

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, JANUARY 23, 2019, PETERSEN BOARD ROOM, ADMINISTRATION BUILDING, LARAMIE COUNTY COMMUNITY COLLEGE

Board Present: Board Chairman Jess E. Ketcham, Vice Chairman Wendy Soto, Secretary Bob Salazar, Treasurer Don Erickson, Trustees Brenda Lyttle, Carol Merrell, and Janine Thompson, ACC Ex Officio Butch Keadle, and Student Ex Officio Austin Babcock

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; Administrator and Faculty Members Kim Bender, Dave Curry, Meghan Kelly, Jill Koslosky, Susie Lemaster, and James Miller; and Legal Counsel Tara Nethercott

Visitors: Ken Tobin and Will Wedemeyer (Tobin and Associates), Zach Ward (Wingspan)

**1. CALL TO ORDER** of the January 23, 2019, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Jess Ketcham

Board Chairman Jess Ketcham called to order the January 23, 2019, Board Meeting of the Laramie County Community College District Board of Trustees at 7:04 p.m.

**2. MINUTES** – The [November 7, 2018](#), and [December 5, 2018](#), Board Minutes – Board Chairman Jess Ketcham

Trustee Merrell moved and Trustee Salazar seconded,

**MOTION:** That the Board of Trustees approves the November 7, 2018, and December 5, 2018, Board Meeting minutes as written.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

**3. REPORTS TO THE BOARD**

A. Staff Senate – Shauna Best, President – No Report

B. Faculty Senate – Nate Huseman, President – No Report

C. Construction Update – Vice President Rick Johnson

- Ludden Library – Looks fantastic and much of the finish work is in place.
  - o Randy and Yvonne Ludden will tour the facility on January 30<sup>th</sup>.
  - o Substantial completion is targeted for February 11<sup>th</sup> with full completion by February 18<sup>th</sup>.
  - o Library staff will move into the facility in a methodical way that will be helpful to them.
  - o The project is \$3,000 under budget.
- Residence Hall – The loan will be closed tomorrow, Thursday, January 24<sup>th</sup>. The College will have immediate access to the money; the College has been fronting all the project costs to this point. Cost estimates should be finalized by Monday, February 4<sup>th</sup>. The project is scheduled for breaking ground in early April.
- EEC Renovation and Move – The IT folks currently located in the Fine Arts Building will be moving to the basement of the EEC building along with Institutional Effectiveness Associate Vice President Kim Bender and his staff from Institutional Research, Institutional Projects, Sponsored Awards and Grants, and Integrated Technology. The move should be completed in late spring. Some cost recovery for the EEC renovation is built into the bridge financing for the Fine Arts

Building's renovation and expansion. The EEC Building's lower level project is inherent in the Fine Arts project, because the Integrated Technology staff will need to be moved from the Fine Arts Building as part of that renovation project. Tobin and Associates is finalizing the design and accompanying costs, which will be brought to the Board for approval, as a component of the Fine Arts project's budget. The One Mill Fund balance may need to be tapped to cover some of the cost.

- Fine Arts Renovation and Expansion – This project is run by the Construction Management Division (CMD) staff. The College's stakeholders in the Fine Arts project re-validated the schematic design (Level II Plan) to make sure what was decided about a year-and-a-half ago still makes sense. Some minor tweaks were recommended, and a little adjustment of the auditorium's exterior will be necessary because of the library's renovation. Contractor proposals for the Construction Manager at Risk (CMAR) are due tomorrow with the submissions to be disclosed by CMD on Friday. The evaluation and selection of a CMAR should be finished within the following two weeks. The project's architect Semple Brown and the CMAR will work together in the design development phase to fine tune the cost estimates and develop construction documents. The project's construction time has lost about month due to the CMD assuming responsibility for the construction contracts. However, that one month's time actually helped with the EEC renovation timeline. The project is predicted to start late June or early July with the renovation portion completed by July 2020 and the auditorium completed by December 2020. Bridge financing will provide funding until the one mill funds from the successful mill levy are available in September. RFP submittals for the bridge financing have been evaluated and narrowed down to two bidders. Negotiations are underway with one bidder with the hope to have bridge financing in place during the next week or two.
- ACC Classroom Expansion – The project is scheduled for a mid-May start and an end-of-August completion. A September completion may be necessary.

