

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, NOVEMBER 18, 2015, PETERSEN BOARD ROOM, ADMINISTRATION BUILDING, LARAMIE COUNTY COMMUNITY COLLEGE

Board Present: Board Chairman Ed Mosher, Vice Chairman Bill Dubois, Treasurer Don Erickson, Secretary Christine Lummis, Trustees Brenda Lyttle and Carol Merrell, and Student Ex Officio Trustee Noah Cheshier

Board Excused: Trustee Bradley S. Barker, III, and ACC Advisory Board Ex Officio Trustee Butch Keadle

Staff Present: President Joe Schaffer; Vice Presidents Judy Hay and Rick Johnson, Interim Vice President Terry Harper, and Executive Director Tammy Maas; Administrators, Faculty and Staff Members Herry Andrews, Candy Ferrall, Jeri Griego, Meghan Kelly, Ann Murray, and Leah Noonan; and Legal Counsel Tara Nethercott

Visitors: Sawyer Burkett (SGA Vice President), Kristine Galloway (*Wyoming Tribune-Eagle*), Shari Johnson and Amber Munjar (*Wingspan* Online Editors), Daniel Martinez (*Wingspan* Editor), and Nola Rocha (McGee, Hearne, and Paiz)

**1. CALL TO ORDER** of the November 18, 2015, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Ed Mosher

Board Chairman Ed Mosher convened the November 18, 2015, Board Meeting of the Laramie County Community College District Board of Trustees at 7:06 p.m.

**2. MINUTES** – Approval of the [October 28, 2015, Board Minutes](#) – Board Chairman Ed Mosher

Trustee Merrell moved and Trustee Erickson seconded,

**MOTION:** That the Board of Trustees approves the October 28, 2015, Board Minutes as written.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

With the Board's consent, Board Chairman Mosher asked that agenda item No. 5 considered next.

**3. REPORTS TO THE BOARD**

Board Chairman Mosher expressed his thanks for moving the reports back to the beginning of the agenda as was requested by Trustee Erickson during the October 28, 2015, Board meeting.

A. LCCC Reports

1) SGA (Student Government Association) – Danielle Kienzle, President; Sawyer Burkett, Vice President

SGA Vice President Burkett reported on the following:

- A new sign for the SGA location
- Funding decision for lockers, a climbing wall room, a climbing wall in the pool area, and a card reader to track the attendees in the PE Building
- Student input regarding improvements and activities solicited during a recent meet and greet – The input was written on sticky notes.

Trustee Erickson asked about student interest in intramural activities to which Mr. Burkett responded that quite a few students appear to be interested because they are wanting to sign up for these activities. Student Ex Officio Trustee Noah Cheshier added that he is an intramural volleyball team member and that he sees people he's never seen before during intramurals, noting further the intramurals are "fun competitiveness."

- 2) Staff Senate – Candy Ferrall, President; Amy Ehlman, Vice President-Classified Staff; Kevin Yarbrough, Vice President-Professional Staff; Jennifer Thompson, Secretary; Sarah Smith, Treasurer

Staff Senate President Candy Ferrall shared the following:

- This month's unsung heroes are the Admissions, Testing and Recruitment staff.
- The Crock Pot Cook-off on the Cheyenne campus netted \$174.68, and the same event on the Laramie Campus netted \$32.72 for a total of \$207.40 for the Randy Miller Scholarship Fund.

Ms. Ferrall thanked Board Chairman Mosher for his participation in the cook off to which Board Chairman Mosher commended the "fine folks and fine food" and encouraged others to participate next year. Outside her role on Staff Senate, Ms. Ferrall noted some lights are out on campus. President Schaffer stated Physical Plant staff is tagging the lights that need bulbs replaced.

- 3) Faculty Senate – Leah Noonan, President; Mohamed Chakhad, Vice President; Mary Ludwig, Secretary

Faculty Senate President Leah Noonan provided information on the following:

- Higher Learning Commission's credentialing change effective October 1, 2015, requiring 18 credit hours in a master's degree in the area taught
  - o President Schaffer and Interim Vice President Harper attended a recent Faculty Senate meeting during which they discussed the development of a faculty handbook that would provide guidance for the level of experience that might be an appropriate substitution for the requisite 18 credit hours. Interim Vice President Harper suggested a couple of those 18 graduate level hours be in education because people need to know how to teach. Ms. Noonan stated later that the Minnesota legislature asked the HLC to provide rationale for their changes in credentialing and to state whether the changes have resulted in higher student success rates. The HLC could not assure higher student success rates are occurring due to the credentialing changes.
  - o President Schaffer stated the actual language states a faculty member is expected to have one credential higher than that for what is being taught. For example, for programs leading to an associate's degree, a faculty member would be required to have a bachelor's degree. For transfer courses leading to a baccalaureate degree, a faculty member would be required to have a master's degree, or the faculty member would have to have significant coursework within that discipline. Ms. