

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, OCTOBER 18, 2017, PETERSEN BOARD ROOM, ADMINISTRATION BUILDING, LARAMIE COUNTY COMMUNITY COLLEGE

Board Present: Board Chairman Carol Merrell, Secretary Brenda Lyttle, Treasurer Don Erickson, Trustees Jess E. Ketcham, Bob Salazar, and Wendy Soto, ACC Ex Officio Trustee Butch Keadle and Student Ex Officio Trustee Derek Goldfuss

Board Excused: Vice Chairman Bradley S. Barker, III

Staff Present: President Joe Schaffer; Vice Presidents Clark Harris, Judy Hay, and Rick Johnson, Associate Vice President Brady Hammond, Interim Associate Vice President Lisa Trimble, and Executive Director Tammy Maas; Staff Member Nola Rocha; and Legal Counsel Tara Nethercott

Visitors: Shawn Benjamin (Method Studios); Creighton Grove (Wingspan); Kristine Galloway (Wyoming Tribune-Eagle)

1. CALL TO ORDER of the October 18, 2017, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Carol Merrell

Board Chairman Carol Merrell called to order the October 18, 2017, Board meeting of the Laramie County Community College District Board of Trustees at 7:01 p.m.

Board Chairman Merrell thanked those who were in attendance at the dedication of the McIlvaine Plaza. The dedication was amazing and a tribute to the love for the McIlvaine family.

2. MINUTES – Approval of the [September 20, 2017, Board Meeting Minutes](#) – Board Chairman Carol Merrell

Trustee Soto moved and Trustee Ketcham seconded,

MOTION: That the Board of Trustees approves the September 20, 2017, Board Meeting minutes as written.

DISCUSSION: None

MOTION CARRIED unanimously.

3. REPORTS TO THE BOARD

A. Staff Senate – Rhonda Priest, President

Staff Senate President Rhonda Priest will provide a report during the November 8th meeting.

B. Faculty Senate – Nate Huseman, President

Faculty Senate President Nate Huseman will provide a report during the November 8th meeting.

4. PRESIDENT’S REPORT – President Joe Schaffer

President Schaffer stated he would let the trustees attending the WACCT sessions report on that event.

A. October 11 and 12 WACCT and October 13th WCCC Meetings

- The Recreation and Athletic Center (RAC) and Residence Hall projects were presented to the Wyoming Community College Commission because statute requires additional WCCC approval when the scope and cost of a project exceed 10% of what as originally authorized. Both projects exceeded the 10% and both received unanimous WCCC approval at the levels the Board will consider this evening—Level II RAC and a Level I Residence Hall.
- The Commission approved rules affecting residency changes and transcript notations on which Vice President Hay late updated the Board during the meeting.

B. October 11th Community College Presidents and UW President Nichols Meeting

The Commission discussed the conversations held the previous day between UW President Nichols and the community college presidents that addressed a variety of partnership issues. This was the third UW/community college presidents summit. This summit's issue focused on whether Wyoming should set an educational attainment goal that is being advocated by the Lumina Foundation as part of the Completion Agenda. That goal is for 60% of the U.S. adult population to have attained a post-secondary credential by 2020. Former President Obama sponsored a similar goal to be achieved by 2025. A handful of states, including Wyoming do not have an attainment goal. A rough draft resolution from that meeting suggests the University and the community colleges would support setting an educational attainment goal for the state of Wyoming that would target 60% of Wyoming's adults having a post-secondary credential by 2020 and 75% by 2040. The short-term goal is seen as doable; the long-term goal is believed to be a stretch.

Placing the goals in perspective, the percentage of Wyoming's adult population with a post-secondary credential is about the same as the national average—about 46%. Wyoming has one of the largest portions of adults with some college or an associates degree, ranking first or second in the nation. However, Wyoming drops to 41st in the nation with the number of adults with a bachelor's degree or higher. A decision was made not to get into the details of credential targeting. However, the details may have to be re-visited in the future. The Commission supported the goals in concept. The Commission chair and the UW trustees are expected to sign off on the resolution. The resolution will then be sent to the Governor after which a Governor's proclamation will be issued establishing an attainment goal for Wyoming.