Trustee Erickson asked if plans for Dr. Bender's office had been discussed. President Schaffer said not at this time.

#### D. Pathways Update – Vice Presidents Clark Harris and Judy Hay

Vice President Judy Hay reported the following:

- Faculty and staff came back from the semester break with renewed energy. The co-leads conducted three-hour sessions with their charter teams during the in-service week and accomplished a lot. The teams also met with other teams to discuss overlapping areas. President Schaffer, Vice President Harris, and Vice President Hay gleaned a lot from the meetings they were able to attend.
- Implementation of the EAB Navigate program has begun. The implementation will be a big job, and staff are ready for it. A kick-off meeting has taken place.
- The Pathways (Eagles Academies) are on tonight's agenda for approval.
- Project timelines will be reviewed soon to assess if the Pathways Initiative is on track. Public Relations is being consulted on how best to publicize the projects for the recruitment of Fall 2019 semester students.

## 4. PRESIDENT'S REPORT

### A. Legislative Update

President Schaffer asked the trustees to provide guidance on how they want their positions on potential legislation shared, for example, when he is asked to testify on a particular Senate File or House Bill. He was especially interested in the Board's guidance when an amendment is introduced, because the amendment process can take place rapidly not allowing time for full board input.

He noted the following communication processes that have been part of this discussion:

- The seven community college presidents convene with WACCT Executive Director Erin Taylor and come to a consensus about the position they want Executive Director Taylor to present to the WACCT Board. Trustee Erickson and Trustee Salazar are the Board's representatives on that Board.
- Some of the community college boards want all position statements to be brought back to their individual boards.

The trustees had the following input and perspectives:

- Executive Director Taylor has requested feedback on three bills.
- Having the WACCT speak for the Board is the Board's call.
- Some of the WACCT board members referred to their board policy. In the absence of a policy, the process and expectation of the Board becomes murky. Some of the presidents have interpreted their policies as giving them such authority.
  - o The most applicable LCCC policy would be Policy 1.3.1 Responsibilities of the CEO that delegates authority to the president as defined in that policy.
- What happens if the LCCC Board has a dissenting vote? Are Trustee Erickson and Trustee Salazar to vote according to what the LCCC Board supports, or do they vote on what they think is best?

Board Chairman Ketcham, Trustee Merrell and Trustee Lytle stated they are comfortable deferring to Trustee Erickson and Trustee Salazar and believe they would know when a decision would need full board input.

The following legislation was reviewed by President Schaffer:

- **Senate file 75 Repeal gun free zones and preemption amendments.** AN ACT relating to concealed weapons; repealing gun free zones; providing for the carrying of concealed weapons as specified; clarifying that only the state legislature may regulate firearms, weapons and ammunition as specified; amending a definition; and providing for an effective date.

SF 75 failed in committee with a three-two vote. The room was packed, and no one spoke in favor of this legislation.

- **HB 183 Repeal gun free zones and preemption amendments-2.** (A mirror bill of SF 75) AN ACT relating to concealed weapons; repealing gun free zones; providing for the carrying of concealed weapons as specified; clarifying that only the state legislature may regulate firearms, weapons and ammunition as specified; defining a term; amending a definition; and providing for an effective date.

HB 183 is more likely to be referred out of committee. President Schaffer testified in opposition to bill this morning. He believed the trustees would say this is a local issue and that the Board would be against carrying firearms on campus. Trustee Erickson concurred and stated Executive Director Taylor has asked to have the all the community college Boards' position on this confirmed.

- **SF 43 Hathaway scholarship eligibility.** AN ACT relating to higher education; modifying portions of the Hathaway scholarship program; modifying an eligibility requirement for the Hathaway provisional opportunity scholarship; amending success curriculum provisions to qualify for Hathaway honor or performance scholarships; specifying applicability; and providing for an effective date.

The legislation sets a sunset for the Hathaway Scholarship, requires a comprehensive review of the program, and allows some Career and Technical Education (CTE) course work to become part of the program. President Schaffer stated SF 43 is primarily driven by the CTE Teachers Association and that the community college presidents generally support it and believe the WACCT does as well. Trustee Erickson stated the WACCT Board has taken a "wait and see" position, noting, however,

that the senate file appears to be moving forward with a great deal of understanding that the legislation is beneficial for students who are looking for a career in the field of career and technical education.

