

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, FEBRUARY 28, 2018, PETERSEN BOARD ROOM, ADMINISTRATION BUILDING, LARAMIE COUNTY COMMUNITY COLLEGE

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

Staff Present: President Joe Schaffer; Vice Presidents Clark Harris, Judy Hay, and Rick Johnson, and Associate Vice Presidents Brady Hammond and Lisa Trimble; Administrators, Faculty and Staff Members Michele Albert, Carolyn Cuestas, Jennifer Dempsey, Maura Hadaway, Linda Herget, Dana McCammon, Arshi Nisley, Rhonda Priest, and Maggie Swanger; and Legal Counsel Tara Nethercott

Visitors: Adam Balaban and Linda Wagner (Bennett, Wagner, and Grody-Architects), Katherine Chloe Calhoon (KGWN-Ch.5), Ann Clark and Cameron Norby (Vocal Music Students), Lane Dodd (PTK President), Creighton Grove (*Wingspan* Co-Editor) and Jason Lux (*Wingspan* Campus Editor), and Andi Summerville (City of Laramie Mayor)

1. **7:00 p.m. – CALL TO ORDER** of the February 28, 2018, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Bradley Barker

Board Chairman Bradley Barker called to order the February 28, 2018, Board Meeting of the Laramie County Community College District Board of Trustees at 7:20 p.m. and welcomed Laramie Mayor Andi Summerville.

2. **MINUTES** – Approval of the [January 24, 2018](#), Board Meeting Minutes and [January 26, 2018](#), Board Retreat Minutes – Board Chairman Bradley Barker

Trustee Erickson moved and Trustee Ketcham seconded,

**MOTION:** That the Board of Trustees approves the January 24, 2018, Board Meeting Minutes and the January 26, 2018, Board Retreat Minutes as written.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

3. **REPORTS TO THE BOARD**

- A. Alpha Omega Zeta Chapter of Phi Theta Kappa Member Induction Special Invitation – Tuesday, March 6<sup>th</sup>, 6 p.m., Clay Pathfinder Building, ANB Bank Leadership Center – PTK President Lane Dodd

Alpha Omega Zeta Chapter President Dodd formally invited the trustees to attend the March 6<sup>th</sup> member induction ceremony, noting the event will include guest speaker Mayor Marian Orr and the traditional white rose and candle ceremony. PTK Advisor and Regional Coordinator Arshi Nisley distributed invitations.

The LCCC Alpha Omega Zeta Chapter will host the Spring Regional Convention March 9<sup>th</sup> and 10<sup>th</sup>; 75 students from 32 Colorado and Wyoming chapters are expected to participate. Regional officers will be elected, and Dr. Nisley will distribute awards. The LCCC PTK will elect six new chapter officers in March and those officers will attend training in Kansas City, Missouri, April 18-22. PTK is celebrating its Centennial, so the training events may include special activities recognizing the PTK's long-standing commitment to student excellence.

This year's Alpha Omega Zeta Chapter project will be the VITAL (Veterans Integration to Academic Leadership) Program that provides guidelines to campuses on how to become more Veteran friendly.

President Dodd offered his thanks for the designation of space in the renovated Crossroads Building for PTK, adding that the co-location of PTK, SGA, and SVA (Student Veteran's Association) in the same area will facilitate collaboration between the student leadership groups.

B. Staff Senate – Rhonda Priest, President

Staff Senate President Priest provided the following information:

- The annual crock pot cook off held last week had great attendance with some 40 to 50 people contributing over \$200 to the Randy Miller scholarship fund.
- A staff retreat is planned for June 28<sup>th</sup> in the Clay Pathfinder Building.

C. Faculty Senate – Michele Albert, Vice President

Faculty Senate Vice President Albert shared the following information:

- Faculty Senate held a faculty forum to discuss concerns about the Classification and Compensation model; just under 30 faculty attended. Many of the questions were answered during last week's College Council meeting. Faculty Senate representatives will meet with HR staff on additional issues, as time allows. Faculty Senate expressed their understanding that HR staff are inundated with numerous projects, so will follow-up with HR on their concerns as HR time allows.
- The Faculty Senate is hoping to partner with Staff Senate for a fall book club focused on *Redesigning America's Community Colleges*. The goal will be to promote the research used by the Pathways Initiative among faculty and staff. Vice President Harris agreed to purchase the book for the faculty.
- Faculty Senate officer elections will be held in April. The new officers will assume their duties prior to the May 9<sup>th</sup> Board meeting.