Some conversation has been held about the difference between an educational attainment goal of 60% by 2020 and the community colleges' completion goal to increase the number of credentials by 5% each year through the year 2022. The latter is a production goal, whereas the former is a snapshot of the population to figure out what the desired attainment should be. As an example, the community colleges are focusing on the number of graduates each year, who are earning a degree or certificate. Whereas, attainment can be accomplished in a variety of ways, such as an increase in the production of college graduates or an increase in the number of college graduates locating in Wyoming, which is a broader strategy that allows many groups to focus on attainment. Whereas, higher education uniquely focuses on the completion goal.

Another conversation was held about the draft report that will go to the Legislature. A legislative footnote in the budget bill from the last session that was predominately driven by the Speaker of the House charged the University and community colleges with developing a plan with strategies for the recruitment and retention of more in-state and regional students from Colorado and Nebraska. The plan with any budgetary impact was to be reported back to the Joint Appropriations Committee and Joint Education Committee by the first of December. The community college presidents reviewed a draft of the report that identified a handful of initiatives intended to move the attainment goal in the right direction. Some

of the initiatives include easing the transition into college for Wyoming students, creating a college-going culture, using financial strategies to encourage out-of-state students to enroll in Wyoming's colleges, and creating pipelines for adults to complete degrees. Additional information will be provided before the formal report goes to the Legislature.

President Schaffer proceeded to answer trustee questions as follows:

- UW has been actively engaging with the community colleges.
- The footnote specifically charges UW with preparing and submitting the report. The UW staff member preparing the report is doing a comprehensive job of capturing unique perspectives from all eight presidents.
- The Lumina Foundation's representative advised the attainment goal could be set by the Legislature, by the Governor's executive order, or by a joint resolution from the higher education systems in the state. In the end, the advice was for the UW trustees and the Wyoming Community College Commission to set the goal and sign a resolution for expediency and clarity and in alignment with what the other states have done. Additional discussion was held as to whether the community college trustees should follow up with their endorsement or pass their own proclamation. That possibility is still under consideration.
- President Schaffer stated he still believes the completion goal of 5% on which the community colleges agreed in 2013 is attainable. (The LCCC Board signed their resolution on November 20, 2013.) Any change in the goal would be best initiated by the WACCT Board.

C. [Update on Residency Changes and Transcript Notations](#) – Vice President Judy Hay

Vice President Hay stated among the changes being made to the Commission's rules is the one governing residency. That rule no longer references the University's UniReg 8-1, which was formerly done in order to make residency requirements consistent among the community colleges and with the University. Remaining intact is the residency language that states a student classified as a resident for tuition purposes at one college or the University is considered a resident at any of the state's community colleges. All of the proposed rule changes were approved by the Commission and will become effective 10 days after the Governor's approval. Changes to the rules were:

- Acknowledgement that catalogs are all electronic and elimination of a reference to providing three copies to the WCCC annually
- Statement that the Commission will review tuition rates every two years instead of annually
- Eliminate the blanket reference to UniReg 8-1
- Eliminate the requirement that a student not be enrolled at a college for a semester in order to apply for reclassification of their status
- Add language listing the various ways a student might show they have changed their residence officially to Wyoming; shortened the time someone would need to continuously live in Wyoming to six months or more instead of a year
- Left it up to each college as to how many of the ten ways to prove residency a student must provide as evidence of residency
- Inserted required language about military affiliation for residency purpose

Referring to transcript notations, Vice President Hay stated New York and Virginia have made it a requirement that college place a notation on the student's transcript if that student has committed a code of conduct violation including assault and sexual assault against another person. A bill has been submitted almost annually to the Colorado legislature requesting the same notation, and several schools across the nation participate in this practice. Title IX tracking and the adjudication of student assaults has

provided evidence that students who have committed these offenses will leave one college and become a repeat offender at another college. Institutions are wanting to assure the information about these offenders is made known when the student transfers. Vice President Hay stated updates to the existing admissions policy and procedure will be cautiously pursued in order to institute consistent and objective ways to exam offenses and make decisions regarding those offenses. LCCC is an open admission community college. Open admission is about academic ability; i.e., the College does not have selective academic requirements that a student must meet before being admitted. Any revisions to the admissions policy and procedure concerning prior offenses will not change that provision. The College, however, does have the responsibility to protect its students.

