

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, MAY 15, 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, 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; Executive Director Tammy Maas, Health Science and Wellness Dean Starla Mason, Budget Director Jayne Myrick, and Legal Counsel Tara Nethercott

Visitors: Brianna Garcia and Zach Ward (*Wingspan*)

1. **CALL TO ORDER** of the May 15, 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 May 15, 2019, Board Meeting of the Laramie County Community College District Board of Trustees at 7:18 p.m.

2. **MINUTES** – Approval of the [April 24, 2019, Board Meeting Minutes](#) – Board Chairman Jess Ketcham

Trustee Salazar moved and Trustee Merrell seconded,

MOTION: That the Board of Trustees approves the April 24, 2019, 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

- **ACC** – Vice President Johnson showed photos of the construction underway. A slab will be poured on the northeast corner next week. The erecting of some of the steel is delayed because of other contract work. The project's schedule will be re-ordered to compensate for the loss of time.
- **Andrikopoulos Business and Technology Building** – The project is still on schedule to begin the end of May or early June. Bids for the project are due May 23rd. The interior work should be completed before the start of the semester in August; the exterior in November.
- **Fine Arts Building** – The Construction Management Division (CMD) is raising some different perspectives on the release of bid packages. They would like to combine bid packages; the College would like to release some of the bids earlier to capitalize on the current bidding environment and to assist with meeting the completion date by fall semester 2020. Design development is virtually finished. On May 31st another Guaranteed Maximum Price will be calculated. Hopefully, other arrangements with the State will be finalized, and the bid packages will be on the street soon after.
- **Residence Hall** – The foundation is being excavated. Water was unearthed today. This was expected because water has been found in some places six feet from the soil surface. The contractor continues to seek ways to reduce construction costs, and the project is on schedule.
- **EEC (Education and Enrichment Center)** – The contractor is moving the project at a very rapid pace with the intent of meeting the August 20th deadline.

Trustee Lyttle asked how the development of the Sweetgrass project might affect the College's construction projects. Vice President Johnson stated a high level of construction that will stress the labor market can be expected. Across from the Training Center, a restaurant, bowling alley, and convention center are to be built. When that construction begins at some point in the future, the labor market will again be stressed. In addition, if the convention center does materialize and is as big and as busy as they hope, vehicle traffic could create complications with the flow of traffic in the Sweetwater and LCCC communities.

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

With the semester's end, activity was minimal and did not necessitate an update.

4. PRESIDENT'S REPORT

A. Golden Eagle Athletics Strategic Directions

President Schaffer shared the discussion held with Vice President Judy Hay, Athletics Director Clark Rasmussen, and Foundation Development Committee member Billie Addleman. The discussion focused on bringing a more cohesive direction for athletics that would merge three directives.

- 1) Renovation of the RAC
- 2) Continued increase in the number of scholarships for Golden Eagle Athletics to help grow that program
- 3) Establishment of a target for pillars of athletics excellence in the areas of competitiveness, student success, and community engagement

A committee will be established this summer to create a strategic plan for athletics. The group will include members of the Board of Trustees, the Foundation, the Booster Club, and key staff. President Schaffer asked Board Chairman Ketcham to appoint two trustees to represent the Board on the committee. Board Chairman Ketcham asked interested trustees to contact him. He will bring forward his recommendation during the June 19th Board meeting. President Schaffer stated the committee's meeting dates have not yet been determined but anticipated the meetings will take place late June to mid-July.

B. [Commencement](#) – Saturday, May 18, 10 a.m., Storey Gym

Trustees were reminded of Saturday's 10 a.m. Commencement at Storey Gym, the 1 p.m. Nursing Pinning at LCSD#1 Auditorium, and the 3 p.m. HSEC (High School Equivalency Certificate) graduation at Storey Gym. Trustee Erickson will not be available for graduation events this year. Lunch will be provided for the trustees at noon at Storey Gym.

President Schaffer stated this year's number of certificates and degrees—about 800—appears to be setting a record. The increase is attributed to changes in the application process, which is much easier to navigate, and the removal of the graduation fee. The numbers have not yet been confirmed because changes may occur between now and graduation or post-graduation. The College will award 12 credentials to 8 Rediscover LCCC students; 10% of this cohort have already earned a credential. Also, 95% of the graduates have a Wyoming address to which their diploma will be mailed. This speaks strongly to building Wyoming's workforce.

On another topic, President Schaffer asked the Board to be thinking about whether they wish to hold a retreat in August, and if so, the specific areas of focus for the retreat topics. With this in mind, President Schaffer stated he would like to have one or two trustees attend, who are on the boards of colleges who have been cited for excellence and have received, as an example, the Baldrige Award.

