

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, AUGUST 17, 2016, 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, Trustees Bradley S. Barker, III, Brenda Lyttle, and Carol Merrell, and ACC Ex Officio Trustee Butch Keadle

Board Excused: Student Ex Officio Trustee Garrett Wilkerson

Staff Present: President Joe Schaffer; Vice Presidents Judy Hay, Rick Johnson and Interim Vice President Terry Harper; Associate Vice Presidents James Malm and Lisa Murphy and Executive Director Tammy Maas; Administrators, Faculty and Staff Members Juan-Antonio Bernabeu, Jeri Griego, Chad Marley, Rob McNabb, Scott Noble, and Bryan Wilson; and Legal Counsel Tara Nethercott

Visitors: Todd Bishop (Kaiser Wealth Management), Kristine Galloway (*Wyoming Tribune-Eagle*), Jacob Hamel (*Wingspan*), and Wendy Soto (Community Member)

1. CALL TO ORDER of the August 17, 2016, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Ed Mosher

Board Chairman Ed Mosher called to order the August 17, 2016, Board Meeting of the Laramie County Community College District Board of Trustees at 7:01 p.m.

2. MINUTES – Approval of the [June 29, 2016, Board Meeting Minutes](#) – Board Chairman Ed Mosher

Trustee Erickson moved and Trustee Merrell seconded,

MOTION: That the Board of Trustees approves the June 29 2016, Board Meeting Minutes as written.

DISCUSSION: None

MOTION CARRIED unanimously.

3. PRESIDENT’S REPORT – President Joe Schaffer

A. Annual Report Update

President Schaffer stated the College’s annual report will be brought to the Board at their September 21st meeting. The annual report is the third component of the institutional effectiveness reporting progress and will likely be in draft form.

B. [Construction Update](#)

President Schaffer reported a certificate of occupancy for the Flex-Tech Building has been received. He suggested driving the loop road to see the Pathfinder Building’s impressive progress. Board Chairman Mosher also commented that passersby can see through the Flex-Tech Building and down the mall and that the wayfinding signs are going up around campus, again very impressive.

C. August 24th Active Shooter Exercise

President Schaffer stated a campus safety exercise that has taken months of preparation with the leadership of Campus Safety Director James Crosby, Lt. Kevin James (Laramie County Sheriff's Office), and representatives from the Laramie County Emergency Management Agency will take place next Wednesday, August 24th, at the Ag Building in the morning. The exercise will simulate a real experience to test the College's emergency preparedness plan and will involve students and employees as role playing participants. By design, the exercise will be disruptive just as a real emergency would be and will last a few tense hours. The trustees will be included in the RAVE system test alerts that will be sent at the onset of the exercise. The campus will be advised prior to the exercise that an exercise is going to take place and that the emergency alert notifications by text, email, and phone are tests. Additionally, a crisis communication center will be set up and communications with internal (Public Relations) and external constituencies (media, law enforcement, fire and medical personal) will be tested as well. The College will receive a detailed, follow-up report in about six to eight weeks following the exercise. The Board will receive a brief report in the interim.

4. WORK ITEMS

A. [Campus Master Plan Final Draft](#) – President Joe Schaffer, Vice President Rick Johnson

Board Chairman Mosher expressed his hope that the College's Campus Master Plan would continue to be addressed as a living document and congratulated previous trustees for their contributions to the original Campus Master Plan approved by the Board on October 19, 2011.

President Schaffer stated the Board is being given a final draft of the Campus Master Plan and noted the College's land west of Cheyenne will be added to the plan. He encouraged the trustees to comment on their specific areas of interest by September 7th, noting however, the space utilization "is what it is". Vice President Johnson said direct feedback from JJR could be arranged and asked the trustees to contact him if they would like to communicate directly with JJR. The plan will also be posted on EaglesEye for consultative feedback from the campus through September 7th. The final plan will be brought to the Board at their September 21st meeting. President Schaffer reiterated the Campus Master Plan is intended to give guidance and is not a conclusive plan. Therefore, some concepts may not roll out as recommended. The Campus Master Plan by statute must be updated and submitted to the Wyoming Community College Commission every five years.