The College may track whether a person seeking admission has assault offenses in two ways: 1) adding a question(s) to the College's application that would identify a person who has been convicted of a felony, or 2) contacting the dean of students at the person's previous school for an explanation of why a notation on their transcript states the dean of students should be contacted for further information. This, however, can only be done with a release from the prospective student. President Schaffer added these are some pretty weighty topics. Colleges and universities are experiencing increased pressure to know more about their student population. At the same time, a student who discloses a felony offense places the admitting institution on notice of the conviction and also provides the institution with the option of admitting the person after having a conversation setting clear expectations and establishing monitoring of the student's performance. Wyoming statute provides that community colleges shall admit any high school graduate or anyone with a high school equivalency without any additional requirements. Requiring a student to disclose a felony conviction as a condition of admission will likely need to be tested and may necessitate an attorney general's opinion.

In other discussion, President Schaffer updated the Board on the new Classification and Compensation model. The College is quickly moving into the conversation about the compensation component of the model and about a compensation philosophy that encompasses how employees are placed into salary classification groups. The levels at which employees are placed in those groups, a determination of their exempt nonexempt status, and compliance with the FLSA (Fair Labor Standards Act) will also be in line with the College's compensation philosophy. Two to three financial models (aggressive, moderate, and conservative) for phasing in employee salaries that are less than the minimum salary established by the model will be brought to the November 8th Board meeting. The models will show the budget impact for each of the next six or seven fiscal years. Some money is already budgeted for this fiscal year to make some of the salary adjustments as early as January with the Board's guidance and agreement that the College should commit to the model's implementation. As always, a staff recommendation will be brought to the Board as a place to start.

5. WORK ITEMS

A. [Laramie County Community College District FY 2017 Audit Draft](#) – Wayne Herr (McGee, Hearne, and Paiz)

Mr. Herr reviewed the audit process and stated the audit issues a clean opinion. The process included but was not limited to third-party verifications, analysis of the generation of non-financial information, and the examination of source documents and contracts, restricted cash and investments, capital assets, and pension accounting. A compliance audit was performed under government auditing standards, and the College's internal controls over financial reporting were examined. If anything comes from these processes and tests that indicate the College is out of compliance, the College is notified through a report of finding. No findings were reported. Mr. Herr added that to assist Brandi Cervera in her role as the College's new Financial Aid Director, a letter to management will be issued advising her of the level of accountability for some of the minor things found. These did not rise to the level of being reported nor did their detail require being shared with the trustees.

In summary from the Independent Auditor's Report, "In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities and the discretely presented component unit of the College as of June 30, 2017 and 2016, and December 31, 2016 and 2015, respectively, and the respective changes in financial position and, where applicable, cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America." Referring to the audit of federal programs, the report also stated, "In our opinion, the College complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major Federal programs for the year ended June 30, 2017." And finally, the Summary of Independent Auditor Results stated the following:

- No material weaknesses or significant deficiencies were identified.
- No audit findings were reported on compliance for major federal programs.
- Auditee qualified as a low-risk auditee.
- No financial statement findings were found.
- No findings and questioned costs for federal awards were found.

B. [Residence Hall Level I Reconnaissance and II Feasibility Report](#) – Shawn Benjamin (Method Studio), Vice President Rick Johnson

Vice President Johnson stated Method Studio was asked to complete a Level II Study with schematic design to include a viable financial approach that would more accurately pinpoint the total cost of producing the residence hall. The study was to also include a comprehensive design that would promote recruitment and enrollment growth. The result presented to the Board this evening was a 350-bed, 99,000 sq. ft. residence hall that has a financial viability model through 2039 (the length of the debt service) and would aid in recruitment and growing enrollment.

Mr. Benjamin's presentation focused on cost, function, and purpose, some of which are highlighted below.