- **SF 111 Community colleges-bachelor of applied science programs.** AN ACT relating to postsecondary education; amending authorized academic programs at the community colleges; providing for community college commission approval of the baccalaureate degree programs; conforming Hathaway scholarship statutes; and providing for an effective date.

President Schaffer stated the legislation would create a pathway for community colleges to offer a bachelor of applied science (BAS) degree that aligns with many of the College's associate of applied science (AAS) degrees for students who wish to step into management and higher level positions. Locally, the ability for the College to do this is one of the eight strategies of the Forward Greater Cheyenne initiative that rolled out last week. In that report, Laramie County was noted as being 14<sup>th</sup> out of 382 metropolitan statistical areas measured for educational attainment of an associates' degree. However, Laramie County ranks at the bottom for the attainment of bachelors' degrees. More important to note is that while Laramie County's attainment of a bachelor's degree is decreasing, other statistical areas are experiencing an increase in the number of conferred bachelors' degrees. President Schaffer stated one of the first factors site selectors consider when contemplating bringing jobs to a community, especially in the areas of scientific, technical, and professional careers, is educational attainment. Because of this, Laramie County may be written off early in the selection process.

The Casper Development Authority and the tribal councils on the Wind River Reservation also support the legislation, and Executive Director Taylor has said the economic communities across the state are supportive. Conversely, the University does not support the legislation; the belief is such legislation opens the door to massive mission creep that will lead to other four-year institutions in Wyoming. The University could offer the same bachelor of applied science degree but has not indicated an interest in doing so. President Schaffer stated the legislation should be viewed as augmenting what the University is doing, so that educational attainment can be raised across the board. The legislation would expand the function of the WCCC, who would have the authority for approving the BAS. Some 24 states have developed a process for providing a BAS. Trustee Erickson shared Arizona has a different arrangement where the degrees are conferred by the universities rather than the community colleges.

Counsel Nethercott, speaking as Senator Nethercott, stated the *Wyoming Tribune Eagle* article was not journalism at its finest and unfortunately pitted the community colleges against the University. In addition, the Wyoming Tribune-Eagle reporter made no attempt to contact any of the bill's sponsors of which she is one. The headline inferred the bill was addressing a straight bachelor's degree, and that is not correct. She reiterated that the bill is being driven by communities across the state, not the community colleges. The goal is to provide educational opportunities in the State's communities where the community colleges reside. The bill does not preclude the University from offering a BAS.

President Schaffer stated his concern is that Wyoming is lagging so far behind in baccalaureate attainment, ranking 48<sup>th</sup> in the nation ahead of only Nevada and Alaska. Wyoming's graduates would have to triple in number to 8,000 per years to compete with Nebraska and Utah. The University needs to double down on the offerings that are unique to them. Forward Greater Cheyenne's original recommendation was to convert two community colleges to universities. President Schaffer pushed back on that because the mission of the community college would be lost. President Schaffer stated that if the Board takes a position, he will represent that position. The bill will be before the Senate Education Committee on Friday morning. Trustee Erickson stated the

WACCT has not taken a position, adding the trustees are volunteers who look to the President, President's Cabinet and professionals for advice.

Trustee Erickson said he could not support the legislation as it is currently written. Trustee Salazar stated a definite need exists for offering a BAS degree to serve the College's students, but he does not wish to compete with the University. Also, he would also not want the introduction of a BAS at the College to be an unfunded mandate. President Schaffer stated the College does have staff who would be able to teach the courses. The only revenue would come from the re-calibration if the College realized an increased enrollment and the tuition and fees from that increased enrollment.

In response to Trustee Lyttle's question regarding whether a trustee could speak in favor of a bill when no Board consensus has been reached, President Schaffer advised if a trustee were to do so, they should clearly state that their comments do not represent those of the Board.

Following discussion and friendly amendments to the language, Trustee Soto moved and Trustee Lyttle seconded,

**MOTION:** That the Board of Trustees supports the concept of community colleges being able to confer BAS degrees within the community college structure.