**4. PRESIDENT'S REPORT – President Joe Schaffer**

A. Legislative Update – President Joe Schaffer

President Schaffer updated the Board on the following legislation:

- HB 194 and SF 121 – HB 194 and SF 121 are both CapCon bills and contain provisions for matching funds for the Fine Arts Expansion/Remodel. Two attempts to strike just the Fine Arts portion of the legislation have been unsuccessful.
- Low Interest Rate Option for Community College Residence Halls – Rep. Bob Nicholas, House Appropriations Chair, successfully included language for a \$30 million loan from the Mineral Trust Fund for the construction of a new residence hall on the College's campus. Many representatives and senators saw the value of funding a residence hall as a public purpose investment. However, others believed the language was too restrictive, because the legislation would exclusively fund a residence hall on the LCCC campus. The Senate Appropriations Committee stripped the language. Senator Nethercott and others advanced an amendment that would restore and expand the language to allow all community colleges to participate, but the amendment failed on 2<sup>nd</sup> Reading in the Senate. Senator Nethercott proposed another option using revenue bonding capacity along with the State's credit ratings, and that option was successful. On the House side an amendment was successful today on 2<sup>nd</sup> Reading that would allow all community colleges to participate in that program and doubled the amount to \$60 million. If the legislation is successful, the College will have an opportunity to

acquire a low interest loan that will make the construction of a new residence hall “pencil.” A lot of details will need to be worked out.

- Community College State Aid – This legislation is still intact. Governor Mead did not invoke another reduction in the community colleges’ budget. Broad support for the community colleges appears to be prevalent throughout the House and Senate.
- Higher Ed Endowment Fund – The JAC earmarked money to make the Endowment whole; however, that amount was cut in half. The College has used the Endowment to fund health science faculty. The State’s investment strategy for these funds resulted in less revenue being allocated to the community colleges and the University of Wyoming. Because of this, the College had to move the faculty positions being funded by the Endowment onto the College’s General Fund.

For Trustee Erickson, President Schaffer clarified a second amendment to the House Bill that would provide \$60 million to be used by all community colleges for new residence halls. That amendment passed on 2<sup>nd</sup> Reading. That same amendment was not successful on the Senate side; i.e., no language exists in the Senate File pertaining to a low interest rate loan for community college residence hall projects. President Schaffer also stated that the College through the LCCC Building Authority would be able to secure a competitive interest rate. An interest rate through the State Treasurer’s program would probably be higher than what the College could secure through local banks. The program’s details would need to be explored.

## 5. WORK ITEMS

### A. WyoTech Status Update and Discussion – President Joe Schaffer

At President Schaffer’s request and with the Board’s agreement, discussion moved to agenda item 6.B. Ludden Library and Learning Commons Renovation Project Level 2 Schematic Design and Renderings. Discussion returned to this agenda item following the Board’s action on item 6. APPROVAL ITEMS.

President Schaffer updated the Board as follows:

- 1) The State has \$5 million in the budget bill. Mirror (or similar) amendments are in both a House Bill and Senate File that essentially allow for two types of proposals to secure these funds. The first is a private sector proposal that can request these funds, as a low interest loan for the operation of WyoTech. The second is for a community college (LCCC) to submit a proposal for these funds as a grant. The amendment states what is to be included in the proposals. (The Senate version may be viewed here: <http://legisweb.state.wy.us/2018/Amends/SF0001S3035.pdf>.) The Wyoming Business Council (WBC) will then make a recommendation to the Governor on which proposal is in the best interest of Wyoming, then the Governor decides which proposal will be accepted. Proposals are due to the Wyoming Business Council no later than Friday, March 9<sup>th</sup>.
- 2) If the community college proposal is chosen, then the Albany County Commissioners would be required to pass a resolution requesting annexation into the Laramie County Community College District. The commissioners and the Laramie City Council are expected to pass resolutions to support moving in this direction. The Board would then have to decide to accept or reject their request. If accepted, the Board would have to call for an election in Albany County so voters can determine whether they want Albany County to join the district and be taxed as statutorily required. That election would have to be called for in May for an August 17<sup>th</sup> election (Primary Election Day). If the vote passes, then 4 mills is assessed immediately in Albany County. The number of trustees and their representative areas would be reset during the November 6<sup>th</sup> general election. Two trustees would have to come from Albany County. (NOTE: Mayor Summerville shared copies of the resolutions passed the Albany County Commission and the Laramie City Council. Copies of those resolutions are attached to these minutes.)

