hall's debt is paid in approximately 7 to 10 years, which would make the College less reliant on the revenue stream generated by the West Residence Hall, which in turn would allow the College to move into the next expansion phase of the new residence hall.
- Different options that would help manage the construction project as well as the financing, such as having a private company build and own the new residence hall, are being considered. Yesterday, a candidate for the Vice President of Administration and Finance position suggested the option of a real estate investment trust. The preferred option known at this time is a lease revenue bond with a building authority, which would have no impact on the taxpayer.

#### Children's Discovery Center (CDC)

"This project would be a new building to house the CDC. The CDC provides early childhood education for children from infants to pre-school age. The purpose of the center is two-fold, one for the service provided to students and the College, but there is also a curriculum related function for the several programs including: Early Childhood Education, Nursing, Dental Hygiene, Psychology, Music, and Art. LCCC students interact with and observe children and instructors in the facility as a component of their coursework. The new building would bring all components of the CDC under one roof. They are currently divided into two different buildings. The building would be around 12,000 square feet and would contain classrooms, administrative, and support spaces for the school." (*Residence Hall Phase One + Children's Discovery Center Level One Report*, prepared by: Tobin & Associates, P.C., Architecture / Planning, May 2015)

#### Presentation Highlights

- The new facility will have 12,170 sq. ft. at an estimated cost of \$2.7 million. Construction costs would be funded with revenue bonds.
- The new Children's Discovery Center will be located east of the residence halls where a modular currently sits. The location will be convenient for students/families living in the new residence hall that have children enrolled in the new Children's Discovery Center. The location also aligns with the one cited in the Campus Master Plan. Because of the desired proximity to the new residence hall with apartment-style/family-style housing, expanding the facility in the Arp Building was not considered.
- A co-location would greatly contribute to more efficient function that is currently being coordinated between two separate facilities.
- Classroom sizing is based on Wyoming Department of Education standards.
- The design includes space for eight classrooms, administration offices, a large multi-purpose room, and other service areas.

A sinking fund for maintenance costs will be built into the financing structure for the CDC and residence hall auxiliary projects.

C. [Fine and Performing Arts Building and Western Fine Arts Renovation](#) – Chris Wineman (Semple Brown Architects and Designers)

President Schaffer introduced Mr. Wineman, noting he was involved in the initial look at a proposed Fine and Performing Arts Building back in 2005 and 2006. “The proposed new building would move all of the visual and performing arts instructional space out of the Western Fine Arts Building, plus the Clay Gallery. It would also contain a facility the campus has never had, which is a 400-seat performance venue and its support facilities.” (*Level One Reconnaissance Submittal – Fine & Performing Arts Center – Laramie County Community College* prepared by Semple Brown Architects and Designers, May 1, 2015)

Mr. Wineman explained the “correctable opinion of probable cost” from \$16 million to \$25.2 million (\$487/sq. ft.) “has everything to do with looking at the costs from net square feet to gross square feet.” The corrected square footage amounts are 51,930 gross square feet and 34,620 net square feet. The total project cost is \$25,286,933.12.

Presentation Highlights

- The Fine and Performing Arts Building location would be to the east of the PE Building and north of the Health Sciences Building
- The Level I Plan includes space for the following on the first floor:
  - o 400-Seat Theater/Stage, Controls, Loading
  - o Lobby, Gallery, Kitchen; Music
  - o Theater Classrooms, Dressing Rooms, Wardrobe
  - o Shared Fabrication Shop, Offices on the first floor – The shared fabrication shop meets the needs of visual arts and theater programs scenery construction and three-dimensional art and sculpture work
- The Level I Plan includes space for the following on the second floor:
  - o 2<sup>nd</sup> Level of the 400-Seat Theater/Stage
  - o Music Practice Rooms, Tech Lab, Piano Lab
  - o Visual Arts
- Additions to the architectural design will include restrooms and a coat closet.
- The number of contractors along the Front Range has shrunk as a result of the recession. This project requires sub-contractors and mechanical contractors who are experienced in specialized construction.
- The greatest space utilization by the community will be the theater. The theater will provide ideal space for large pinning and graduation ceremonies, cultural events, and numerous other annual events, the space for which is not available in the community.