**DISCUSSION:** None

**MOTION CARRIED with one abstention by Trustee Erickson abstained.** Trustee Erickson stated he does not like the idea of the College being pitted against the University and the University being pitted against the College.

President Schaffer said UW President Nichols and he agreed that the College and the University will continue to be good partners. The College's students will continue to transfer to the University and will continue to be provided with developmental education. Wyoming is dependent upon the partnership between the community colleges and the University. President Nichols is a wonderful leader and the right president for the University. The bill is more about rethinking the way the high education system is designed and not about pitting the community colleges against the University; it's about stepping up our game to do better for Wyoming's populace. President Schaffer encouraged the Board, on or off the record, to speak about the legislation, which should be viewed as catalyst for a successful higher education system that includes the University and the community colleges. Senator Nethercott added that's the sponsors' position as well.

#### Other Legislation

- **SF 122 Wyoming works program.** AN ACT relating to education; establishing the Wyoming works program at community colleges; providing for grants for students and funding for community college technical programs approved to meet labor and economic development needs; specifying requirements for student grants and for community college program funding; providing for administration; requiring reports; re-appropriating funds; providing an appropriation; specifying funding distributions; and providing for an effective date.

President Schaffer stated the legislation is receiving strong support and he hopes it moves quickly to the House.

- **HB 34 Nonresident tuition and fee rates.** AN ACT relating to higher education; requiring the University of Wyoming and community colleges to charge nonresident tuition and fees as specified; specifying applicability; authorizing implementation; and providing for effective dates.

The legislation states: A student who does not qualify for resident tuition under this section shall pay a rate at least twenty percent (20%) higher than the rate of resident tuition. If the University of Wyoming establishes a separate nonresident fee schedule, nonresident fees shall be established at a rate at least twenty percent (20%) higher than the resident fee rate.

President Schaffer stated the legislation would create revenue, but he does not know the pros and cons at this point.

- **HB 80 School capital construction-supplemental budget.** AN ACT relating to supplemental appropriations for school facility needs; modifying prior appropriations relating to school facilities; making additional appropriations relating to school facilities; making certain appropriations subject to specified terms and conditions; providing for a transfer of funds; and providing for an effective date.

The bill is in the Joint Appropriations Committee (JAC). The House moved to make several additions to the capital construction funding budget. One of those was to provide \$4.5 million with a two to one match for the College's Recreation and Athletic Center (RAC). The JAC stripped all of the additions out of the legislation and will meet in the morning with the goal of developing a joint capital construction bill that will not include the RAC. President Schaffer shared as a matter of information, that with or without State funding, the project will likely have to be brought back through the Commission and to the Legislature for proportionate funding due to construction and material cost price escalations.

- **SJR 0005 Homeowners bill of rights.** A JOINT RESOLUTION proposing to amend the Wyoming Constitution to require voter approval before any mill levy, property tax assessment percentage, tax on real estate transactions or tax on real estate services can be imposed or increased.

President Schaffer stated the belief is that there is a gross over representation of people who do not own property, and those people are voting for a smaller proportion who do own property. So, the argument becomes "taxation without representation," and because of this, the need for testing that twice. The bill requires a vote of the population to request a vote of the population; i.e., the same voting population would be asked to vote twice. The intent is to create a hurdle making the assessment of an additional tax (levy) more difficult. The resolution is scheduled to go to the Revenue Committee. Counsel Nethercott advised the bill should be monitored closely.

#### B. [Draft Board of Trustees Retreat Agenda](#)

President Schaffer said the agenda will be prepared as drafted.

Board Chairman Ketcham asked the Board to move their discussion to agenda item 6. Approval Items.

### 5. WORK ITEMS

- A. Senior Employee Residency Requirement Policy – Chairman Jess Ketcham, Executive Director of HR Tammy Maas, Legal Counsel Tara Nethercott

Executive Director Maas shared the results of her research on establishing a residency requirement for employees. The proposal would require directors and above to reside in Laramie or Albany County. This would apply to all new hires; all current non-residents would be grandfathered.