5. WORK ITEMS

A. [FY 2020 Budget – 1st Reading](#) – President Joe Schaffer, Vice President Rick Johnson

1) LCCC FY 2020 Budget Presentation

Vice President Johnson stated he was happy to present a balanced budget. He noted this year's budget process was one of the most collaborative, methodical, and smoothest he has experienced to which he gave an enormous amount of credit to Budget Director Jayne Myrick. He also acknowledged the membership of the BPAC (Budget Process Advisory Committee) and BRAC (Budget Resource Allocation Committee) and their contributions to the balanced budget.

Highlights of Vice President Johnson's review of the economic impacts on the proposed FY 2020 Budget included:

- Economic influences of the State's gas, oil, and coal prices
 - o Gas prices up, down, up
 - o Coal production down, down, down
 - o Oil rig increases by a factor of ten in four years
 - o Statewide sales and use tax increase by 11.8%
 - o County sales and use tax increase by \$61.9 million
 - o Statewide severance tax collections increase by 12.3%
- Summary of economic influences
 - o Wyoming's oil production rising
 - o State economy continues to grow
 - o Local valuations appear strong
 - o Colleges reporting even or up valuations
 - o Sizable valuation growth in Laramie County
- Wyoming's labor force numbers
 - o Even in Cheyenne
 - o Up in Casper
 - o Even in Wyoming
- Building permit numbers
 - o Single Family and Multi-Family up in Cheyenne
 - o Single Family down in Casper
 - o Single Family down in Wyoming
- Legislative help
 - o Threshold for project cost requiring legislative approval now \$1.5 million (up from \$1 million) – The Andrikopoulos Business and Technology Building's new façade at a cost of over \$1 million would have required legislative approval before the project could move forward, if the threshold amount had not been increased.
 - o Ceiling on Current Fund rose from 8% to 12%
 - o 2% State Raise (LCCC receives 62% of needed funding.) LCCC will fund a 2% raise for all employees. The Legislature's allocation was only those employees earning less than \$80,000/year.
- Legislative change
 - o Major Maintenance monies will be paid quarterly instead of annually. The quarterly payments will affect the planning for these projects.
- FY 20 Budget Key Drivers – Upside
 - o Tuition cap release from 12 to 15 credits/semester
 - o Tuition increase of 5.3% by Wyoming Community College Commission
 - o Fee increase due to cap release
 - o Completion funding increase (Performance funding model results attributed to course success rates and credentials awarded. Great job, LCCC!)
 - o Continued rise in One Mill revenues

- FY 20 Key Drivers – Downside
 - o The Recapture/Redistribution “hit” last August plays out now.

Vice President Johnson continued with a detailed review of the estimated budget revenue and proposed distributions. He noted some efficiencies were gained across all units where funds were being locked up, for example, for adjunct salaries, that were not being used and could not be used elsewhere. The FY 20 budget’s four major themes are:

- 1) Investing in the College’s people (\$1,444,947 of Proposed Distribution – includes 2% COLA, IT/Trades market adjustments, and Compensation Study Phase II.B salary increases to move remaining employees to 25th percentile) Note: The 25th percentile will be the minimal starting salary for all new employees.
- 2) Funding Guided Pathways
- 3) Tightening Operating Expenses
- 4) Establishing a buffer for the future (investments for uncertainties such as health insurance funding – Board Chairman Ketcham: The State has capped the 100 series. They do not want anymore growth.)

FY 20 Budget Review Highlights

- Total Estimated Funds Available = \$2,152,894
- Total Estimated Revenue = \$47,026,005
- Total Tentative Budget = \$89,565,092
- Endowment Fund – Proposed expenditure of \$500,000 for scholarships (Foundation support nearly \$1 million)
- Plant Fund Budget – Increased by \$11.7 million due to projects underway
- Some new investments include:
 - o Guided Pathways “Chat Box”
 - o Ag Master Plan (includes the whole north side of the campus) – Cost \$112,000
- Investing 73% of the College’s budget in salaries and benefits – If the revenue picture does not improve, monies for new programs will have to come from salaries and benefits. As a result, the College will have to be more judicious about position decisions.
- Meal plans are not being increased. Sodexo requested a 3.5% increase (equates to approximate \$35,000). However, some challenges have occurred in the dining situation that need to be overcome. The survey recently distributed on campus will be used to collect the baseline data for a performance incentive model. If performance standards (to be defined) are met, unspent bookstore revenues will be used to fund \$40,000 to Sodexo.
- The residence halls are full.
- The Children's Discovery Center revenue increased 14%--remarkable.