B. [Albany County Campus Classroom Expansion Level I/II](#) – President Joe Schaffer, Dr. James Malm

President Schaffer stated the Albany County Campus needs space to accommodate additional science classes. The Level I/II Plan produced by Tobin and Associates, P.C., Architecture/Planning identifies the need for a 3,160 square foot addition and the renovation of an existing Art Room to function as a Science Lab Room until such time as a second comprehensive classroom building can be planned for ACC. The total project cost is estimated at \$973,687. A recommendation for the project's Option 2 will be brought to the Board at their September 21st meeting; a funding recommendation will also be provided. Option 2's roof line fits better with the ACC's design, includes two small offices and storage space, and has the same square feet as Option 1. The lecture hall will accommodate 100 seats, theater style.

C. Trustee Orientation Manual Draft (handout) – President Joe Schaffer, Associate Vice President Lisa Murphy

Associate Vice President Murphy provided copies of the draft Trustee Orientation Manual and asked the trustees to provide their feedback as soon as possible, so the manual can be finalized. The Trustee

Orientation Manual along with the College's 2012 Strategic Plan will be given to trustee candidates following the end of the filing for office period on August 29th.

Trustee Erickson thanked Associate Vice President Murphy and the Public Relations' staff for the new orientation manual, which has been of major interest to him. He was also pleased that he had the opportunity to review the manual as it was being developed.

Board Chairman Mosher noted the manual's excellent work and that others including new employees might also benefit from the information it contains. President Schaffer added new manual represents great work all around.

D. [CORE \(Critical Optimization, Realignment, and Efficiencies\) Initiative Overview](#) – President Joe Schaffer

President Schaffer stated the trustees spent considerable time during their July 20th work session brainstorming guiding principles and overarching concepts that will frame the process for developing a structurally balanced FY18 budget over the next four or five months. The Core Initiative summarizes a practical approach for implementing the trustees' interest and guidance for reducing the College's overall budget as discussed during that work session.

President Schaffer explained the CORE title stems from what the College is conceptually trying to do, which is preserve the core through a comprehensive approach to reducing the FY18 budget. The intent of the Core Initiative is to have "deliberate, well-planned, thoughtful solutions for achieving the \$2.5 million and contingency \$1 million reductions" and has two goals and three guiding principles. [President Schaffer's 8/17/16 Memo to the Board, linked document above]

Briefly stated, the two goals and four guiding principles are:

Goal 1: Balance the FY18 annual budget to meet known and anticipated revenue shortfalls.

Goal 2: Ensure LCCC meets the needs of its students, community, and the state.

Guiding Principle 1: Students and Stakeholders First

Guiding Principle 2: Encouraging Commitment (Create an opportunity so people will know what is being done and why it is being done.)

Guiding Principle 3: Disciplined Decision Making

Guiding Principle 4: Humanistic Approach

President Schaffer stated the College will plan for another \$1 million reduction in contingency but will not include those determinations in the FY18 budget brought to the Board on December 7th unless the College receives additional information that would warrant doing so. The \$2.5 million is the targeted reduction based on the information provided at this time.

A working glossary for the following terms has been created, because these terms can be interpreted differently: core, value, quality, critical, essential, and advantageous. (These definitions are included in the linked document above.) The last three will be the most useful when considering the non-academic areas.

Trustee Erickson asked about how the subjectivity that may be applied to the definitions such as value, quality, and critical would be further clarified. President Schaffer responded that on the academic program side, which is pretty structured, a program analysis matrix has been developed around which objectivity has been created for different matrices such as effectiveness, efficiency, value, need, and others like alignment with the University of Wyoming's academic priorities, community job needs, degree production,

graduation rates, retention, and spending per completion. On the non-academic side, however, some subjectivity is going to occur, and given the four months in which the budget will need to be developed, a method for creating objectivity in these definitions will not be possible. Objectivity through conversation will be sought and tested against the definitions as written.

Methods for measuring impact of the College's service areas (e.g., the College's holistic advising program) will need to be identified. A service area's goals and objectives will play into that discussion. Questions like "Does the area serve ten students?" or "Does the area serve every student?" will be asked. A rubric will likely be used to score service area responses. Those scores will provide an objective interpretation of the information provided. Although this method is not perfect, it is better than making decisions based on what "we think" and will set a foundation for how the College looks at its operations.