Reasons for implementing such a requirement would include:

- economic impact
- commitment to the community
- emergency response

A residency requirement is used primarily for first responders and to encourage employees to have a stake in their community. The requirement dates back to when transportation was limited. Some states have repealed their residency requirement, while some municipalities and businesses still require residency within the city or county limits. Three out of 18 LCCC administrators live outside Laramie County. Three out of 46 managerial employees live outside of Laramie County. A total of 34 out of 358 employees live outside of Laramie County. Total compensation for the 34 employees who live outside of Laramie County is \$3,080,169.34. Consideration should be given to free choice, loss of tax revenue, and dissuasion of applicants.

Counsel Nethercott noted the proposal is more informational, so that the Board can determine if they would like to move forward with the development of a policy. Counsel Nethercott also provided an in-depth memorandum qualified as a "Privileged and Confidential Attorney Client Communication." She noted the memorandum contains information on how some states have been challenged by residency requirements. Generally, establishing such a requirement would be lawful, if the Board justifies their reason for the policy. If the Board chooses to move forward with the policy, their rationale must be stated. Proclaiming too many tax dollars are going out of the county would not be sufficient justification.

In response to Trustee Thompson's question of whether the establishment of such a policy would lead to the College losing good faculty and staff, Counsel Nethercott stated the analysis is not clear. Executive Director Maas clarified the residency requirement would not include faculty; the requirement would be for directors and above. Counsel Nethercott continued that when an applicant's residence is limited, a deterrent effect could result. Executive Director Maas stated, as one source, that when a residency requirement was established for Laramie County School District No. 1 in 2015, a decline in applicants did not occur. Counsel Nethercott cited one example in her memo where WAFB's residency requirement for higher ranking officials was struck down. Executive Director Maas, added as a matter of information, that the College has faculty in foreign countries teaching online courses.

Board Chairman Ketcham stated the College needs people associated with the College out in the community, especially when information needs to be shared about critical issues involving the College such as the mill levy. If they're living in Colorado, the College is not getting their full focus. Trustee Lyttle said her husband was involved in the Laramie County School District No. 1 decision to implement a residency requirement. The reasoning was that someone at the superintendent or administrator level should be engaged with and knowledgeable about the community.

President Schaffer suggested the Board charge him with drafting a policy with a couple of options that would involve a two-step process—1) the Board's review and 2) routing of the proposed policy through the internal process.

Trustee Merrell moved and Trustee Lyttle seconded,

**MOTION:** That the Board of Trustees directs the Board's Legal Counsel Tara Nethercott and President Schaffer to develop a draft policy on residency requirements for senior employees and to bring back for the Board's consideration. Following that review, the Board may act to move forward or vote down advancing the policy.

Trustee Soto requested an opportunity to review the memo provided to the Board by Counsel Nethercott, to table the motion, and to bring the agenda item back for discussion during the Board's February 20<sup>th</sup> meeting. Trustee Merrell stated she would withdraw her motion, which had been seconded by Trustee Lyttle.

Trustee Soto moved and Trustee Erickson seconded,

**MOTION:** That the Board of Trustees tables the motion made by Trustee Merrell and seconded by Trustee Lyttle.

**DISCUSSION:** None

**MOTION CARRIED** with one abstention from Trustee Merrell

Trustee Erickson stated a motion will need to be made to bring the discussion back off the table. Counsel Nethercott stated her memo provides factors in bold that the courts have identified as being legal justification for a statutory requirement or policy. The trustees should be prepared to state at the February 20<sup>th</sup> meeting whether they want to move forward with the policy, who the policy should affect, and why.

Board Chairman Ketcham asked the Board to move their discussion to agenda item 7. Board Reports.

## 6. APPROVAL ITEMS

A. New Certificate Programs – Vice President Clark Harris

- 1) [Electrical Technology Certificate](#)
- 2) [Industrial Systems Technology Certificate](#)
- 3) [Plumbing Technology Certificate](#)

Industrial Maintenance Instructor Dave Curry shared information about the need for the certificate programs and the support received from the industry partners and LCSD No.1.