- 3) Conversations are continuing with ECMC/Zenith, the parent company for WyoTech. They have agreed to donate all of the assets to the College, but no agreement has been reached on lease rates/subsidies. ECMC/Zenith's current proposal would not be in the best interest of the College. However, ECMC/Zenith indicated in a recent phone conversation that a compromise that would be satisfactory to them and the College is possible. ECMC/Zenith may accept another offer if an acceptable one is proposed, but they continue to maintain the College's is the only viable one.
- 4) ECMC/Zenith understands the College will not sign any sub-lease agreements or move forward unless the annexation of Albany County into the Laramie County Community College District receives an affirmative vote in August.

President Schaffer stated viable concept would need State funding, four or five mills from the Albany County annexation, and more compromise by ECMC. He added, though, that he is not in favor of the College submitting a proposal in competition with a private sector proposal. He does not believe this would be an appropriate action by the College. He also noted that interest has been clearly expressed by the Legislature that a viable private sector proposal would be preferred.

He concluded the following are the options at this juncture:

- 1) The College can prepare and submit a proposal by March 9<sup>th</sup>. The proposal would stipulate a summer/fall transition and that the first classes would be held the Spring 2019 semester.
- 2) The College would withdraw their prospectus and not take any further action. The College's prospectus denoted the requirements needed for the College to absorb WyoTech. To date, both from ECMC and the State have deviated away from those.
- 3) The College would stand aside for now and not submit a proposal to the Wyoming Business Council, and let the WBC and the Governor determine if the proposal submitted by the private sector is a viable one on its own merit. If that proposal is deemed to be unviable, then the WBC could ask the College to submit a proposal, which would be an amended prospectus.

Following the Board's lengthy discussion of the options proposed by President Schaffer, the long-term economic impacts on revenue and workforce at the Laramie and Cheyenne campuses and in Albany County, the uncertainty of the annexation process and the trustee representation from Laramie and Albany counties, and Mayor Summerville's enthusiastic encouragement for the Board to move forward with the annexation, the Board agreed to proceed with the following motion.

Trustee Merrell moved and Trustee Soto seconded,

**MOTION:** That the Board of Trustees approves the following directives for the Wyoming Business Council's consideration regarding the submission of a WyoTech proposal by Laramie County Community College:

- It is the position of the Laramie County Community College District Board of Trustees that a community college, public proposal for State funds should not compete with a private sector proposal. Private sector proposals, if one or more are submitted, should be considered viable or not on their own merit. The Board requests that the Wyoming Business Council (WBC) honor, and share as necessary, the Board's position in this regard;
- In the event that a private proposal does not emerge, and/or the WBC deems any private proposal not viable and in the best interest of Wyoming, the Board directs President Schaffer to prepare and submit a proposal on behalf of the Laramie County Community College District Board of Trustees

that meets statutory and WBC requirements; and

- The Laramie County Community College District Board of Trustees reserves the right to withdraw the College's proposal and/or decline State funding for the purposes outlined in said proposal, if specific requirements necessary for the Laramie County Community College District's success, as determined by the Board of Trustees, are not met.

**DISCUSSION:** No further discussion.

**MOTION CARRIED** unanimously.

## 6. APPROVAL ITEMS

### A. [LCCC Fight Song "Birds of Prey"](#) and [Resolution](#) – President Joe Schaffer

Trustee Lyttle moved and Trustee Merrell seconded,

**MOTION:** That the Board of Trustees adopts "Birds of Prey" as the official LCCC fight song.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

With the Board's agreement, Board Chairman Barker asked the discussion be moved back to agenda item 5.A. WyoTech Status Update and Discussion.

### B. [Ludden Library and Learning Commons Renovation Project Level 2 Schematic Design and Renderings](#) – President Joe Schaffer, Vice President Rick Johnson

The Board's discussion of this item was followed by discussion of item 6.A. above. The Board then moved their discussion to item 5.A. WyoTech Status Update Discussion.

Vice President Johnson introduced Linda Wagner and Adam Balaban of Bennett Wagner and Grody Architects and noted that Associate Dean Maura Hadaway and Library staff members Carolyn Cuestas, Jennifer Dempsey, Linda Herget, Dana McCammon, and Maggie Swanger were also present.