Referring to Goal No. 1, ACC Ex Officio Trustee Butch Keadle said his preference would be to consider equally as a three-part approach the reducing of expenditures, funding of efficiencies, and increasing of revenues. Therefore, giving more weight to each when balancing the budget. President Schaffer stated a lot of conversation occurred around the revenue piece and sustainability. Revenue can be increased in five areas: charging more tuition, increasing enrollment, requesting and receiving more State aid, seeking grants and other types of soft funds, or establishing more partnerships (also soft). These are often challenged by sustainability. The best of these would be to find ways to achieve capacity and grow enrollment, which would help some in FY18.

President Schaffer stated the importance of understanding how General Fund and Restricted Fund revenue sources may be used. General Fund dollars are used for operational expenditures. Restricted Fund dollars are designated for one-time expenditures that will ultimately yield a positive return and include student fees assessed for a specific purpose. He cited as an example the request on this evening's agenda for upgrading the residence halls' Wi-Fi (\$95,892), which will be funded from the College's restricted funds. President Schaffer pointed out having funds restricted for these purposes is critical for meeting student needs that promote student success in a timely manner.

Trustee Merrell asked if a hiring freeze will be implemented to which President Schaffer responded not at this time, stating a hiring freeze would be a long-term strategy. He added, however, that all ideas will be "on the table" for discourse. An early retirement incentive has also been mentioned, but this often leads to people who have institutional knowledge or are in critical positions leaving their employment, so they can take advantage of the incentive.

President Schaffer identified two parallel processes that will be taking place during which decisions will be made:

- Process One – Identifying Solutions/Opportunities
- Process Two – Prioritizing Program/Function.

Process One – Identifying Solutions/Opportunities is about identifying good ideas for saving revenue by doing more things efficiently. Purchasing instead of leasing livestock is a great example of utilizing an opportunity to save revenue.

Process Two – Prioritizing Program/Function is about identifying ways to generate revenue. President's Cabinet will produce a final plan from the vetted strategies that will then be taken to College Council who will review and provide feedback on the plan that will also be used to determine which resources can be shifted to serve more students, satisfy unmet needs, and position the College for the future. More than \$2.5 million will be shifted, because the College has to create capacity where it is known to exist and grow

that capacity. President Schaffer emphasized the College will be undertaking both a budget cutting and budget re-allocation exercise. From that feedback a final plan will be created and brought to the Board on December 7th. President Schaffer observed the December 7th Board meeting's timing is interesting because successful trustee candidates will be sworn into office and then asked to approve the plan for reducing the FY18 budget by \$2.5 million. He added that he anticipates spending a lot of time with the newly elected trustees prior to the December 7th Board meeting.

An Efficiencies Committee and a Revenue Committee will be formed. Both will have a wide representation of 10 to 12 people from Faculty Senate, Staff Senate, and the functional areas across campus. Hopefully, the broad representation will discern the subjectivity issues. The committees will decide how to gather information and ideas (strategies), perhaps by surveys, forums, focus groups, etc. The strategies will be evaluated against the seven criteria below.

1. The feasibility of implementing the strategy by July 1, 2017 (FY18).
2. The extent to which the strategy will have a positive impact on the operating budget.
3. The level of risk the strategy may present in the successful implementation of the College's strategic plan or other key institutional plans.
4. The extent to which the strategy would negatively impact the core of LCCC's mission.
5. The long-term sustainability of the strategy.
6. The extent to which the strategy provides added value in meeting current and future needs of LCCC's external stakeholders (e.g., students, employers, educational partners, etc.).
7. The ability for the strategy to eliminate unnecessary duplication.

The Budget Resource Allocation Committee (BRAC) will be a resource for President's Cabinet and the Efficiencies and Revenue committees. The BRAC members know the budget process inside and out, how the revenue dollars should be allocated, and are familiar with creating objectivity when examining requests.

Comments and Clarifications

Trustee Lyttle suggested that those involved in the budget reduction/re-allocation process also consider how LCCC can fit into a vision for Wyoming's future, keeping in mind the consequences of being in a state that is so heavily reliant on the minerals industry. President Schaffer stated some of Trustee Lyttle's ideas are included in the information provided. He noted further that ideally an academic master plan and a strategic enrollment master plan would be in place before the College started shifting resources. He continued that the College will be looking at where Laramie County and the state are competitive and could potentially diversify the state's economy. Likewise, the University will be asked where they are going with research, entrepreneurship, and academic programs that would help the state diversify its economy and then how does the College feed into that with transfer programs. The College will be looking at merging industries and also examining workforce data and a gap analysis that was just completed. The College knows some of the areas in which it could potentially grow and that information will be useful in assessing value of programming; e.g., Are the programs in alignment with future needs? The College has been very discipline-focused, when the focus should be on inter-disciplinary approaches that can be used to prepare people for specific occupations/vocations or career choices. LCCC is ready to help with this, but a coordinated effort must be in place with respect to the following so that all endeavors are in sync in order to be effective:

- the College's programming
- research and commercialization
- the University's new knowledge creation agenda
- the Wyoming Business Council's approach to business recruitment and retention

- economic development interests
- Cheyenne LEADS
- targeted industries

As Board Chairman Mosher requested, the College will need to play a more prominent role in driving some of those conversations.