### Some Highlights

- Industry partners are wanting students with the 18-hour credit certification.
- Students become candidates for employment upon completion of the 18-hour credit certificate.
- Students who have not decided on a trade they would like to pursue enroll in the Industrial Systems certification (two semesters) that will assist them in making that decision. Students can enter the job market upon completion of this certification or can move onto achieving a credit diploma (two additional semesters) in a specific trade—HVAC, Building Technologies, Industrial Maintenance, Electrical, Plumbing, Wind Energy.
- Colorado-based Encore Electric out of Colorado approached the College about an Electrical Technology program. They bus 60 to 80 electrical technicians to Cheyenne every day.
- Encore Electric and the IBEW electrical union reached out to the College last fall and are willing to assist the College in any way they can. IBEW stated they could take 30 technicians a year for as long as the College could provide them.
- Laramie County School District No. 1's administrators, counselors, and instructors, who were once concerned about graduates being able to earn a living wage, are now on board with these programs. Work is now taking place on being able to get into the junior high schools to talk to those students.
- LCCC has jumped on board with the National Center For Construction Education and Research (NCCER), which is recognized by the construction industry as the training, assessment, certification and career development standard for the construction and maintenance craft professional. The NCCER is a leader in construction training, education, workforce development and accreditation. <http://www.nccer.org/>
- The College has nine qualified craft instructors.
- Electrical and plumbing industry partners are offering their journeymen to serve as adjunct instructors.
- A Train the Trainer Program will be held on May 23<sup>rd</sup>. Laramie County School District No. 1 shop instructors and Construction Trades (CT) instructors are going to start offering NCCER curriculum through the College in the high schools. The goal is to get as many of the high school CT instructors to teach as much of the Common First Semester curriculum as possible.
- An overarching Technical Studies AAS degree with general education courses is being considered for all programs under technical, including those listed above and the auto tech, auto body, diesel, and welding programs.

- The College now has a unified advisory committee instead of individual advisory committees for program areas.
- Trustee Thompson asked why would a student would go through LCCC's training program rather than that offered by, for example, the IBEW. Mr. Curry stated he posed the same question to a union representative who stated that a student who seeks employment after successfully completing their two-year credit diploma at LCCC automatically has a seat at the table for an interview or an apprenticeship. Both Encore Electric and IBEW are open to having a student intern with them after the student has completed their first two semesters and applying that time toward their apprenticeship.

Trustee Erickson asked the Board to consider the certificate programs' approval during this evening's meeting, even though the program approvals were being brought to the Board for action without an opportunity for prior review.

Trustee Lyttle moved and Trustee Soto seconded,

**MOTION:** That the Board of Trustees approves the following certificate programs and that the programs be brought forward to the Wyoming Community College Commission for final approval.

- Electrical Technology Certificate
- Industrial Systems Technology Certificate
- Plumbing Technology Certificate

**MOTION CARRIED** unanimously.

President Schaffer stated Trustee Lyttle is correct that the next step for a graduate of these programs would be a bachelor of applied science degree.

B. [Annual Academic Program Review](#) – Associate Vice President of Institutional Effectiveness Dr. Kim Bender

Dr. Bender noted [Policy 10.2 Academic Program Review](#) requires an annual report be provided to the Board of Trustees on the current year's program reviews. His report includes: an Executive Summary, the main report, and appendices. The appendices contain the eight programs' reviews, the academic program review rubric, and a listing of best practices that emerged from the program review experiences. The eight programs reviewed during 2017-2018 were:

- Agriculture
- Criminal Justice
- Dental Hygiene
- Engineering Tech
- Health Sciences
- Industrial Maintenance and Technical Studies
- Mass media – Multimedia
- Mathematics

Highlights

- The College submitted its Systems Portfolio Appraisal Feedback Report to HLC (Higher Learning Commission) in December 2018. The HLC is phasing out the AQIP (Academic Quality Improvement Program) process. However, the College will be expected to comply with this pathway's expectations through its Comprehensive Quality Review site visit in October 2019. The HLC team members will likely interview faculty, administrators, staff, and trustees.
- The program review process begins with a self-study in the fall of each year.
- A peer review committee rates the self-studies in February and again in April.
- Six programs will prepare self-studies for the fifth cycle of program review (2018-2019).

