

MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT BOARD RETREAT, STATE OF WYOMING, HELD FEBRUARY 1, 2019, PETERSEN BOARD ROOM, ADMINISTRATION BUILDING, LARAMIE COUNTY COMMUNITY COLLEGE

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

Staff Present: President Joe Schaffer, Vice President Rick Johnson, and Associate Vice President Lisa Trimble; Administrator and Staff Members James Crosby, Melissa Dishman, Brandi Cervera-Payne; and Legal Counsel Tara Nethercott

Visitors: [List of Visitors](#)

**1. CALL TO ORDER** – Board Chairman Jess Ketcham

Board Chairman Jess Ketcham called to order the February 1, 2019, Board Retreat at 12:13 p.m.

**2. EXECUTIVE SESSION** – An executive session will be held to discuss a personnel matter. – Board Chairman Jess Ketcham

Vice Chairman Soto moved and Trustee Merrell seconded,

**MOTION:** That the Board of Trustees convenes an executive session to discuss a personnel matter.

**DISCUSSION:** None

**MOTION CARRIED** unanimously, and the executive session was convened, as so moved at 12:14 p.m.

The Board reconvened the Board retreat at 1:01 p.m.

**3. PUBLIC COMMENT** – Board Chairman Jess Ketcham

Board Chairman Jess Ketcham called for public comment, and thanked the members of the public in attendance for coming. He stated the time allowed for the public to comment will be 30 or 45 minutes, and asked each speaker to keep their comments to 2 minutes or less. Women's Soccer Coach and LCCC former Athletic Director Joe Phelan asked to address the Board.

Mr. Gardner shared his background with the College and his experiences as the College's women's soccer coach. He thanked President Schaffer, who he said has a lot of integrity, for speaking directly with him and offering a solution to the situation surrounding Mr. Gardner's employment status. Mr. Gardner stated he will be returning to his position of the Women's Soccer Coach and will retire after a year, which will provide a smooth transition for the search and selection of a new coach and his movement into retirement. Although he had planned to retire in two to three years, he found the one-year plan acceptable. He wants to keep the a tradition of success ongoing and understands decisions affect the athletes, so will not be negative. Mr. Gardner thanked those who were present in support of him and asked that in view of the decisions that have transpired, that they "tone it down," if they choose to address the Board on his behalf.

Mr. Phelan, who had 37 years with the College, stated the last thing he wants is bad publicity or anyone to feel negative toward the College. He acknowledged that situations like this end up creating more questions than answers. He noted further that being able to look at a difficult situation and make a different decision takes a lot of strength and acknowledged President Schaffer's ability to do so. He shared Mr. Gardner's

history with the start-up of the Cheyenne Soccer Association and the positive impact that organization has had on soccer players beginning at an early age. Mr. Phelan concluded his remarks, stating he was “thrilled” when Mr. Gardner told him he would be able to finish his career.

Hearing no further requests for public comment, Board Chairman Ketcham closed the public comment period and asked the trustees to begin their working lunch discussions.

#### 4. **WORKING LUNCH TOPIC** – Board Chairman Jess Ketcham

##### A. Trustee Hot Topics – Roundtable Discussion

- 1) What do the trustees individually bring to the Board?
- 2) What are their individual goals as a trustee?
- 3) What topics are they most interested in advancing at LCCC?

Trustee Lyttle opened the conversation, stating this topic was her request and comes from her experience during the 2018 ACCT Leadership Conference in New York City where she attended a workshop on board retreats. She learned during that conference that it is healthy for the Board “to retreat amongst themselves.” The LCCC Board is vibrant because of its varying backgrounds and interests and those qualities should be shared. Following this direction, each trustee shared what they believe they have brought to the Board. Highlights what the trustees shared are:

- Trustee Lyttle – She participates in and is supportive of the Cheyenne arts community. She serves on the Board of the Cheyenne Little Theater Productions, directs many theater productions, and also acts in many of those productions. She believes she brings a creative spirit and support for the College’s arts programs.
- Board Chairman Ketcham – He ran for the Board because of his interest in the “LCCC Strategic Plan 2013-2020.” He is particularly interested in seeing the RFP for the Ag Complex. His family has been in the Cheyenne area since 1867 and deeded the first homestead in Laramie County.
- Trustee Merrell – She has served as a trustee for nine years. Her main interest is the students and campus wayfinding. She was appointed as the student liaison and nudged the wayfinding project forward to its completion. She would like for the College to have another time capsule for the next 20 years and would like to be in charge of that project.
- Trustee Salazar – His background is in private industry and also has international experience. From this, he developed a core set of skills that has allowed to do different things in different domains, including being a teacher at East High School. Students need to be lifelong learners and he is glad to be part of the College’s Pathways Initiative because of its focus on developing a more collaborative learning environment. He wants to see students become self-directed and emancipated. Students should be told when they are struggling “You can’t do it yet.” They should not be told “You can’t do it.”
- Trustee Soto – She was a welfare mom with two children and was waiting tables at a truck stop. The faculty and staff at LCCC helped her find her way to a professional career and that changed her life. She wants to continue to make that gift available to other students and be part of moving the College forward to a progressive institution and increasing its enrollment.
- Trustee Thompson – She ran for election because she heard many great things about LCCC and wants to be a voice for the community and staff, representing LCCC. She believes in engaging and recognizing people and looks forward to engaging people in the community and sharing the opportunities available at LCCC.

Trustee Thompson later stated that she met with Barbara Andrikopoulos and asked her which of the proposed façades would appeal to her. She chose Option 2, which was the one approved by the Board.

