

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, APRIL 24, 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 Carol Merrell and Janine Thompson, and ACC Ex Officio Butch Keadle and Student Ex Officio Austin Babcock

Board Excused: Trustee Brenda Lyttle

Staff Present: President Joe Schaffer, Vice Presidents Clark Harris and Rick Johnson; Associate Vice Presidents Brady Hammond and Lisa Trimble and Executive Director Tammy Maas; Administrators, Faculty, and Staff Members Stacy Maestas, Jennifer Mares, Rosemary McBride, Jeff Shmidl, and Melanie Young; and Legal Counsel Tara Nethercott

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

1. **CALL TO ORDER** of the April 24, 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 April 24, 2019, Board Meeting of the Laramie County Community College District Board of Trustees at 7:00 p.m.

2. **MINUTES** – [March 20, 2019, Board Meeting Minutes](#) and [April 9, 2019, Special Board Meeting Minutes](#) – Board Chairman Jess Ketcham

Trustee Salazar moved and Vice Chairman Wendy Soto seconded,

MOTION: That the March 20, 2019, Board Meeting Minutes and the April 9, 2019, Special Board Meeting Minutes be approved 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

- **Residence Hall** – The College fully-executed a GMP (Guaranteed Maximum Price) set at \$32.5 million that includes close to \$1 million in contingency allocations. Work continues on bringing in a lesser construction cost. Ground breaking is taking place at this time; a construction fence will be going up soon. Permitting the project for site grading is nearing completion and prepping the ground for foundation work will begin soon. The project is still on schedule.
- **Fine Arts Building** – The project's overage continues to be reduced and is now \$157,000 over budget with a little over \$1 million in contingency. Several ideas to bring down the price are being processed. Project bidding will take place in two phases, which helps with scheduling. The first phase will involve demo, foundation, and construction drawings. The second phase will include the balance of the project. The expectation is to break ground for the renovation in mid-June and for the auditorium in mid-July. The completion date of August 2020 for the renovation and December 2020 for the auditorium remain set.

- **EEC (Educational Enrichment Center)** – Samson Construction will be the contractor for this project. Construction will begin May 6th with the project completed by the end of August. The EEC project is the first one awarded to Sampson Construction, who have been eager bidders on many projects for the College. The bid came in a little bit higher (less than 5% of estimate) than expected.
- **ACC** – The classroom expansion work is underway. All indications are that the project will be completed before the fall semester start.
- **Andrikopoulos Business and Technology Building** – Bids for the facade project are due May 24th with an anticipated start date of June 1. The project cost, which will also include roof replacement, is estimated at \$1.1 million and will be paid from the College’s major maintenance funds. The project will be completed in two phases—the interior work and the exterior work. The interior work will be completed later than the exterior work. A plan is in place to prevent as much disruption as possible.
- **RAC (Recreation and Athletic Center)** – President Schaffer stated the project will be considered by the Commission during their June 13th meeting and by the State Building Commission during their July meeting (date TBD). The Governor will consider the inclusion of the project in his biennial budget when that budget is being prepared, provided it meets with the approval of the Wyoming Community College Commission and the State Building Commission. The original project cost of \$14.5 million is now \$18 million, which means the funding request will be \$9 million from the Legislature.

