

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, JULY 11, 2018, COLLEGE COMMUNITY CENTER, LARAMIE COUNTY COMMUNITY COLLEGE

Board Present: Board Chairman Bradley S. Barker, III, Vice Chairman Carol Merrell, Secretary Wendy Soto, and Trustees Jess E. Ketcham, Brenda Lyttle, and Bob Salazar

Board Excused: Treasurer Don Erickson and ACC Ex Officio Butch Keadle

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

Visitors: Kristine Galloway (*Wyoming Tribune-Eagle*), Jenna Piper (*Wingspan*), and Janine Thompson (Community Member)

**1. 5:00 p.m. – CALL TO ORDER** of the July 11, 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 July 11, 2018, Board Meeting of the Laramie County Community College District Board of Trustees at 5:05 p.m.

**2. 5:00 p.m. – Recess Board Meeting to Conduct Public Hearing**

Board Chairman Bradley Barker recessed the July 11, 2018, Board Meeting of the Laramie County Community College District Board of Trustees at 5:05 p.m.

**3. 5:00 p.m. – Public Hearing** – Conduct Annual Public Budget Hearing for the FY 2019 Budget – Board Chairman Bradley Barker

Board Chairman Bradley Barker convened the public hearing at 5:05 p.m.

**A. STAFF PRESENTATION** – President Joe Schaffer and Vice President Rick Johnson

- [FY 2019 Budget](#) – President Joe Schaffer and Vice President Rick Johnson

Vice President Johnson shared the following relative to the proposed FY 2019 budget.

- o Estimated Funds Available – \$1,081,417 – No changes were made since the budget’s draft was presented to the Board on May 9<sup>th</sup>.
- o Proposed Distribution
- o One Mill Fund
  - FY 2018 Budget – \$2,188,513
  - FY 2019 Budget – \$2,814,441
- o Other Budgeted Funds – Auxiliary Fund, Restricted Fund, Endowment Fund, Plant Fund
- o August Recapture/Redistribution – Laramie County valuation increased by 15%. An increase in the FY 2019 revenue is still anticipated. A full update on the recapture/redistribution will be provided during the August 15<sup>th</sup> Board Retreat.
- o Revised Fund Budget Summary
  - FY 2018 Approved Budget – \$79,867,747
  - FY 2019 Proposed Budget – \$79,244,043
  - Budget Variance – (\$623,704)

**B. CALL FOR PUBLIC COMMENT/QUESTIONS** – Board Chairman Bradley Barker

No one from the public requested an opportunity to comment.

**C. BOARD DISCUSSION** – Board Chairman Bradley Barker

No additional discussion was held.

**4. ADJOURNMENT OF PUBLIC HEARING FOR THE FY 2019 BUDGET** – Board Chairman Bradley Barker

Board Chairman Bradley Barker adjourned the public hearing at 5.25 p.m.

**5. RECONVENE BOARD MEETING** – Board Chairman Bradley Barker

Board Chairman Bradley Barker reconvened the July 11, 2018, Board Meeting of the Laramie County Community College District Board of Trustees at 5:25 p.m.

## **Board Meeting**

**1. CALL TO ORDER** of the July 11, 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 July 11, 2018, Board Meeting of the Laramie County Community College District Board of Trustees at 5:25 p.m.

**2. MINUTES** – Approval of the [June 20, 2018, Board Meeting Minutes](#) and the [June 29, 2018, Special Board Meeting Minutes](#) – Board Chairman Bradley Barker

Trustee Soto moved and Trustee Merrell seconded,

**MOTION:** That the Board of Trustees approves the June 20, 2018, Board Meeting Minutes and the June 29, 2018, Special Board Meeting minutes as written.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

**3. PRESIDENT’S REPORT**

**A. SLIB Residence Hall Loan Application**

President Schaffer reported on the SLIB application process, noting as the Board had been previously informed, that the application was delivered early on the morning of Tuesday, July 2<sup>nd</sup>, meeting the deadline for its submission. Referring to the emergency rules governing loan reimbursement, President Schaffer stated he submitted a proposed change to Section 7 (c), which currently reads:

*(c) Repayment. Loans shall be payable in equal installments. Payments shall begin within one (1) year from the date of loan funds being deposited into the required DDA.*

The proposed change reads:

*(c) Repayment. Loans shall be payable in installments as determined by the Board at final approval of an application, as long the legislative parameters for loan term and interest rates are satisfied. Payment shall begin according to the term and length in applications approved by the Board.*

Continuing, he stated revenue to service the loan debt will be generated from residence hall payments made by students living in the residence halls. For new construction or even substantial renovation, student occupancy may not occur for up to two years after the loan is closed. Therefore, these loans may have to be structured more similarly to how traditional construction loans or lease-revenue bonds are utilized. If the rules' language needs to be more specific, using "*payment shall begin one (1) year from the final draw down from the required DDA*" would be preferred. In the College's application, a payment schedule that better matches the College's payments to revenue sources (commonly referred to as the "matching principle" in accounting and finance) was also proposed. This structure still meets the statutory parameters for the dormitory loan program regarding term length and interest rates and would afford the State significantly more interest than would be generated by a simple interest amortization and equal payments. [7/16/18 Letter to Beth Blackwell, Program Manager, Office of State Lands & Investments]