- Assessment planning has been a persistent challenge and is improving slowly. The College should begin seeing improvement in the sixth program review cycle (2019-2020) as programs are cycling through for the second time.
- The program self-studies show all programs are identifying and responding to stakeholder needs. The mechanisms used to support this include advisory board input, employer surveys, professional standards, and special accreditation certification.
- Faculty engagement in program review has created some awareness about CQI (Continuous Quality Improvement).
- The program leads for the next year's program review wear the hat of a reviewer before they have to write a self-study. This serves as an opportunity for introduction to the process.
- The self-studies are improving each year. Some programs are showing significant improvement with ratings improving by a full or half point.
- An opportunity for program review to align with Guided Pathways 2.0 developments is emerging, especially for inserting data resources related to Pathway program outcomes.

Trustee Lyttle applauded the program review process, which is based on data, program outcomes and community need and asked if positive outcomes were being seen. Dr. Bender responded student outcomes are addressed in the planning for competencies and the delivering of the curriculum. President Schaffer explained for Trustee Erickson the executive summaries are linked to each program listed in the dinner meeting box at the top of the agenda.

Trustee Erickson moved and Trustee Merrell seconded,

**MOTION:** That the Board of Trustees accepts the annual program review report, including individual reports as presented during the Board's dinner meetings on December 7, 2018, and January 23, 2019 into the formal record of proceedings. with the identification of the program reviews heard (listed below).

- Agriculture
- Criminal Justice
- Dental Hygiene
- Health Sciences
- Industrial Maintenance and Technical Studies
- Mass media – Multimedia
- Mathematics

**MOTION CARRIED** unanimously.

- C. [Guided Pathways – Approval of Pathways \(Eagles' Academy Structure\)](#) – President Schaffer, Eagles' Academies Co-Leads Dean of Students Dr. James Miller and Librarian Meghan Kelly

Co-Lead Meghan Kelly shared the following:

- A charter team and a team of 40 consultants were assembled about a year ago. The group devised a plan and a timeline for developing an Eagles' Academy structure.
- The plan's first draft was distributed to the faculty during the fall in-service and to community members.
- The goal was to determine common coursework. The structures were then taken to the Academic Leadership Team and President's Cabinet for approval. From there, the structures were distributed to the Learning Leadership Team, Faculty Senate, and Staff Senate for information.
- The Board is being asked to approve the structure and program groups, so preparation for introducing the Eagles' Academies in the fall can begin.

Trustee Lyttle moved and Trustee Merrell seconded,

**MOTION:** That the Board of Trustees approves the LCCC academic Pathways and program groupings as presented, with the understanding that some program options may change as a result of further Guided Pathways work.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

D. [Andrikopoulos Business and Technical Building Façade](#) – Vice President Rick Johnson

Following an extensive discussion about the selection of either Option 1 or Option 2 for the building's façade, their design, textures, stone work, maintenance, colorization, and cost, which was pretty much the same for both,

Trustee Merrell moved and Trustee Lyttle seconded,

**MOTION:** That the Board of Trustees approves and selects design Option 2 and the expenditure of up to \$1,090,000 in Major Maintenance funding for the rehabilitation and improvement of the exterior façade on the Andrikopoulos Business and Technology Building.

**DISCUSSION:** Additional discussion was held to help discern the trustees' preferences.

**MOTION CARRIED** with three yeases (Trustees Merrell, Lyttle, and Thompson) and three noes (Trustees Erickson, Salazar, and Soto). Board Chairman Ketcham broke the tie with a yes vote for Option 2. (POSTSCRIPT TO MINUTES: Trustee Thompson later reviewed the options with Mrs. Andrikopoulos, who also chose Option 2.)

President Schaffer pointed out the \$1,090,00 estimated cost will require legislative approval unless a current movement in the Legislature to increase the amount requiring legislative approval from \$1 million to \$1.5 million succeeds. The plan is to do this work over the summer but that will not be possible if legislative approval is required.

E. [Building Authority Position](#) – President Joe Schaffer

Trustee Erickson moved and Trustee Salazar seconded,

**MOTION:** That the Board of Trustees recommends Dr. Marty Carroll continue to serve on the LCCC Building Authority for an additional term through December 31, 2021.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

Board Chairman Ketcham asked the Board to move their discussion back to agenda item 5. Work Items.