Architects Wagner and Balaban pointed out the key features of the project's schematic design using PowerPoint renderings and a 3-D representation (a massing) of proposed roof elevations. They also shared how the following project goals are exhibited in the interior and exterior designs.

- Student-centered rather than book-centered (21<sup>st</sup> Century learning environments)
- Accessible from the north side
- Notable presence with new façade on north side
- New façade on mall side
- Small plazas and seating areas outside
- Creative branding
- Increased daylight
- Increased ceiling height
- Colored glass
- Sense of transparency and privacy
- Study rooms and nooks
- Movable fun and flexible furniture

- Additional computer and study space
- Excellent collaborative space
- Large instruction or conference room with computers and A/V
- Freedom of movement within the library
- Multiple entrances and exits and an Emergency Exit Only
- Exhibit areas
- Family space

Cost Estimate – Conceptual Budget \$4,959,912

The cost estimate accomplishes the needs of the library. The drawings continue to be refined, producing better cost numbers. Some compromises may be needed to stay on budget; e.g., quality of finishes and ceiling adjustments. President Schaffer asked that the concrete wall along the loading dock be given an aesthetic appeal. A suggestion was also made to add a wind break, such as a partial clear glass wall along the raised planter beds.

Trustee Merrell moved and Trustee Erickson seconded,

**MOTION:** That the Board of Trustees approves the schematic design for the renovation of the Ludden Library and Learning Commons and directs President Schaffer to move forward with the project. And, that the Board of Trustees approves spending \$500,000 of the One Mill Reserve (fund balance) and \$500,000 from Major Maintenance for the additional cost of the Ludden Library renovation project.

**DISCUSSION:** Board Chairman Bradley Barker explained the motion for the renovation and the budget amendment are being combined. President Schaffer also explained the reason for the 2<sup>nd</sup> motion.

**MOTION CARRIED** unanimously.

- C. [One Mill Reserve \(Fund Balance\) Budget Amendment and Major Maintenance Monies Use for the Ludden Library and Learning Commons Renovation Project](#) – President Joe Schaffer, Vice President Rick Johnson

A motion for the approval of the budget amendment and the use of major maintenance monies was combined with the motion for approval of the Ludden Library and Learning Commons' schematic design above.

The Board's discussion moved to agenda item 6.A. [LCCC Fight Song "Birds of Prey"](#) and [Resolution](#).

## 7. BOARD REPORTS

- A. Board Member Updates – Board Chairman Bradley Barker (*Standing Agenda Item*)
- 1) February 21<sup>st</sup> WACCT Meeting and February 22<sup>nd</sup> WCCC Meeting

New officers were elected during the WACCT meeting; Trustee Ernie Over from Central Wyoming College is the new WACCT president.

During the WCCC meeting, the Commission voted to postpone removal of the tuition cap until fall 2019, asking for time to consider a tuition policy.

- B. Finance and Facilities Committee (February 7<sup>th</sup> Meeting) – Trustees Don Erickson and Jess Ketcham

Trustee Erickson reported on the following discussions that took place during the February 7<sup>th</sup> Facility and Finance Committee meeting.

- Level I for Administration Building – Estimated Construction Cost of \$4,655,000 – Relocating the Board Room to the area immediately north of the arcade between the Administration and CCI buildings (the “magic garden”) would cost approximately \$811,000; relocating it to the Education and Enrichment Building would cost approximately \$250,000. President Schaffer recommended action on the Administration Building project including the relocation of the Board Room be tabled until the other projects are finalized. The Board concurred.
- A P3 (Private-Public Partnership) workshop is scheduled for March 8<sup>th</sup> from 10 a.m. to 3 p.m., lunch included. Some 80 participants are expected.
- Joan Evans, who is a First Vice President in the office of George K. Baum in Cheyenne, focusing on marketing the Wyoming Government Investment Fund, will give a presentation during the March 14<sup>th</sup> Facility and Finance Committee meeting.

Trustee Erickson is meeting with Budget Director Jayne Myrick tomorrow, Thursday, February 29<sup>th</sup>, to review the trustees’ budget. The budget will be shared with the Board.

The next Facility and Finance Committee meeting will be held Wednesday, March 14<sup>th</sup>, at 11 a.m. in the Administration Conference Room.

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 December 31, 2017](#)
- 2) [Current and Auxiliary Fund Budget Reports as of December 31, 2017](#)
- 3) [January 2018 Procurement and Contracting Report](#)

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

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

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

Ex Officio Keadle stated the WyoTech discussion sufficiently covered his comments. Associate Vice President Brady Hammond stated he had nothing to add, as well.