Trustee Erickson encouraged each trustee to address any additional questions to Jayne by June 12th, so those questions can be addressed during the June 19th Finance and Facilities Committee. That meeting will be held from 10 a.m. to 12 noon in the Petersen Board Room.

Vice President Johnson concluded his remarks, offering his sincere gratitude for the Board’s support, adding it has been his distinct honor to work with them. The trustees returned their gratitude.

6. APPROVAL ITEMS

- A. [Purchase of Paxix 200 Floor-Mounted Radiographic System](#) – Vice President Clark Harris, Health Science and Wellness Dean Starla Mason

President Schaffer stated purchases over \$60,000 that are not included in that fiscal year’s budget must be approved by the Board. The Paxix 200’s cost of \$77,500 will be paid from Perkins fund (\$37,975 – 49%) and from the currently approved One-time funds (\$39,525 – 51%). The Board was shown a video that

demonstrated how the Paxix will be used. The new model will allow radiographic pictures to be taken of any body part with the patient in either a vertical and horizontal position. The current model uses Windows XP and needed to be upgraded. All medical facilities will be implementing the use of the Paxix 200 radiographic system.

Trustee Merrell moved and Trustee Lyttle seconded,

MOTION: That the Board of Trustees approves the expenditure of \$77,500 for the acquisition of a Paxix 200 floor-mounted radiographic system. Perkins funding has been awarded for \$37,975 (49%), and the remaining \$39,525 (51%) is to be paid from currently approved FY19 one-time funds.

DISCUSSION: None

MOTION CARRIED unanimously.

B. [Employee Residency Requirement Policy Draft](#) – Board Chairman Jess Ketcham

Trustee Soto moved and Trustee Lyttle seconded,

MOTION: That the Board of Trustees approves the policy as drafted and asks President Schaffer and Counsel Nethercott to draft a corresponding procedure and move both through the campus approval process.

DISCUSSION: Trustee Lyttle stated her husband John Lyttle, who was the Superintendent of Laramie County School District No. 1 at the time that District implemented a residence requirement policy, reviewed the policy draft. He suggested a change to the language because of the District's experience with a similar policy. Administrators currently living in Laramie County interpreted the language to allow them to move to Ft. Collins, and as the policy read, they could, which defeated the policy's purpose. Knowing this, Mr. Lyttle suggested the following:

Replace the current language in **2.0 PERSONS AFFECTED** "Employees hired or re-hired after July 1, 2019, and that are classified as administrators under LCCC Procedure 6.1.1P(5.0)(B)(1). Employees classified as administrators prior to this date are exempt from this policy." with the following language:

"Employees classified as administrators currently having their primary residence outside of the College's service area of Laramie and Albany counties, prior to July 1, 2019, are exempt from this policy."

Counsel Nethercott at Trustee Lyttle's request reviewed the language prior to the Board's meeting and stated this evening that the suggested change effectuates the intent and addresses the concerns identified.

Trustee Lyttle moved and Trustee Soto seconded,

AMENDMENT TO MOTION: That the Board of Trustees requests the following changes to the policy language.

Replace the current language in **2.0 PERSONS AFFECTED** "Employees hired or re-hired after July 1, 2019, and that are classified as administrators under LCCC Procedure 6.1.1P(5.0)(B)(1). Employees classified as administrators prior to this date are exempt from this policy."

With this language: "Employees classified as administrators under LCCC Procedure 6.1.1P(5.0)(B)(1) and currently having their primary residence outside of the College's service area of Laramie and Albany counties, prior to July 1, 2019, are exempt from this policy."

DISCUSSION: None

AMENDED MOTION carried with five yes votes and two no votes from Trustee Erickson and Trustee Salazar.

Trustee Lyttle will send the suggest language change to Counsel Nethercott.

ORIGINAL MOTION: That the Board of Trustees approves the policy as drafted and asks President Schaffer and Counsel Nethercott to draft a corresponding procedure and move both through the campus approval process.