During the ensuing discussion on how to reduce the project cost, Trustee Lyttle emphasized a reduction in the quality of materials and equipment should not be reduced, but rather a reduction in square footage should be given serious consideration. Reductions in square footage should not result in performing space being locked up by classroom or storage needs. Space to store large instruments—pianos, harps, drums—should remain intact. When considering utilization sizes, what is critical to the continuation of educational programming must to be a priority. Community and student interest in visual arts and music education and the display and performance of those arts needs to be reconciled. Mr. Wineman stated faculty in four-year institutions are adamant that students receiving associates degrees have a broader range of experiences, which is one of the reasons for the inclusion of the fabrication area and a 400-seat theater. He added the Fine and Performing Arts Building’s educational programming and performance opportunities are key components of the College’s ability to fulfill its educational mission in these areas. Trustee Erickson shared from his experience as Mayor that he was told by the theater manager when the Civic Center was being designed not to reduce the size of the stage, because it will be a venue for a variety of performances and presentations that will require space and specifications as varied as the events. Mr. Wineman stated the stage is of significant size at about approximately 43 by 60 feet relative to a 400-seating capacity and would

accommodate a range of music ensembles and theatrical productions. An option such as a four-stage extension that would provide space for scenery construction separate from presentation space could be considered. He suggested he be given a total cost for the project be devised and then alternatives for bringing in the project within that budget be determined.

In closing remarks, President Schaffer stated he is committed to completing the Fine and Performing Arts Building project and producing a project the community will support. He recommended the Arts and Humanities Task Force take a hard look at what's most pragmatic and critical. He also stated the Level I and Level II plans must be approved before the College can request funds for the project. The more effort the College puts into these plans, the more likely the project will be successful. Following Board approval of the Level I Plan on May 27<sup>th</sup>, the next steps will be:

- The Level I Plan will be submitted to the Wyoming Community College Commission's capital construction data base by the beginning of June.
- The Wyoming Community College Commission will meet June 26<sup>th</sup> in Sheridan and produce a prioritized ranking of community college projects based on the model that has 13 measures, some of which are enrollment, community size, programming, and space utilization.
- The Wyoming Community College Commission will then consider and advance a list of prioritized projects to the State's Construction Management Division. The Commission does not have to advance all projects, but past practice has been to advance them all.
- In October the Construction Management Division advances the projects to the State Building Commission, who will consider the projects and then advance them on to Governor's Office.
- The Governor then includes the projects in his biennial budget recommendation by the end of October or beginning of November that is submitted to the Legislature.
- The projects are then forwarded to the Joint Appropriations Committee.

In response to Trustee Lyttle's question concerning the trustees offering comment during the June 26<sup>th</sup> Commission meeting, President Schaffer suggested the trustees communicate their support for the project delegation on the Joint Appropriations Committee, such as Senator Tony Ross and Representative Bob Nicholas after the rankings are advanced by the Wyoming Community College Commission to the College's. The trustees might also consider sharing their support and words of encouragement with Governor Mead, Secretary of State Ed Murray (and former LCCC Foundation Board member), and Superintendent of Public Instruction Jillian Balow.

In other discussion, Trustee Erickson inquired about the status of the PE Building's renovation project. Before responding to Trustee Erickson's question, President Schaffer recognized Scott Noble, who was present at the meeting, saying he will be transitioning from a South High School "Bison" to an LCCC "Golden Eagle" on June 8<sup>th</sup> when he begins his duties as the Director of Athletics and Campus Recreation. Mr. Noble said he is excited to "Soar with the Eagles." In answer to Trustee Erickson's question regarding the status of the PE Building's renovation project, he stated the Legislature authorized moving forward with the project and that the College has until next summer 2016 to initiate the project. Level II and Level III plans need to be completed and funds need to be secured.