B. Student Ex Officio Trustee – Mr. Derek Goldfuss

Ex Officio Goldfuss reported the following:

- Some high school students across the nation are planning a walkout on March 14<sup>th</sup> in response to the shootings that are taking place at high schools. Ex Officio Goldfuss asked if the College had given any thought to allowing LCCC students to do the same without any repercussions. President Schaffer acknowledged the students’ discussion is a responsible reaction and asked Ex Officio Goldfuss to follow-up with Dean of Students James Miller and Student Engagement and Diversity Coordinator Zeke Sorenson to understand what the impacts might be, adding he supports the students in that expression. At Trustee Lyttle’s request, President Schaffer will follow-up on the discussions. (POSTSCRIPT TO MINUTES: President Schaffer spoke with Dean of Students James Miller and Student Life staff. LCCC’s students will not participate in the walk-out, as it will occur during spring break.)
- SGA sponsored a successful blood drive and an STD/HIV blood testing event.

- Campus Safety may be conducting active shooter training for SGA and other campus clubs, so that student leaders across campus will be better prepared in the event of such an emergency.
- Ex Officio Goldfuss and SGA President Constance Woolhether were interviewed by CBS Ch. 5 about The Food Pantry. The interview aired last evening. From January 29<sup>th</sup> through February 23<sup>rd</sup>, the Food Pantry had a total of 192 visits, 40 of which were second-time visits. The number of visits is averaging 48 per week.

**9. NEW BUSINESS** – Board Chairman Bradley Barker

Board Chairman Barker asked Board Secretary Boreing to .pdf strategic enrollment management information provided by Registrar Stacy Maestas, so the trustees can read that information on their own. (POSTSCRIPT TO MINUTES: The “AACRAO (American Association of Collegiate Registrars and Admissions Officers) Strategic Enrollment Management Core Concepts” information was emailed to the trustees on March 1<sup>st</sup>.) President Schaffer noted the Board expressed interest in an enrollment management budget and asked that the budget amount be between \$10,000 and \$15,000. Trustee Erickson said he would add \$15,000 to the trustees’ budget.

Discussion on the following agenda items was tabled until March 21<sup>st</sup> because the meeting’s discussions were extending the meeting’s length past 10 p.m.

- A. Board Meetings – Quarterly Retreats, Committees, Meetings with Campus Groups, etc.
- B. Calendar Items and Tracking
- C. “Know Your Trustee” Communication Campaign

**10. ADDITIONAL ITEMS** – Information Only

- A. [Historical List of Board Motions](#)
- B. Board Correspondence
  - 1) [National College Testing Association Test Center Certification](#) – Board Chairman Bradley Barker acknowledged the correspondence.

**11. NEXT MEETINGS/EVENTS**

- March 21 – Board Dinner and Meeting (Dinner: 5:30 p.m. – CCC 178/179; Meeting: 7 p.m. – Board Room)
  - April 11 – Board Dinner and Meeting (Dinner: 5:30 p.m. – CCC 178/179; Meeting: 7 p.m. – Board Room)
  - May 9 – Board Dinner and Meeting (Dinner: 5:30 p.m. – CCC 178/179; Meeting: 7 p.m. – Board Room)
  - June 20 – Board Dinner and Meeting (Dinner: 5:30 p.m. – CCC 178/179; Meeting: 7 p.m. – Board Room)
  - July 11 – Board Dinner and Meeting (Dinner: 5:30 p.m. – CCC 178/179; Meeting: 7 p.m. – Board Room)
- One Mill Public Hearing and Approval and the Public Budget Hearing and Budget Approval

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

President Schaffer announced Hayley Greenawalt received the Student of the Year WACCT Award. Ms. Greenawalt serves as the SGA treasurer and as a student representative on College Council.

**13. ADJOURNMENT** of the February 28 2018, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Bradley Barker

Trustee Merrell moved and Trustee Salazar seconded,

**MOTION:** That the February 28, 2018, Board Meeting of the Laramie County Community College District

Board of Trustees be adjourned.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

Board Chairman Bradley Barker adjourned the February 28, 2018, Board Meeting of the Laramie County Community College District Board of Trustees at 10:24 p.m., as so moved.

Respectfully submitted,

Vicki Boreing  
Board Recording Secretary