DISCUSSION: Trustee Erickson explained his “no”. He believes the policy is discriminatory and provincial and is not necessary for dealing with the College’s emergencies. He reiterated his stance that no such policy should exist for any LCCC employee and that the policy is “narrow minded.” He cited the College’s implementation of the College’s Emergency Response Plan, the appointment of acting presidents, and President Schaffer’s prerogative to determine who should be on site in the event of a campus emergency. Trustee Salazar stated the policy increases barriers for employment, which is in contrast to what the College is doing to decrease barriers for student admission. In addition, loyalty cannot be legislated, and a policy will not make that happen; loyalty is an internal decision. He also shared that when his wife worked at EchoStar, 20% of their employees drove from Colorado to work there. Requiring them to live in Wyoming would have been counter intuitive. They just wanted to get a job done. Board Chairman Ketcham stated no provision exists for the College’s president to live in Cheyenne, adding that a vote “yes” for this policy is a vote for LCCC, Laramie County, and Wyoming; a vote “no” would be a vote for Colorado. Trustee Merrell believed requiring the President and his Cabinet to live in Cheyenne was reasonable. Trustee Erickson noted a residency requirement could be written into the President’s contract, and he, too, would agree with that provision. He also pointed out “establishing any necessary procedures” is loosely stated and suggested the language be replaced with “establishing procedures”. During additional discussion, Counsel Nethercott clarified the policy relates only to administrators. The corresponding procedure would need to include provisions for exceptions, if any. Trustee Thompson and Trustee Soto spoke to the perception of some community members that the College has many employees who live in Colorado and also stated they believe in commitment to the community. Executive Director Tammy Maas stated only 3 of 18 administrators live out of state. (POSTSCRIPT TO MINUTES: The 3 of 18 administrators was confirmed post-meeting and is based on the “administrator” definition.)

Board Chairman Ketcham called for the question.

MOTION CARRIED with five yeses and two noes from Trustee Salazar and Trustee Erickson.

President Schaffer stated he will draft an administrative procedure and route the policy and procedure through the approval process after the fall semester begins and faculty are back on campus. Any consultative feedback received will be shared with the trustees.

7. BOARD REPORTS

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

No updates were needed.

B. Forward Greater Cheyenne (FGC) Update – Board Chairman Jess Ketcham

Board Chairman Ketcham did not have FGC action to report.

C. Finance and Facilities Committee (May 8th Meeting) – Trustees Don Erickson and Janine Thompson

Trustee Erickson moved and Trustee Thompson seconded,

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

- 1) [Current and Auxiliary Fund Balance Sheet Reports as of April 2019](#)
- 2) [Current and Auxiliary Fund Budget Reports as of April 2019](#)
- 3) [Procurement and Contracting Report April 2019](#)

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 thanked Vice President Johnson for the update given on ACC expansion project. Some progress has been made about the establishment of a BOCES in the last 30 days. Data pertaining to Culinary Arts and Early Childhood pilot programs is being compiled. Associate Vice President Hammond later added the principal of Laramie High School is a program on which he has also focused. The Laramie High School culinary arts program has been extremely successful. Evidence of this is that in a recent competition, some six students received over \$30,000 in scholarship monies. After the data is compiled, the ACC advisory group will be asked to regularly advocate for the BOCES with the Albany County School District No. 1 board members. President Schaffer suggested Board Chairman Ketcham work with the ACSD1 Board Chairman to set up a meeting. Ex Officio Keadle agreed but asked that the meeting wait until the data is compiled. President Schaffer stated that as soon as the data is available, he will work with Ex Officio Keadle, Associate Vice President Hammond, and Board Chairman Ketcham to set up a meeting with the ACSD1 Board.

B. Student Ex Officio Trustee – Mr. Austin Babcock

The semester had ended, so no report.

9. NEW BUSINESS – Board Chairman Jess Ketcham

No new business was brought before the Board.

10. ADDITIONAL ITEMS – Information Only – Board Chairman Jess Ketcham

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

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

- June 19 (Wednesday) – Board Meeting – Budget Update
- **July 8 (Monday) – Board Meeting – Budget Approval**

The Board agreed to the July 8th meeting date. Trustee Merrell noted she will out of town, and Trustee Lyttle said she will drive to the meeting from Glendo.

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 opportunity for public comment was requested.

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

Trustee Soto moved and Trustee Merrell seconded,

MOTION: That the Board of Trustees convenes an executive session to discuss a naming opportunity.

DISCUSSION: None

MOTION CARRIED unanimously, and the executive session was convened at 9:34 p.m., as so moved.

14. ADJOURNMENT of the May 15, 2019, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Jess Ketcham

Trustee Soto moved and Trustee Thompson seconded,

MOTION: That the Board of Trustees adjourns the May 15, 2019, Board Meeting.

DISCUSSION: None

MOTION CARRIED unanimously, and the May 15, 2019, Board Meeting was adjourned at 9:58 p.m., as so moved.

Respectfully submitted,

Board Recording Secretary
Vicki Boreing