## **7. WYOMING CENTER FOR BUSINESS AND ECONOMIC ANALYSIS (WCBEA) TRANSITION – President Joe Schaffer**

Board Chairman Mosher shared some background and history, stating the WCBEA came into being in the early 1980's. During that time he had the privilege of working with Dick O'Gara, who was the College's Economics instructor. Mr. O'Gara was asked to develop an economic impact plan because the Peacekeeper Rail Garrison mobile missile system was under discussion and no information was available about the economic impact that system would have on Wyoming. When the Center eventually moved off campus,

Mr. O’Gara eventually formed a company to maintain and expand the economic data. The Center works with the Joint Powers Board, LEADS, and other economic development entities and businesses.

President Schaffer stated Mr. O’Gara has expressed an interest about phasing into retirement and has been discussing the possibility of moving the Center on campus with Vice President of Academic Affairs José Fierro, the Dean of the School of Business, Agriculture, and Technical Studies Melvin Hawkins, and the business faculty. The plan is to transition the Center to the College over a three-year period with Mr. O’Gara’s assistance. A faculty member would be given release time to run the Center that would publish the Economic Indicators Report for the Joint Powers Board and maintain a commercial data base for economic development activities. Beyond the transition would be opportunities for student involvement centered around economic forecasting and modeling. Conceptually, the transition would be easily managed. Legally, some aspects of the transition will need to be further discussed; e.g., property rights, risks. The College will need the assurance that the Joint Powers Board will continue to support the Center. Trustee Erickson thanked President Schaffer for the heads up.

## 8. **PRESIDENT’S REPORT** – President Joe Schaffer

### A. April 18-21, 2015, AACC Recap

A strong contingent of faculty, staff, and administrators attended the American Association of Community Colleges 95<sup>th</sup> Annual Convention in San Antonio, Texas, which provided them with a great opportunity to hear about “The Next Big Things” (the convention’s theme) in the future of community colleges across the nation. “The Next Big Things” focused on re-inventing the community college and student success and completion. President Schaffer emphasized the importance of taking rising leaders to the annual convention where they can interact with other community college faculty, staff, and administrators who are being impacted by the same or similar internal and external events. Each session attended validated what is being done at Laramie County Community College to address these next big things. The energy created is priceless as attendees learn that much larger community colleges who have been addressing “The Next Big Things” for a couple of years, are now seeing results. President Schaffer is committed to providing the opportunity for the College’s up and coming leaders to attend the AACC’s annual convention because of the professional development and team building learning experience they are afforded.

### B. Economic Impact Analysis Update

While in San Antonio at the AACC convention, the traveling team sat down with EMSI (Economic Modeling Specialists, International) <http://www.economicmodeling.com/about-emsi/>, a group who has performed economic impact studies in the state. Wyoming’s community colleges are working on a proposal for EMSI to perform an economic impact study at the district, service area, and a statewide aggregate levels. Updated numbers from the study will show, for example, what the return on investment is for the State’s investment in LCCC. Some powerful data is expected to emerge from the studies.

### C. Cabinet Searches Updates

- Vice President of Administration and Finance – Two of the four candidates have been on campus and held open forums. Two more finalists will be coming to campus next week on May 11<sup>th</sup> and 13<sup>th</sup>. President Schaffer thanked Trustee Erickson for attending the forums.
- Human Resources Executive Director – The screening process will be taking place soon.
- Dean of Arts and Humanities – Dr. Daniel Powell will begin his duties on June 1<sup>st</sup>. He was an exceptional candidate and has advanced arts and music degrees and also has a master of business administration degree.
- Director of Athletics and Campus Recreation – Mr. Scott Noble has accepted the offer for this position and will begin his duties on June 8<sup>th</sup>.