Board Chairman Mosher said the chart included in President Schaffer's memo (linked above) is well done and helps with understanding the process. He asked when the plan would be implemented to which President Schaffer responded the plan's implementation will begin with the Board's approval of it. The process will take into consideration each strategy and will have timelines for the completion of each strategy when the plan is approved in December. Any impact on personnel will be processed according to the College's Human Resources' policies and procedures. (<http://policies.lccc.wy.edu/6.shtml>) When a decision is made, the best approach will be to implement that decision at that time, unless delaying the action would benefit the person who might be negatively impacted. The different classifications of employees have different requirements and those will all be worked through should doing so become necessary. Board Chairman Mosher stated he really appreciates the work that has gone into the development of the CORE Initiative that has established a process for budget re-allocations and reductions. Trustee Erickson added his appreciation for the humanistic approach included in the guiding principles.

President Schaffer concluded his comments stating although \$2.5 million is a lot of money and will impact people, it is 5% of the College's \$46 million budget, which is a small portion.

5. APPROVAL ITEMS

A. Recommendation for Budget Reduction and Reallocation for FY18 – President Joe Schaffer

Trustee Dubois moved and Trustee Lyttle seconded,

MOTION: That the Board of Trustees directs the President to prepare a budget for FY18 that is \$2.5 million less than the FY17 budget as a result of withdrawal of funds from the State of Wyoming Legislature.

AND

MOTION: That the Board of Trustees directs the President to assess for and prepare a plan for the reallocation of funds for the FY18 budget that would shift budget to areas with the greatest potential for growing enrollment, improving student outcomes, and impacting current and anticipated stakeholder needs, and away from areas that have demonstrated less ability to do so.

DISCUSSION: None

MOTION CARRIED unanimously.

B. [Recommendation for the Naming of College Spaces](#) – President Joe Schaffer, Associate Vice President Lisa Murphy

Vice President Murphy provided a brief overview of each of the four naming proposals, which have been brought forward in accordance with *Naming of College Spaces* Policy 5.5 and approved by the Foundation Board.

Trustee Merrell moved and Trustee Dubois seconded,

MOTION: That, in accordance with Board Policy 5.5 *Naming of College Spaces*, the Board of Trustees approves the naming of the following college spaces:

- Black Hills Corporation Community Lounge (in the new Pathfinder Building)
- Earl and Carol Kabeiseman Nursing Skills Lab (HS 227-233)
- Robert and Rogene Boyd Agriculture Building
- George McIlvaine Plaza (area between the new Pathfinder Building and the Student Services' area)

DISCUSSION: Associate Vice President Lisa Murphy stated those chosen to have college spaces named after them have generously given their time, talent, and treasure (financial and service contributions) to the College in accordance with *Naming of College Spaces Procedure* No. 5.5P. She further noted celebrations of these naming tributes will be held. Also, two more naming opportunities are in the works and will be brought forward to the September 21st board meeting if finalized.

MOTION CARRIED unanimously.

C. [Refinance of 2009 Build America Bonds](#) – President Joe Schaffer, Vice President Rick Johnson, Todd Bishop (Kaiser Wealth Management)

Mr. Bishop apprised the Board that refinancing of the 2009 Build America Bonds will allow the College to restructure and refinance the debt obligation that will provide a net savings to the College. The 2009 Build America Bonds are callable on December 1, 2016. Therefore, approval is being requested of the Board to continue to work with Vice President Johnson and his staff to implement a refinancing of that obligation to provide a savings to the College. Simply stated, the refinancing and restructuring allows the College to take advantage of a lower interest rate environment that will provide a savings. In response to Trustee Lyttle's question of whether or not a downside exists to the refinancing, Mr. Bishop stated he likens the refinancing of the 2009 Build America Bonds to a refinancing of a home mortgage, which takes advantage of a lower interest rate that will in this case provide a net savings to the College.