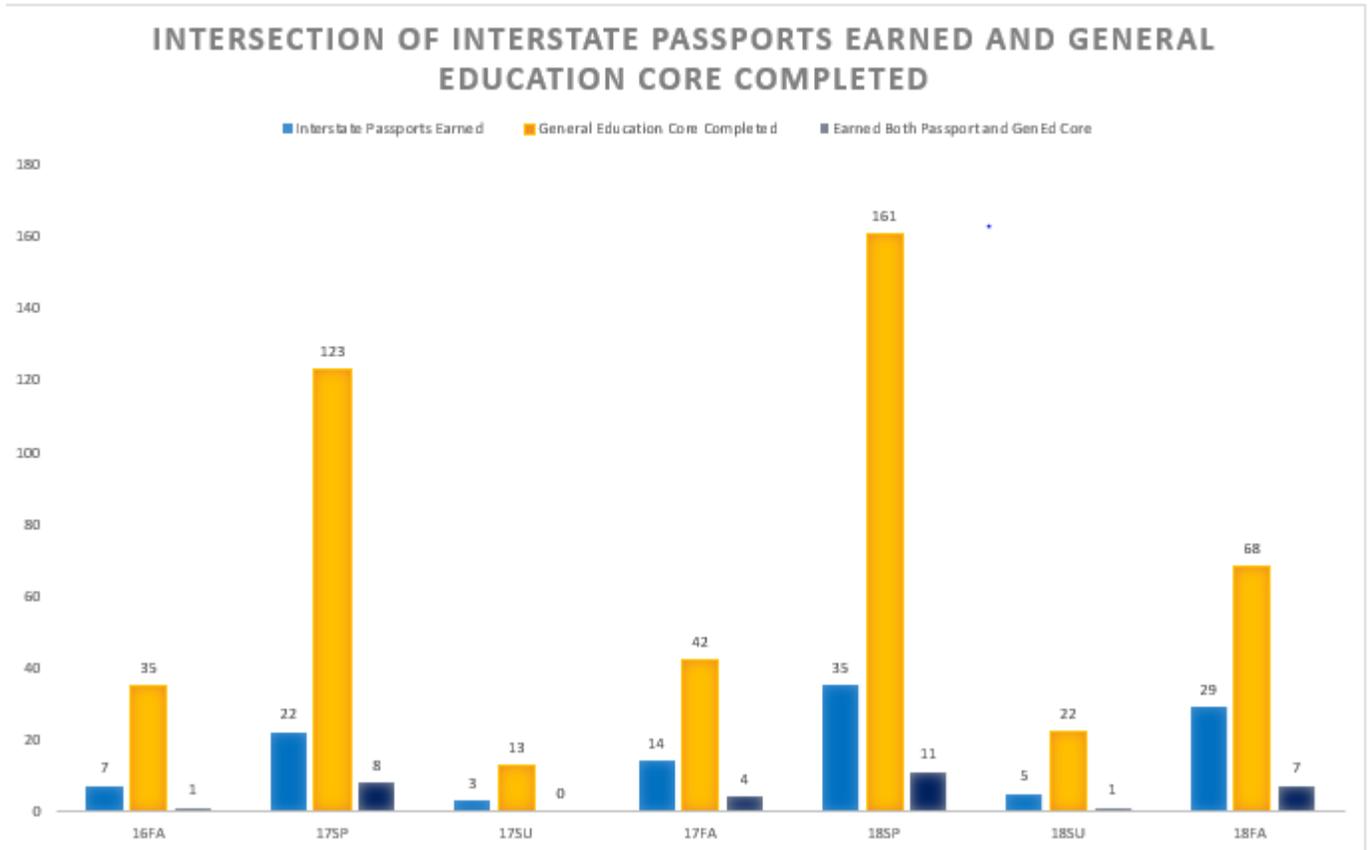
D. Pathways Update – Vice Presidents Clark Harris and Judy Hay

- 1) General Education Pathway – General Education Team Co-chairs Brady Hammond and Melanie Young

President Schaffer stated the Pathways teams and their co-leads are accomplishing major milestones as a result of their comprehensive efforts. The Board will hear from the General Education Team this evening. Team members co-presenting were co-leads Dr. Brady Hammond and Melanie Young and team members Stacy Maestas, Jennifer Mares, Rosemary McBride, and Jeff Shmidl. As the team prepares for implementation in fall 2020 of the General Education Pathway, Dr. Hammond will oversee the responsibilities with the charter teams, and Melanie Young will be the new chair for the General Education Subcommittee on Academic Standards. Report highlights included the following:

- General Education Philosophy: We at LCCC value how students think as much as what they learn. A successful general education program will help students transform their lives regardless of their path after graduation.
- Revisions to General Education Procedure 2.2P were vetted through the full procedure approval process and was unanimously approved by the Academic Standards Committee. The revised procedure will be reviewed and considered for approval by College Council on Friday, April 26th. (POSTSCRIPT TO MINUTES: College Council approved the procedure with edits. The procedure may be found at <http://policies.lccc.wy.edu/Files/Procedure%202.2P%20General%20Education-Final-CCapr26-19.pdf>)
- The thrust of the team’s charter emphasis was to build on the work already being done and how that work can be made even better. The central focus was to develop a curriculum that is practical and relevant in meeting student needs for success in achieving their educational goals. (General Education Policy No. 2.2 <http://policies.lccc.wy.edu/Files/Policy%202.2%20General%20Education-BDmay21-14.pdf>) Within that central focus were two priorities—transferability into the workforce or to an institution of higher learning.
- A brief history of general education spoke to the College’s early general education curriculum that included no assessment of value-added, to a revised general education curriculum in 2013 that included core competencies, and to today’s General Education 2.0 Initiative. The 2013 re-design was based on LEAP (Liberal Education and America’s Promise), which was a standard used by colleges and universities including the University of Wyoming. LCCC articulated the LEAP general education core with the University, who had also adopted the LEAP general education core design.

- General Education 2.0 allows students to pick a group of courses or specific courses that meet their needs; i.e., the program creates a connection between gen ed the course, gen ed the program, and gen ed the student.
- The WICHE (Western Interstate Compact for Higher Education) Interstate Passport (IP) project, although regional, has garnered national attention and is based on student learning instead of course analysis and is intended to assure credits earned are not lost during transfer. The IP was fully implemented at LCCC in fall 2016. LCCC was the only community college in Wyoming with an IP until UW later implemented the IP. The intent behind creating an IP and having a gen ed block is that the IP would be the result of completing all lower level general education and



would transfer seamlessly to another IP school. Conversely, the same should apply to a student transferring to LCCC from another IP school. An epiphany soon followed when it was discovered that only one student completed both the general education core and IP requirements in fall 2016. (SEE graph above.) An important part of the General Education 2.0 Initiative is the alignment of gen ed requirements with the International Passport, which will be a huge win-win for the College's students.

- The entrepreneurial mindset (key workplace skills) is defined by four things:
 - 1) Practices of exploration research and problem solving—an analytical mindset. Students should be able to self-evaluate their experience, so that they are held accountable for centering that practice within themselves.
 - 2) Practices of innovation and creation. Creativity is the number one workforce skill employers are seeking.
 - 3) Practices of empathy and integrity. This includes social and emotional intelligence. This practice should exist across all competency areas and skills.
 - 4) Practices of communication and collaboration. These practices came from the belief that students are stronger together across disciplinary areas, walks of life, race, and socio-

economic status. The solutions to tomorrow's problems will come from working together and engaging in discussions where unique perspectives are brought to the table.

- The Gen Ed Core Competencies and cross-cutting practices will provide the coherence of the gen ed curriculum. They include: a COLS class (a student success course), written communication, oral communication, human society and the individual (meets Wyoming statutory requirement), human culture, creative expression, natural sciences, and information literacy. The courses come almost verbatim from the International Passport element.
- The faculty will not be directly assessing students but rather faculty at the beginning of the approval process will have to demonstrate ways in which students are practicing the mindset in the four areas above during the learning process.
- An assessment cycle for the Gen Ed curriculum was planned with Institutional Effectiveness Associated Vice President Kim Bender's input and focuses on Continuous Quality Improvement (CQI) elements.
- General Education 2.0 was fully vetted through the Academic Standards Committee, faculty forums, and the procedure approval process. Faculty rather than administration ownership is a key element to the success of this and all of the Pathways programs under development.

4. PRESIDENT'S REPORT

A. April 10-11, 2019, WCCC and Presidents' Meetings

The Presidents' Council discussed the transition of UW President Nichols and how the community colleges would continue to support the University. A letter will be sent to UW Board of Trustees President Dave True from all of the community college presidents stating their desire for a strong partnership to continue, sharing their perspective on the values of statewide outreach, and requesting a community college president be a member of the search committee for the new UW president.