D. High School Orientation/Registration Day

Yesterday, 160 high school students, counselors and parents attended a comprehensive and engaging orientation and registration process during which 100 students were registered. The students came from Cheyenne, Laramie, and Eastern Laramie County high schools.

E. Wyoming Business Council Grant Application for Flex-Tech Building

President Schaffer asked that this agenda item be tabled for now. The Board agreed to do so.

**9. BOARD REPORTS**

A. Board Member Updates – Board Chairman Ed Mosher (*Standing Agenda Item*)

Board Chairman Mosher and Trustee Erickson attended the April 22, 2015, session of the Smart Growth America workshop on planning for economic and fiscal health. Among others in attendance were Mayor Kaysen and Laramie County commissioners and planners. The City of Cheyenne and the Cheyenne Regional Medical Center jointly collaborated to offer the workshop through a grant-funded technical assistance program. [http://www.smartgrowthamerica.org/documents/planning\\_for\\_fiscal\\_and\\_economic\\_health.pdf](http://www.smartgrowthamerica.org/documents/planning_for_fiscal_and_economic_health.pdf)

Board Chairman Mosher was particularly fascinated with the presentation on housing preferences of different generations, such as Baby Boomers, Generation X, and Millennials and with the housing projections. He also spoke to a “walk score” <https://www.walkscore.com> that rates “walkability” to restaurants, coffee shops, grocery stores, schools, parks, and more in a specific area of a city or town. Trustee Erickson stated one objective of a “walkable” location is to get people walking instead of riding, because the more people walk, the more healthy they become. The overall “walk score” for Cheyenne is 39. The “walk score” for Trustee Erickson’s neighborhood is 44. The closer the score is to 100, the more “walkable” a particular location is. Trustee Erickson also shared that 22% (1 in 5 workers) live outside of Laramie County and therefore commute to work, and most likely then, spend the dollars they earned in Wyoming in the area from which they commute and not in Wyoming. He suggested the Board look at the West Edge Project that is focused on re-developing the west side of Cheyenne. President Schaffer stated the workshop presentations were a reminder of the central role the College plays in the community, and that the College as well as other businesses and organizations who positively contribute to the community need to promote what they do.

The Wyoming Association of Community College Trustees Board of Directors hired Ms. Erin Taylor of Taylor Strategies and Consulting in Cheyenne to replace Steve Bahmer as the WACCT Executive Director. Ms. Taylor has been described as having a remarkable communication’s and lobbying talent, unique energy, optimism, respectful passion, and tireless creativity. Having served more than 18 years in public policy at federal, state, and local levels, she has demonstrated her abilities as a natural leader. Ms. Taylor holds a Master of Science degree in Economics from the University of Wyoming. Ms. Taylor will begin her new duties on Wednesday, May 20<sup>th</sup>.

Board Chairman Mosher reminded the trustees about the opportunity to comment on the University of Wyoming presidential search process. Input on the search process may be emailed to [UW.Presidential.Search@uwyo.edu](mailto:UW.Presidential.Search@uwyo.edu). Comments the presidential search may also be submitted at [www.uwyo.edu/presidentsearch](http://www.uwyo.edu/presidentsearch).

Trustee Lyttle briefed the Board on the Academic Affairs and Student Services Ad Hoc Committee meeting held Wednesday, April 22<sup>nd</sup>. The Committee received an update from Student Planning and Success Director Kathryn Flewelling on changes to the advising process. An advisor must have a minimum of a bachelor’s of science degree. The College has advisors with a master’s degree in counseling and expertise in



case management. Each of the seven advisors has approximately 300 students that they assist with setting goals, developing an educational plan, and processing financial aid. They also meet with faculty so they are current on program and course offerings. Every student is assigned an advisor; a student may request a different advisor than assigned. Advising is based on the number of hours a student has taken. A first-year student receives a different level of advising than a second-year student receives. Anecdotally, advising is now seeing great results. Information is being gathered that will produce data-driven analyses of advising success over the next two to three years. <https://lccc.wy.edu/academics/services/advising/faq.aspx>

The Committee also heard a report from Vice President José Fierro on the Fine and Performing Arts Building. The Committee is planning a trip to Parker, Colorado, to view the Parker Performing Arts complex.