Trustee Merrell moved and Trustee Barker seconded,

MOTION: That the Board of Trustees authorizes the re-financing of the Series 2009 Build America Bonds.

DISCUSSION: Trustee Erickson stated Vice President Johnson had a concern about sustainability that resulted in a new refinancing plan that reduced that plan substantially. Vice President Johnson shared three financial plans were brought to the Finance and Facilities Committee. One of the plans would give upfront savings, a second would give level savings, and the third would give deferred savings. The plan that would generate more savings was first thought to be the best, but after considering that the revenue used to pay the debt comes from student fee money, and therefore, is dependent on enrollment that may increase or decrease, the decision was made to adjust the plan to six years to assure the College has the necessary revenue from student fees to make the bond payments. Trustee Erickson commended Vice President Johnson on his due diligence. Additional savings would stay in the student fee restricted fund balance, and therefore, could not be used for operations.

Ex Officio Keadle asked if the bonds could be paid off earlier. Mr. Bishop stated that building in a redemption feature could result in investors wanting a higher coupon rate should the bonds be "called away", because doing so would reduce the amount of money the investors would make from a longer payout. President Schaffer stated the Board is essentially giving approval to move forward with the

process and will receive a formal packet on which they will be asked to act in about a month. More dialogue will be held in the interim.

MOTION CARRIED unanimously.

D. [President Schaffer's FY17 Goals](#) – President Joe Schaffer

President Schaffer stated the final draft of his FY17 goals as discussed by the Board is being presented for approval. He specifically noted the addition of Goal No. 4 “Focus on Increasing Student Enrollment” and the addition of language to Goal No. 5 “Implement a strategic, objective, and inclusive process for meeting the \$2.5 million budget reductions” that refers to his playing a positive and influential role in state discussions pertaining to funding reductions and future funding for Wyoming’s community colleges.

Trustee Dubois moved and Trustee Merrell seconded,

MOTION: That the Board of Trustees approves the goals jointly developed for Dr. Schaffer for the 2016/2017 fiscal and academic years and directs the President to provide a mid-year update on these goals as well as a final report and self-evaluation at dates to be specified by the Board.

DISCUSSION: Board Chairman Mosher commended President Schaffer on his positive interactions with all parties who can influence community college budgets. President Schaffer likewise commended his executive team who are instrumental in the accomplishment of his goals.

MOTION CARRIED unanimously.

The Board’s discussions moved to agenda item 6. BOARD REPORTS, A. Board Member Updates. (The agenda items remain in the order listed on the agenda.)

E. [Authorization to Expend Funds for Residence Halls' Wi-Fi](#) – President Joe Schaffer, Chief Technology Officer Chad Marley

Board discussion and action on this agenda item took place under 6. Board Reports, B. Finance and Facilities Committee.

Trustee Erickson moved Trustee Merrell seconded,

MOTION: That the Board of Trustees authorizes the expenditure of up to \$95,892 for upgrading Wi-Fi access in the residence halls with funding to come from Auxiliary and Technology Fee fund balances.

DISCUSSION: President Schaffer stated the instability of Wi-Fi access in the residence halls has generated continuous feedback from students. The net impact of the upgrade’s cost on the budget is actually positive, because the College will be paying less over time for the Wi-Fi cost.

MOTION CARRIED unanimously.

F. [Authorization to Expend Funds for Purchase of Rodeo/Ag Livestock](#) – Vice President Judy Hay, Vice President Rick Johnson

Board discussion and action on this agenda item took place under 6. Board Reports, B. Finance and Facilities Committee.

Trustee Erickson moved and Trustee Merrell seconded,

MOTION: That the Board of Trustees authorizes the expenditure of up to \$70,000 for the purpose of purchasing livestock for the rodeo and agriculture programs at LCCC with funds coming from currently budgeted areas.

DISCUSSION: Athletic Director Scott Noble explained how an upfront cost will actually save money over the long haul. Trustee Erickson added the expenditure requires Board approval because the cost is over \$30,000 and thanked Agriculture Instructor Bryan Wilson for his proposal.

MOTION CARRIED unanimously.