A legislative debrief included a discussion of ideas on how to improve the representation of individual and joint community college views and a strategy of how to proactively address health insurance funding. A long conversation was also held about the WACCT awards. The Presidents' Council determined changes in the WACCT awards process is probably a WACCT discussion.

B. April 12-16, 2019, AACC Convention

President Schaffer and a team of LCCC employees attended the pre-conference institute, the focus of which centered on transition. Lorraine County Community College and Laramie County Community College are leading the charge. Although Lorraine County Community College is about four years ahead of Laramie County Community College, the College is receiving much recognition about the good work being done and is setting the pace for other community colleges to follow.

C. [May 18th Commencement](#)

The 2019 Commencement will be held at 10 a.m. on Saturday, May 18th, in Storey Gym. The trustees are to arrive at 9:15 a.m.

5. WORK ITEMS

A. [Employee Residency Requirement Policy Draft](#) – Counsel Tara Nethercott, President Schaffer

President Schaffer explained the policy was placed on the agenda for discussion purposes and reviewed the policy in detail, which includes a grandfathering clause for those employees already employed by the College. He also explained the policy approval process, noting that because the end-of-semester will occur before the Board's expected action in May, that process will likely be completed in the fall. If the Board agrees with the draft as presented, the draft policy will be brought forward for action during their May 15th Board meeting. He believed the draft policy addresses the Board's interest, as he and Counsel

Nethercott understood and meets the legal constructs in order for the policy's language to be legal. Counsel Nethercott stated the policy is justified from a legal perspective using case law.

Board Chairman Ketcham stated he did not believe the policy is based on the skill sets of the administration employees and is not discriminatory. Trustee Salazar indicated he is "on the fence," because he did not believe a policy would guarantee community engagement. He stated a rational, sustainable reason needs to exist. Knowing exceptions will likely occur, then at what point does a policy for those exceptions become necessary? Trustee Thompson shared the following research:

- The State of Wyoming has no restrictions except for elected officials.
- Laramie County School District No. 2 has restrictions on administrators and superintendents only.
- Laramie County School District No. 1 has restrictions on all employees as of July 2015. No decline in applications has occurred.
- The City of Cheyenne has no restrictions at this time but is considering such for fire fighters.

Because of her findings, Trustee Thompson is strongly in favor of the policy, citing economy, safety, travel, and accountability. Board Chairman Ketcham added Western Wyoming Community College has restrictions only on the employment of its president.

B. Overview and Progress on Campus Master Plan (CMP) – Vice President Rick Johnson

Vice President Johnson addressed the highlights of the Campus Master Plan's progress to date. (Each trustee was provided with a hard copy of both the 2011 Campus Master Plan and the 2016 Campus Master Plan Update from which the page numbers below are cited.)

From the 2011 Campus Master Plan

- page 12 – Enrollment Growth and Space Need – An important takeaway was an estimated 10% enrollment growth at the time of the development of the 2011 CMP. The College's enrollment is beginning to show a slight increase in 2019.
- page 15 – Facility Condition Assessment – Facilities in red were in the poorest condition.
- page 20 – Three Campus Alternative were cited: 1) Strengthen the Existing Academic Mall, 2) Create a Series of Campus Neighborhoods, and 3) Redevelop the Loop Road to Serve as the New Campus "Front Door."
- pages 25-29 – Master Plan Building Program – New building construction, building additions, and building renovations were identified according to the thinking at that time.
- page 42 – Campus Alternatives (Albany County Campus) – The UW possibility collapsed and led to pursuing the addition of two classrooms at the ACC. That project is underway.