**7. BOARD REPORTS**

A. Board Member Updates – Board Chairman Jess Ketcham (*Standing Agenda Item*)

No Report

B. Finance and Facilities Committee (January 16<sup>th</sup> Meeting) – Trustees Don Erickson and Janine Thompson

Trustee Erickson reported the Finance and Facilities Committee was provided information concerning the following:

- Construction projects
- An RFP for an agriculture master plan
- Workers Compensation claims

Trustee Erickson moved and Trustee Soto seconded,

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

- 1) [Current and Auxiliary Fund Balance Sheet Reports as of December 2018](#)
- 2) [Current and Auxiliary Fund Budget Reports as of December 2018](#)
- 3) [Procurement and Contracting Report December 2018](#)

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

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

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

Mr. Keadle opted to share just the following in the interest of time:

- The 16-week block started yesterday.
- The number one priority is a BOCES in Albany County School District No. 1.

B. Student Ex Officio Trustee – Mr. Austin Babcock

Mr. Babcock reported on the following:

- The ongoing Week of Welcome will include an open house tomorrow from 12 to 2 p.m. in the Crossroads Building. The open house will showcase the IT Support Help Desk, Student Veterans' Lounge, Student Engagement and Diversity Office, and High School Programs/Gear-up.
- President Schaffer will be presenting recommended course fee changes to the SGA Tuesday, January 29<sup>th</sup>.
- Student Activity Fee Allocation applications will be accepted beginning January 28<sup>th</sup> through February 22<sup>nd</sup> for the 2019-2020 academic year. Presentations in support of the requested funding will take place in March followed by the SGA senators deliberations and subsequent allocation recommendations in April.
- A blood drive will be held on February 28<sup>th</sup>
- A content analysis on the Senators' Meet and Greet held last year in which 68 students participated is underway. Students who live on campus were targeted for their input. The report should be ready next month.

In response to Trustee Merrell's request during the January 23<sup>rd</sup> Board meeting about attendance at SGA meetings, Mr. Babcock stated the meetings are open to the public and the agendas for the SGA's Tuesday meetings are usually available late Monday. ((POSTSCRIPT TO MINUTES: Trustee Merrell was added to the agenda email distribution list for the SGA meetings.))

Board Chairman Ketcham moved and Trustee Lyttle seconded,

**MOTION:** That the Board of Trustees names Trustee Merrell the Board's student liaison.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

9. **NEW BUSINESS** – Board Chairman Jess Ketcham  
A. Officer Terms and Selection – Board Chairman Jess Ketcham

Because the meeting was running late, Board Chairman Jess Ketcham asked that this item be placed on the February 20<sup>th</sup> Board meeting agenda.

10. **ADDITIONAL ITEMS** – Information Only – Board Chairman Jess Ketcham  
A. [Historical List of Board Motions](#)

11. **NEXT MEETINGS/EVENTS** – See Google Calendar for details.

- February 1 (Friday) – Board Retreat
- February 7 (Thursday) – WACCT Conference, Legislative Reception, and Awards
- February 8 (Friday) – WCCC Meeting and Trustees and Commissioners Lunch
- February 20 (Wednesday) – Board Meeting
- March 20 (Wednesday) – Board Meeting
- April 17 (Wednesday) – Board Meeting
- May 15 (Wednesday) – Board Meeting
- June 19 (Wednesday) – Board Meeting

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

No member of the public requested an opportunity to address the Board.

13. **EXECUTIVE SESSION** – An executive session will be held to discuss a possible naming opportunity.

Prior to the adjournment of the Board meeting,

Trustee Soto moved and Trustee Salazar seconded,

**MOTION:** That the Board of Trustees convenes an executive session to discuss a possible naming opportunity; donor requested the information be kept confidential.

**MOTION CARRIED** unanimously, and the executive session was convened at 10:16 p.m.

14. **ADJOURNMENT** of the January 23, 2019, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Jess Ketcham

Following the adjournment of the executive session,

Trustee Soto moved and Trustee Erickson seconded,

**MOTION:** That the Board of Trustees adjourns the January 23, 2019, Board Meeting of the Laramie County Community College District Board of Trustees.

**DISCUSSION:** None

**MOTION CARRIED** unanimously, and the January 23, 2019, Board Meeting was adjourned at 10:36 p.m., as so moved.

Respectfully submitted,

Board Recording Secretary  
Vicki Boreing