Interim Dean of the School of Arts and Humanities Nicole Bryant will have a two-week overlap of duties with the incoming Dean of the School of Arts and Humanities Daniel Powell.

The Committee heard an update on the curriculum approved during the April 22<sup>nd</sup> Board meeting. New programs with the exception of the Architectural Design Program were approved by the Wyoming Community College Commission on April 16<sup>th</sup>. The Commission questioned an associate's degree in an architectural design program. The commissioners also questioned whether the "slew of programs" brought forward by the College had been properly vetted, which they had. The next programs to be reviewed by the Academic Affairs and Student Services Ad Hoc Committee are in the areas of mechanics and auto body. The Committee's May 27<sup>th</sup> meeting will need to be re-scheduled because of the conflict that occurred with the rescheduling of the Board's May 20<sup>th</sup> meeting to May 27<sup>th</sup>. Trustee Erickson complimented President Schaffer on his resilient and positive response to the Commission's questioning of the College's proper processing of the new programs.

Trustee Erickson reported the Flex-Tech Building task force reviewed the final contract design and that bids for that project are expected on May 28<sup>th</sup>.

## 10. BOARD POLICIES – 2<sup>ND</sup> Reading

### A. [Board Committees Policy 1.2.6 Revised](#) (No feedback) – President Schaffer

Trustee Merrell moved and Trustee Dubois seconded,

**MOTION:** That the Board of Trustees approves Board Committees Policy 1.2.6 Revised.

**DISCUSSION:** Trustee Erickson called for the question.

**MOTION CARRIED** unanimously.

### B. [Student Account Automatic Payment Plan Policy 4.11](#) (No feedback) – President Schaffer

Trustee Dubois moved and Trustee Merrell seconded,

**MOTION:** That the Board of Trustees approves Student Account Automatic Payment Plan Policy 4.11.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

Board Chairman Mosher drew attention to two policy binders that are now available for trustee use and may be checked out from the President's Office.

**11. APPROVAL ITEMS** – No approval items

**12. EX OFFICIO TRUSTEE UPDATES** (*Standing Agenda Item*)

A. ACC Advisory Board Ex Officio – Mr. Butch Keadle

Board Chairman Mosher commented on the great job Mr. Keadle and Albany County Campus Associate Vice President James Malm did during the April 14<sup>th</sup> Laramie City Council meeting.

B. LCCC Student Trustee Ex Officio – Mr. Keenan Carroll

President Schaffer announced Keenan Carroll, the Board's first Student Ex Officio Trustee, will be graduating on May 16<sup>th</sup> and headed to Southern Virginia University. He thanked Mr. Carroll for his participation and wished him the best of luck with his studies and soccer. Board Chairman Mosher also thanked Mr. Carroll for keeping the Board informed on issues affecting students and wished him success in his future endeavors.

Mr. Carroll stated the student fee allocations process is finished and a report on those allocations, which came in under budget, is being prepared. The SGA is also preparing memos on the results from three surveys on housing (building plans), the PE Building (equipment and activities), and Sodexo that will be shared with the appropriate College staff and administrators. SGA President Bill Dalles added that a memo in support of the new student fee structure will be delivered to President Schaffer soon.

Student Government Association elections were held; four senators will be returning, the remainder are newly elected. Returning Senator Danielle Kienzle was elected 2015-2016 SGA President; Ms. Kienzle was the 2014-2015 SGA Vice President/Treasurer. Returning Senator Sawyer Burkett will serve as the 2015-2016 SGA Vice President. A new student ex officio trustee will be elected on Thursday, May 7<sup>th</sup>. Mr. Carroll pointed out that tonight is also SGA President Bill Dalles's last meeting. President Schaffer added Mr. Dalles will be giving the student commencement address and welcomed SGA Vice President Burkett, who was present at the meeting, saying he looked forward to meeting with him and SGA President Kienzle during the next academic year.