- Building a unique experience for students was the focus of the project's scope. Design elements contributing to this are opportunities for social interaction and study and quiet spaces. Uniformity in lighting and natural lighting and acoustics between floors also contribute to excellent living and learning opportunities, along with the residence hall's campus connectivity.
- The project cost in the report is based on estimations from Method Studio's cost estimator, one of their contractors who works in the area, and other local contractors. The final version will include a copy of each model from each of the general contractors along with one from Method's cost estimator. The contractor's name will be removed anonymity.
- A general space diagram denoted the cost per sq. ft. and associated soft costs. A budget of just under \$28 million equates to \$231.50/sq. ft.
- A wind study was performed over the course of a year. That study showed average wind speeds vary from 4 to 8 mph with gusts rarely exceeding 22 mph. The wind is calm approximately 6% of the year. An additional wind tunnel study was also generated with attention to the specific effects of the prevailing winds from the west. The studies were done to determine the effects of wind on the courtyard.
- A glassed-in entry gives views to the courtyard and parking area.
- Great feedback was provided by residence hall students.
- More feedback is anticipated on the residence hall's maintenance and operation.
- A "wet core" will include six shower room cubicles, each with a toilet and sink. The students embraced this design that will also have lavish finishes and is cost-effective.

The Level I Reconnaissance and II Feasibility Study will be brought back to the Board during their November 8th meeting for final consideration of approval.

6. POLICIES – 1st READING

A. [Board Committees Policy 1.2.6 – Revised](#) – President Joe Schaffer

Changes to this policy formalize the process for facilitating the President’s evaluation and the Board’s self-evaluation overseen by the Board’s Performance Evaluation Committee. The policy will be brought back to the Board on November 8th for 2nd reading and final consideration of approval.

B. [CEO Evaluation and Accountability Policy 1.3.2 – Revised](#) – President Joe Schaffer

Changes to the policy detailed the President’s evaluation and goal-setting process. The policy will be brought back to the Board on November 8th for 2nd reading and final consideration of approval.

7. APPROVAL ITEMS

A. [Recreation and Athletic Complex \(RAC\) Level II Feasibility Study](#) (2nd Reading) – Vice President Rick Johnson

Vice President Johnson stated no substantial changes, other than some wordsmithing for consistency, were made to the RAC study since presented to the Board on October 18th.

Trustee Erickson moved and Trustee Ketcham seconded,

MOTION: That the Board of Trustees approves the Recreation and Athletic Complex (RAC) Level II Feasibility Study as presented.

DISCUSSION: None

MOTION CARRIED unanimously.

B. [Fine Arts Renovation and Expansion Level II Feasibility Study](#) (2nd Reading) – Vice President Rick Johnson

Vice President Johnson stated the study is the same as discussed at the Board’s October 18th meeting.

Trustee Ketcham moved and Trustee Soto seconded,

MOTION: That the Board of Trustees approves the Fine Arts Renovation and Expansion Level II Feasibility Study as presented.

DISCUSSION: None

MOTION CARRIED unanimously.

8. BOARD REPORTS

A. Board Member Updates – Board Chairman Carol Merrell (*Standing Agenda Item*)

1) [2017 LCCC Board Self-Evaluation](#)

Board Chairman Carol Merrell believed the results suggest the trustees are respectful of each other, work well together, and are doing a good job. Trustees agreed additional discussion would be valuable during a January retreat.

2) September 25-28 ACCT Leadership Congress “Pathways to Prosperity” in Las Vegas – Board Chairman Merrell and Trustees Ketcham, Salazar, and Soto

Those attending the ACCT Leadership Congress reported 10 to 15 sessions were concurrently taking place on topics such as new pathways for student success, emergency preparedness, DACA (Deferred Action for Childhood Arrivals) “Dreamers,” and social issues such as providing scholarships for the homeless and hungry who wish to attend college. They each found the sessions they attended interesting and worthy of attendance and suggested further discussion might be worthwhile during the January retreat.

3) October 11 and 12 WACCT Conference in Casper – Trustees Erickson, Lyttle, and Salazar

Trustee Erickson, Lyttle, and Salazar attended the conference. A number of interesting presentations on best practices were given, including one by Vice President Judy Hay on [How Increasing FAFSA Filing Rates Helps Students Succeed](#). The best practices presentations may be found at <http://www.wacct.org/trustee-resources>. The Speaker of the House Steve Harshman, Senate Majority Leader Drew Perkins, and Senator Bill Landen joined the trustees for dinner. The delegation shared their views on what to expect during the 2018 budget session and encouraged the trustees to contact their legislators, so they are hearing from constituents as well as lobbyists. One of the sessions focused on predictive scheduling, timely completion, and outdoor learning sessions. A discussion of the College’s land west of town as an outdoor learning location was suggested for the January retreat.