From the 2016 Campus Master Plan

- page 8 – Introduction and Background – A space deficit of 14,141 Assignable Square Feet was cited in three areas—academic success, open laboratory, and assembly space.
- page 56 – Campus Master Plan – Master Plan Initiatives – The initiatives were developed to provide overarching strategies to guide future campus development decisions.
- page 57 – Develop Program Neighborhoods Along the Interior Pedestrian Corridor – Progress is moving slowly down this path.
- page 59 – Optimizing Program Partners – Program partners identified included the Children's Discovery Center, Automotive Technology, Wind Energy, Adult Career and Education System, and the Center for Teaching and Learning (now called the Center for Excellence in Teaching). In addition, a large auditorium located near the Fine Arts Building and the consolidation of Institutional Effectiveness and Human Resources offices were listed.
- page 61 – Strengthen the Student Forum – This may be a future project after the swing space is vacated.
- page 63 – Site-Based Improvements – Realigning angled parking with more efficient 90-degree parking—only three parking lots still have angled parking. Exterior campus signage is complete.
- page 78, 80 – Master Plan Building Program – The buildings included in the master plan are more precisely identified.
- page 87 – ACC Space Needs Analysis – Identified that campus's shortage of space.
- page 90 – Concurrent Work at ACC – Showed where the classrooms are to be added.

In addition to the extensive information shared from the 2011 and 2016 campus master plans, Vice President Johnson also provided the Board a summary [2011 Plan Overview and a 2016 Update Overview](#) showing the tremendous progress made to date.

As a recap, President Schaffer stated that in about a year to a year-and-a-half another Campus Master Plan update will take place. He noted that each campus master plan has taken on a theme of its own—2011 Capital Expansion and 2016 Status Update and Enhancements. The theme for the 2021 CMP update will likely be Campus Renewal. The 2021 Campus Master Plan update is scheduled to start in September 2020.

6. APPROVAL ITEMS

A. [Depositories for Applications of Public Funds](#) – Vice President Rick Johnson

Vice President Johnson share the statutory requirement for determining bank depositories for the College's funds. A notice is sent to all of the local banks requesting interest in being a depository for the College. No evaluation process takes place, but rather the list is compiled of banks who express an interest by responding accordingly to the notice. The College does not have deposits in all of the banks listed.

Trustee Erickson moved and Trustee Merrell seconded,

MOTION: That the Board of Trustees approves the following list of Laramie County Community College depositories for Applications of Public Funds as required by W.S. 9-4-818.

- ANB Bank
- Bank of the West
- Banner Capital Bank (was Oregon Trail Bank)
- Central Bank & Trust
- Cheyenne State Bank
- First Interstate Bank
- Jonah Bank of Wyoming
- Pinnacle Bank
- Platte Valley Bank
- Security First Bank
- U.S. Bank
- Wells Fargo Bank Wyoming, N.A.
- Western States Bank
- Wyoming Bank & Trust

DISCUSSION: None

MOTION CARRIED unanimously.

7. BOARD REPORTS

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

1) April WACCT Meeting – Trustees Erickson and Salazar (handout)

Because of inclement weather, only two board members were physically present; the rest attended by conference phone, including Trustees Erickson and Salazar. Lengthy discussions were held on a variety of topics, including the WACCT awards structure. Thought is being given to re-focusing the awards exclusively on students and faculty.

The WACCT fall conference will be held in conjunction with the Joint Education Committee meeting in Cody on September 24-25. The community colleges are the number one priority for that meeting,

the theme of which is the Bachelor of Applied Science Degree. The theme for the February 2020 trustees' education session is under consideration.

WACCT Executive Director Erin Taylor has been asked to consider a full-time commitment to legislative work for the community colleges. If she should agree, a request for an increase in community college membership dues will be necessary to adjust her salary. The WACCT executive committee will meet next week to further discuss the change in the Executive Director Taylor's time commitment. Any change will require all of the community colleges' buy-in. Some discussion has taken place about whether the fee should be based on enrollment. The community college presidents would have to agree on any proposal that would increase the fee. They would also have to agree on a proportional fee increase based on enrollment.