President Schaffer emphasized that in order for the College's application to be approved, the rules would have to be changed. He foresees a process for the application's approval in October to include the SLIB's formal approval of the rules followed by an immediate approval of the College's loan application. A meeting will be held tomorrow with the SLIB staff to get their perspective on the process and the proposed changes to the emergency rules. President Schaffer also plans to spend some time with Wyoming's five statewide-elected officials and share with them why the College is proposing a change in the rules and encourage them to approve the application.

Trustee Lyttle asked if a budget amendment will be necessary if the SLIB loan for the residence hall and the ballot issue for the Fine Arts Expansion/Remodel are approved. President Schaffer responded if the College receives revenue and incurs expenses during this FY 2019, then the budget will need to be amended. Trustee Soto asked if the SLIB had already been informed of the requested rules changes to which President Schaffer responded Vice President Johnson has been proactive in meeting with the SLIB staff since the Legislature's passing of the school dormitory loan legislation.

## B. Rediscover LCCC Update

President Schaffer reported Rediscover LCCC is a statewide pilot project that will hopefully become a statewide model for a needs-based scholarship for adults. The existing Hathaway scholarship is a merit-based program for high school students. Generous donations from the John P. Ellbogen Foundation and the LCCC Foundation funded the program that has an 80-student cap for the fall semester. As of Monday morning, July 9<sup>th</sup>, the College has received 119 applications of which 40 have been approved so far. The applications and enrollments are being monitored carefully. A single mailing generated an immediate response from the intended demographic of adults 25 years of age and older and have lived in Wyoming for at least three years. Many of the applicants are returning students who previously attended LCCC but did not complete a credential.

Trustee Lyttle commended the project as wonderful, progressive, and heartwarming. She asked if the donated monies were included in the FY 2019 budget. President Schaffer stated as the scholarships are processed, the monies will be transferred from the Foundation to the College's budget as tuition revenue. Because the response to the Rediscover LCCC program and the tuition revenue from those responses were not known before the FY 2019 budget was finalized, the budget does not include revenue for this

program. An uptick in enrollment is expected, and the expenses associated with these enrollments are in existing program budgets for FY 2019. Any needed budget adjustments in revenues and expenses will be made at the end of the fiscal year, as is the usual practice.

C. August 15 Board Retreat Agenda Items

President Schaffer stated the list of agenda items for the Board's retreat was generated from ideas shared during past meetings and other conversations. He identified two items he would like included—New Academic Program Plan (Draft) and Canvass and Statewide LMS (Learning Management System).

- 1) New Academic Program Plan (Draft) – The draft plan would suggest, for example, what programming should be added, what existing programming should be modified, and what programming should be moved from the noncredit to the credit side.
- 2) FY19 Annual Goals of the President – An approval of these goals could be included on the agenda.
- 3) Higher Education Attainment Goal and Efforts – An ENDOW discussion could take place under this agenda item. President Schaffer offered to have Jerimiah Rieman come to the retreat. However, Trustee Lyttle, who inquired about the inclusion of an ENDOW discussion, said that would not be necessary, as she has previously heard Mr. Rieman speak on the subject.
- 4) WCCC Tuition Policy
- 5) Canvas and Statewide LMS (Learning Management System) – The system would place K12, community colleges, and the University of Wyoming on the same learning platform.
- 6) Pathways Team Updates

Board Chairman Bradley Barker reminded the Board the retreat was being held at the end of the day and he would like to assure sufficient time is allowed for each discussion item. Having said this, he asked the trustees to share with him their agenda item preference(s).

4. APPROVAL ITEM

A. [FY 2019 Laramie County Community College District Budget](#)

Trustee Merrell moved and Trustee Ketcham seconded,

**MOTION:** That the Board of Trustees approves the FY 2019 Laramie County Community College District Budget as presented.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

B. [Call for Mill Levy Election](#) – President Joe Schaffer

Counsel Nethercott asked the Board to please speak audibly because a transcript of the minutes will be included with the resolution presented to Laramie County Clerk Debra Lee. President Schaffer stated the Board directed the College to pursue the placement of a one mill ballot issue on the November 6, 2018, general election ballot during their retreat on January 26, 2018. Their decision to do so was based on the Legislature's anticipated approval of a State match of \$7 million that would be used for the renovation and expansion of the College's Fine Arts Building. The deadline for calling for a proposition to be placed on the November 6<sup>th</sup> ballot is July 18<sup>th</sup>. The resolution presented to the Board for approval calls for a mill levy election that would generate an additional one mill for each of the next four years.