- Trustee Erickson – He has had an interest in the College since it was formed. The College’s Building Forward program peaked his interest as has the Pathways Initiative. Financial literacy for students is of particular interest to him, as are plans for renovated Recreation and Athletics Center and the development of an equipment replacement plan.

Trustee Erickson stated Mayor Marian Orr will be making an announcement at the Cheyenne airport terminal on Monday at 9 a.m. about a second air service. The second flight will begin service in May and will be a seasonal service through August. He encouraged the trustees to attend.

- ACC Ex Officio Trustee Butch Keadle – Ex Officio Trustee Keadle believes he brings a business perspective to the Board and is always interested in the efficient allocation of resources. He started an IT company 19 years ago and now has a successful insurance business. His interest focuses on the Albany County Campus and on plans for increasing enrollment and completion rates. He began his relationship with the College as a Foundation Board member in 2004. Former LCCC Board and Foundation Board member George McIlvaine had a tremendous influence on him. He is a strong advocate of career and technical programs and stated Cheyenne has successfully married business and industry. Vice President Johnson stated the ACC’s classroom expansion should begin in May with an early fall completion.

5. **CAMPUS SAFETY PRESENTATION** – Campus Safety Director James Crosby

- A. Overview of Campus Safety Functional Area
- B. Trending Issues

Campus Safety Director James Crosby shared in-depth information about the College’s campus preparedness in the event of an emergency. His presentation detailed:

- training (fire drills, tabletop exercises, active shooter full-scale exercise, new student orientation, new faculty and staff orientation, COLS 1000, Residence Life staff, student leadership/SGA)
- community information (printed brochures, LCCC website)
- health and safety equipment (fire extinguishers, 28 AED Units, 10 emergency call boxes, 248 security cameras, 37 panic alarm buttons)
- Emergency Response Plan and Quick-Reference Chart
- RAVE notification system
- WYOLINK (a statewide digital public safety communications system that coordinates communications between state, local, and federal public safety agencies)
- agency networking (WY Highway Patrol, Laramie County Sheriff’s Office, Laramie County Fire District 1, Cheyenne/Laramie County EMA; Albany County EMA, Laramie Police Dept., WY Dept. of Criminal Investigation, Federal Bureau of Investigation)
- severe weather/tornado shelter locations (networking with National Weather Service and NOAA)
- Shelter in Place locations
- acts of violence (Run, Hide, Fight)
- CARE (Campus Assessment Response and Evaluation) Team
- Consortium Safety Grant (a competitive grant with \$3.2 million available for 2019)

Trustee Erickson commented on how fortunate the College is to have James Crosby as the Campus Safety Director, noting his long-term and multi-faceted education, experience, and established relationships with many of the agencies cited in his presentation.

## 6. BREAK

## 7. SCHOLARSHIPS PROCESSES AND AVAILABILITY

- A. [Institutional Scholarships Overview](#) (Scholarship and Waivers [Policy 3.2](#) and [Procedure 3.2P](#)) – Financial Aid Director Brandi Payne-Cervera and Scholarships and Annual Giving Coordinator Melissa Dishman

Director Payne-Cervera and Coordinator Dishman's presentation provided the Board with information on institutional scholarships, promotion and outreach, and Foundation scholarships. They explained why scholarships are important (provides access and affordability, promotes student success, reduces student loan debt) and stated the purpose of the various institutional scholarships. The allocation of institutional scholarships takes place through the College's annual budget process, which is in alignment with the College's mission, the Board's goals, enrollment management goals and key performance indicators. The completion of a FAFSA is required to receive financial aid from the College. The FY 2016-FY2018 average institutional scholarship volume equaled \$1.8 million.

Institutional scholarships are intended to advance recruitment and aid retention and include the following:

- presidential and deans (the largest at \$1,600/year)
- academic/activities (awarded out of the College's schools)
- promotional
- athletic.

Other types of institutional scholarships are need-based (Soaring Eagle Award, LCCC Need Grant, LCCC Student Progress Award), emergency/hardship, and LCCC's summer award. Special populations, such as senior citizens and first generation students, may also be eligible for institutional scholarships.

Rediscover LCCC is a three-year pilot program funded by the LCCC Foundation and the Ellbogen Foundation. The three-year period is for the years 2018-2019 through 2020-2021. A student must be a Wyoming resident for three years and over 25 years old to qualify. These students can no longer qualify for a Hathaway scholarship. The College wants to show proof of concept as to what this program can do for adult learners. Measurable results are needed to do this.

### Award Strategy

- Award as much as possibly up front
- Reserve for retention and hardship issues throughout the year
- Cannot exceed financial need and/or cost of attendance
- Students must be making satisfactory academic progress

### Promotion and Outreach – New and Prospective Students and Continuing Students

- Annual campus promotional campaign for awareness
- Website revamp <http://lccc.wy.edu/services/financialaid/index.aspx>
- FAFSA and scholarship workshops and presentations
- Social media

### Foundation Scholarships

- Application cycle is December 1-April 1 each year.
- Scholarship committees select recipients.
- Scholarships are donor-created and donor-driven and must have at least \$5,000 in order to be endowed.
- The employee giving campaign helps build scholarships.
- Students who are eligible for Rediscover LCCC may also apply for a Foundation scholarship.

**8. ADJOURNMENT** – Board Chairman Jess Ketcham

Trustee Soto moved and Trustee Thompson seconded,

**MOTION:** That the Board of Trustees adjourns the February 1, 2019, Board Retreat.

**DISCUSSION:** None

**MOTION CARRIED** unanimously, and the Board Retreat adjourned at 4:58 p.m., as so moved.

Respectfully submitted,

Vicki Boreing  
Board Recording Secretary