Trustee Erickson asked Mr. Carroll about his experience as the Student Ex Officio Trustee to which he responded the opportunity to serve as an ex officio was worthwhile because he was able to share with the Student Government Association the decisions being made and how those decisions were made. Trustee Erickson replied that having Mr. Carroll as the Board's Student Ex Officio Trustee was also worthwhile, because the trustees received reports on student government decisions and updates on student activities, and from these gained insight on student perspective on matters important to students.

**13. NEW BUSINESS** – Board Chairman Ed Mosher

Board Chairman Mosher stated he would like the community college trustees to be more connected to the Complete College Wyoming (CCW) initiative. Casper College Trustee Kathy Dolan and President Schaffer are core members. WACCT Executive Director Erin Taylor and Vice Presidents Fierro and Hay are extended members. LCCC's faculty member is Mohamed Chakhad.

<http://www.completecollegewyoming.org/membership>

The Joint Education Interim Committee will meet in Saratoga on June 4<sup>th</sup> and 5<sup>th</sup>. Among the discussion items will be topics on transfer and concurrent and enrollment. The Joint Appropriations Interim Committee will meet in Cheyenne on June 23<sup>rd</sup> and 24<sup>th</sup>. Discussion topics are anticipated to include the community college funding model. Agendas for those meeting will be forwarded to the trustees when they become available.

Board Chairman Mosher and President Schaffer encouraged trustee representation and support, particularly during the Joint Appropriations Interim Committee meeting.

President Schaffer stated for Trustee Erickson that the legislative directive to the Joint Appropriations Committee was for the task force to have a report prepared as early as June on proposed legislation or changes to the funding model or to have a report and recommendation for another task force. Of extreme interest is a reference to “controlled growth” of the escalation of programs at community colleges. President Schaffer emphasized, as had Board Chairman Mosher earlier, that community college trustee presence during these meetings is important.

Board Chairman Mosher advised the trustees that Vice Chairman Dubois will chair the May 27<sup>th</sup> meeting because he had scheduled a chartered halibut fishing trip with his son off the coast of Oregon during that time not knowing that the May 20<sup>th</sup> meeting would be rescheduled to May 27<sup>th</sup>.

**14. ADDITIONAL ITEMS – Information Only**

A. [Historical List of Board Motions](#)

**15. NEXT MEETINGS/EVENTS**

- **MAY 27 (Wednesday) MOVED FROM MAY 20<sup>TH</sup>** – Board Meeting and Dinner: Dinner – 6 p.m. – Training Center, TC 120; Meeting – 7 p.m. – Petersen Board Room – Trustee Dubois will chair the meeting. – a chartered fishing trip for halibut off the coast of Oregon.
- **June 3 (Wednesday)** – Board Meeting and Dinner: Dinner – 6 p.m. – CCC 178/179; Meeting – 7 p.m. – Petersen Board Room
- **June 17 (Wednesday)** – Joint Meeting with Laramie County School District No. 2 Board in Pine Bluffs – More Details to Follow (**POSTSCRIPT TO MINUTES: This dinner and meeting will be held at the Burns High School beginning at 5:30 p.m.**)

**16. PUBLIC COMMENT** (Public comment may be made on anything not on the agenda. Comments will be limited to five minutes.) – Board Chairman Ed Mosher

No public comment was offered.

**17. ADJOURNMENT** of the May 6, 2015, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Ed Mosher

Board Chairman Ed Mosher adjourned the May 6, 2015, Board Meeting of the Laramie County Community College District Board of Trustees at 9:37 p.m.

**18. EXECUTIVE SESSION** – *An executive session to discuss a personnel matter was held following the convening of the Board Meeting earlier this evening.*

Respectfully submitted,

Vicki Boreing  
Board Recording Secretary