President Schaffer explained Wyoming statute stipulates that in order for a community college district to be established, four mandatory mills must be approved by voters of the district. Statute also provides for the assessment of the permissive one mill levy that was approved by the Board during their June 29<sup>th</sup> meeting. In addition, community colleges are allowed to assess a fifth mill on the district, that again must be approved by the voters of the district. If passed, statute dictates the same proposition is to be placed back on the ballot every other general election (four years) until it is voted down. In 1998, the voters approved a fifth mill. However, the College asked the county clerk to not place the fifth mill back on the 2002 general election ballot, and the assessment of that fifth mill was discontinued. President Schaffer noted further the Foundation has also committed to raising \$1 million in support of the Fine Arts Building Renovation and Expansion. President Schaffer stated he is recommending the Board approve the adoption of the resolution formally calling for an election. The language to be placed on the November 6, 2018, general election ballot is included in the resolution.

For the Record, President Schaffer read the following ballot language.

*Shall Laramie County Community College District be authorized to levy an additional one (1) mill on the assessed value of the District (Laramie County) for the purpose of renovating and expanding educational facilities as allowed by state law? The one (1) mill would be in effect for four (4) years and is necessary in order for LCCC to receive \$7 million in state funding currently authorized by the legislature. Without this one (1) mill levy, the \$7 million in funding from the legislature will be lost.*

FOR THE ADDITIONAL ONE (1) MILL LEVY OF THE LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT

AGAINST THE ADDITIONAL ONE (1) MILL LEVY OF THE LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT

Counsel Nethercott stated for Trustee Lyttle that she assisted in drafting the resolution and that the language is accurate and has also been reviewed by President Schaffer.

Trustee Lyttle moved and Trustee Merrell seconded,

**MOTION:** That the Board of Trustees approves the resolution calling for a one mill levy election of the voters of Laramie County during the 2018 general election to match State and private funding for the renovation and expansion of the Fine Arts Building on the Cheyenne campus of LCCC.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

Trustee Merrell commended the efforts to produce a well thought out method for funding the Fine Arts Renovation and Expansion project, adding it is time Laramie County Community College's performing arts facilities are consistent with those of the other Wyoming community colleges. President Schaffer asked the trustees to please thank the Foundation for agreeing to manage the campaign and its funds. Trustee Lyttle acknowledged the work of the Foundation that will be forthcoming and asked that the trustees be included in the campaign preparations and process. Associate Vice President Lisa Trimble stated the Foundation has signed an agreement with West Edge Collective, who will provide marketing services and develop

campaign messaging and materials that will best communicate the College's goal of enhancing educational opportunities for Laramie County Community College's students and the community. She added the Foundation will engage the Board, faculty, staff, and students to assist with the project.

## 5. BOARD REPORTS

### A. Board Member Updates – Board Chairman Bradley Barker (*Standing Agenda Item*)

No updates were needed.

### B. Finance and Facilities Committee (July 11<sup>th</sup> Meeting) – Trustees Don Erickson and Jess Ketcham

Trustee Ketcham stated the Finance and Facilities Committee found no issues with the financial reports ending June 30, 2018. The next meeting will be held on September 12<sup>th</sup>.

Trustee Ketcham 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 June 30, 2018](#)
- 2) [Current and Auxiliary Fund Budget Reports as of June 30, 2018](#)
- 3) [June 2018 Procurement and Contracting Report](#)

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

## 6. NEW BUSINESS – Board Chairman Bradley Barker

No new business was brought forward.

## 7. ADDITIONAL ITEMS – Information Only

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

## 8. NEXT MEETINGS/EVENTS

- **August 15 (Wednesday)** – Board Retreat – 5:00 p.m. – Petersen Board Room – Board Chairman Barker will shoot an email reminder for retreat items.
- **September 19 (Wednesday)** – Board of Trustees and Foundation Board Dinner – 5:30 p.m. – Clay Pathfinder Building, Room PF 108; Board Meeting – 7:00 p.m. – Petersen Board Room
- **October and November – Suggested Dates**
  - Wednesday, October 17
  - Wednesday, November 7 (day after the election) or Wednesday, November 14
- **December 5 (Wednesday)** – Oaths of Office/Election of Officers

The Board agreed to the following October and November dates.

- Wednesday, October 17
- Wednesday, November 7

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

Board Chairman Barker introduced Janine Thompson, a candidate for the office of trustee.

**10. ADJOURNMENT** of the July 11, 2018, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Bradley Barker

Trustee Soto moved and Trustee Merrell seconded,

**MOTION:** That the Board of Trustees adjourns the July 11, 2018, Board Meeting of the Laramie County Community College District Board of Trustees.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

Board Chairman Bradley Barker adjourned the July 11, 2018, Board Meeting of the Laramie County Community College District Board of Trustees, as so moved.

Respectfully submitted,

Vicki Boreing  
Board Recording Secretary