The WACCT Board held a meeting on October 12th, during which the WACCT’s financials and the previous day’s conference were discussed. Some conversation was held about holding a second GISS at a cost of about \$4,000 to \$5,000 per community college. The ACCT will be asked to explore options unique to Wyoming’s community colleges. The February 21st Community College Conference will have topics on economic diversity and ENDOW (Economically Needed Diversity Options for Wyoming). Approved were Executive Director Erin Taylor’s goals, some of which will address advocacy, improving communications across the state, and improving the WACCT website.

4) October 13 WCCC Meeting in Sheridan – Trustee Erickson

President Schaffer updated the Board on the WCCC meeting.

B. Finance and Facilities Committee (September 13th Meeting) – Trustees Don Erickson and Jess Ketcham

Trustee Erickson briefed the Board on the discussions held and materials presented during the September 13th Facility and Finance Committee meeting. Highlights included:

- A review of the Crossroads Building remodel
- An update on internal wayfinding
- A presentation on fund balances by Comptroller Nola Rocha
- A review of the Procurement and Contracting Report and financial statements – All were in order.

Trustee Erickson moved and Trustee Ketcham seconded,

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

- 1) [Current and Auxiliary Fund Balance Sheet Reports as of September 30, 2017](#)
- 2) [Current and Auxiliary Fund Budget Reports as of September 30, 2017](#)
- 3) [September 2017 Procurement and Contracting Report](#)

DISCUSSION: No further discussion was held.

MOTION CARRIED unanimously.

The next Finance & Facilities Committee will be held Wednesday, December 6th, at 11 a.m.

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

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

Ex Officio Keadle reported:

- Implementation of the fermentation science program is moving forward.
- The ACC Advisory Council has been formed.
- A survey will be administered seeking input on job demands in the region.
- Enrollment appears to have increased a bit.
- The ACC strategic plan is in its final stages and may be ready for the November 8 Board meeting.
- A faculty/student connection day will be held on Tuesday, October 31st.
- The Legislature directed the City of Laramie to look at closing 15th Street. The City of Laramie has no interest in closing the street.

B. Student Ex Officio Trustee – Mr. Derek Goldfuss

Ex Officio Goldfuss reported:

- SGA goals have been determined and include increasing student involvement with student government and re-writing the constitution for clarity and function.
- The pantry is in its new location and operational. Food drives will take place in the BATS (Business, Agriculture, and Technical Studies) division this month.
- The SGA is submitting a letter of support for the bond issue.
- SGA senators are eager to assist with the children’s portion of the Holiday Gala event. “Polar Express” will be shown as one of the activities.

10. NEW BUSINESS – Board Chairman Carol Merrell

No new business was reported.

11. ADDITIONAL ITEMS – Information Only

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

12. NEXT MEETINGS/EVENTS

- **November 8** – Board Dinner and Meeting (Dinner: 5:30 p.m. – CCC 178/179; Meeting: 7 p.m. – Board Room)
- **December 6** – Board Dinner and Meeting (Dinner: 5:30 p.m. – CCC 178/179; Meeting: 7 p.m. – Board Room)

13. PUBLIC COMMENT (Public comment may be made on anything not on the agenda. Comments will be limited to five minutes.) – Board Chairman Carol Merrell

No requests for public comment were made.

14. ADJOURNMENT of the October 18, 2017, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Carol Merrell

Trustee Ketcham moved and Trustee Soto seconded,

MOTION: That the Board of Trustees adjourns the October 18, 2017, Board Meeting of the Laramie County Community College District Board of Trustees

DISCUSSION: None

MOTION CARRIED unanimously.

Board Chairman Carol Merrell adjourned the October 18, 2017, Board Meeting of the Laramie County Community College Board of Trustees at 9:08 p.m., as so moved.

Respectfully submitted,

Vicki Boreing
Board Recording Secretary