Jackie Freeze is the newly-elected WCCC Commission Chair. One commissioner opening still exists from LCCC's region (Southeast Wyoming) but not from its community college district (Laramie County). The Governor is working with the Commission to fill that vacancy. The College has advanced names for consideration.

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

Trustee Erickson inquired about appointment to the FGC's advisory groups, noting he expressed interest in the FGC's Community College Initiative 3.3 "Evaluate opportunities to establish LCCC instructional and residential facilities in Downtown Cheyenne" during the April 24th Board meeting. He wasn't sure whether his being on that committee might intersect with CRAFT (Cheyenne Regional Air Focus Team) on which he is already an active member. President Schaffer remembered the conversation being specific to the advisory boards for the applied baccalaureate programs and advised that the selection of members for that committee has been delegated to him. He will be working with the initiative's Community Team Leader Kim Withers and will update the trustees on the initiative's membership.

President Schaffer said some chatter is ongoing about the DDA (Downtown Development Authority) actively pursuing through the Forward Greater Cheyenne Association the leftover 6th Penny monies. The DDA would like to use the monies to finish the upgrade to 17th Avenue. The Forward Greater Cheyenne Association took a position to support the use of those funds for that project.

President Schaffer stated he would like to know whether the Board is comfortable with him, as a non-voting ex officio and/or with Board Chairman Ketcham, as a voting member, going before the City of Cheyenne to represent their voice in alignment with the College's commitment to the FGC. The trustees concurred that both Board Chairman Ketcham and President Schaffer should represent the Board in support of the DDA's request to use the leftover 6th Penny monies for the 17th Street project, as voting and ex officio members of the Greater Forward Cheyenne Association.

C. Finance and Facilities Committee (March 19th Meeting) – Trustees Don Erickson and Janine Thompson
Trustee Erickson moved and Trustee Salazar seconded,

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

- 1) [Current and Auxiliary Fund Balance Sheet Reports as of March 2019](#)
- 2) [Current and Auxiliary Fund Budget Reports as of March 2019](#)
- 3) [Procurement and Contracting Report March 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 shared information about the BOCES meeting in Riverton that he, Dr. Hammond, and Dr. Humphrey attended. The morning session was spent on pre-school (ages 1-4) development. Dr. Hammond proposed the program, as it was presented during the meeting, to Albany County School District No. 1, and they were in favor of BOCES funds in Albany County going to a pre-school program, as well as a hospitality program. Ex Officio Keadle shared his enthusiasm for what other school districts are doing a BOCES and how simple they represent the process. He stated that a member of the Albany County School District No. 1 needs to be present at the next meeting, so that they can hear first-hand the positive benefits of a BOCES. Otherwise, his, Dr. Hammond's, and Dr. Humphrey's attendance is not warranted. He added that he may have more information to share during the May 15th Board meeting.

B. Student Ex Officio Trustee – Mr. Austin Babcock

Mr. Babcock was attending an SAFAC meeting.

9. NEW BUSINESS – Board Chairman Jess Ketcham

Trustee Merrell stated the LCCC trustee scholarship has a balance of \$19,668 and an allocation of \$680 for 2019-2020. The scholarship monies are available to any student who has the required GPA.

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

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

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

- May 15 (Wednesday) – Board Meeting
- June 19 (Wednesday) – Board Meeting
- July 10 (Wednesday) – Board Meeting – Budget Approval

(POSTSCRIPT TO MINUTES: Because of the re-opening of the State Capitol Building on July 10th, the Board will consider July 8th as an alternative date.)

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

Board Chairman Jess Ketcham called for public comment and heard no requests.

13. ADJOURNMENT of the April 24, 2019, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Jess Ketcham

Trustee Erickson moved and Trustee Soto seconded,

MOTION: That the April 24, 2019, Board Meeting of the Laramie County Community College District Board of Trustees be adjourned.

DISCUSSION: None

MOTION CARRIED unanimously, and the meeting was adjourned, as so moved at 9:23 p.m.

Respectfully submitted,

Board Recording Secretary
Vicki Boreing