6. BOARD REPORTS

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

Trustee Merrell spoke to the establishment of the Trustee Scholarship and asked that the trustees' time, treasure, and talent be given recognition. The Trustee Scholarship is now worth \$16,650 and has only a little restrictions. She drew attention to the letter under Board Correspondence from Deja Ceden, a student in Colorado, who expressed her appreciation for the Trustee Scholarship of \$513 she received. She suggested the requisite 3.0 GPA be changed to 2.5 and that the scholarship be awarded in equal parts each semester. Board Chairman Mosher asked Trustee Merrell to bring forward a proposal for the change on which the Board can take action. Trustee Merrell said she will work with Institutional Advancement Associate Vice President Lisa Murphy to craft the proposal. Trustee Merrell will be the point person should a trustee have questions. Associate Vice President Murphy thanked the Board for their scholarship, stating their contributions are incredibly generous and that all the trustees and Foundation Board members give to the College. She further noted their contributions in support of the College are important to share with potential donors inside and outside of the College.

B. Finance and Facilities Committee (August 10th Meeting) – Trustees Erickson and Merrell

Board Chairman Mosher stated agenda items 5.E. and 5.F. will be incorporated under agenda item 6.B. Finance and Facilities Committee. The comments and actions on these two agenda items are recorded above.

Following the approval of agenda items 5.E. and 5.F. above Trustee Erickson moved and Trustee Merrell seconded,

MOTION: That the Board of Trustees accepts and approves the following items:

- 1) [Current and Auxiliary Fund Balance Sheet Reports as of July 31, 2016](#)
- 2) [Current and Auxiliary Fund Budget Reports as of July 31, 2016](#)
- 3) [July 2016 Procurement and Contracting Report](#)

MOTION CARRIED unanimously.

Trustee Merrell said it is a pleasure to serve with Trustee Erickson on the Finance and Facilities Committee and that he does a thorough job as Board Treasurer.

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

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

Board Chairman Mosher thanked Ex Officio Trustee Keadle and Associate Vice President Malm for coordinating the Laramie City Council visit. Ex Officio Trustee Keadle stated hosting the Laramie City Council will help build relationships that are struggling and hopefully will help those who are struggling with their support of the College at the Albany County Campus to realize the importance of a gift of land in the long-term. City Manager Janine Jordan asked for a copy of President Schaffer's presentation given during the dinner meeting to share with council members. Ex Officio Trustee Keadle also stated he would like to serve on the Revenue Committee.

B. LCCC Student Ex Officio Trustee – Mr. Garrett Wilkerson

Mr. Wilkerson was not present.

President Schaffer stated student reports will begin next month and that he anticipates Student Ex Officio Trustee Wilkerson will give the student report as has been done by previous Student Ex Officio trustees.

8. NEW BUSINESS – Board Chairman Ed Mosher

No new business was discussed.

9. ADDITIONAL ITEMS – Information Only

A. [Board Correspondence – Trustee Scholarship Recipient Deja Cedeno](#)

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

10. NEXT MEETINGS/EVENTS

- **August 23** – Flex-Tech Building Reception (Invitation Only – The Board will receive invitations.) – 6 to 8 p.m. – Showroom
- **August 30** – Flex-Tech Building Ribbon Cutting – Flex-Tech Building Showroom – 1 to 3 p.m.
- **September 21** – Board Dinner and Meeting (Dinner: 5:30 p.m. – CCC 178/179; Meeting: 7 p.m. – Board Room)
- **October 19** – Wyoming Community College Commission Meeting – Hilton Garden Inn, Laramie – 1 p.m.
- **October 19** – Board Dinner and Meeting – Laramie (details to follow)
- **October 20 and 21** – WACCT Annual Policy Summit – Laramie (details to follow)
- **November 16** – Board Dinner and Meeting (Dinner: 5:30 p.m. – CCC 178/179; Meeting: 7 p.m. – Board Room)
- **December 7** – Board Dinner and Meeting (Dinner: 5:30 p.m. – CCC 178/179; Meeting: 7 p.m. – Board Room)
 - Administering of oaths of office for newly elected trustees and election of 2017 officers.

11. 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 requested.

12. ADJOURNMENT of the August 17, 2016, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Ed Mosher

Board Chairman Ed Mosher adjourned the August 17, 2016, Board Meeting of the Laramie County Community College District Board of Trustees at 8:54 p.m.

13. EXECUTIVE SESSION – *An executive session was not held.*

Respectfully submitted,

Vicki Boreing
Board Recording Secretary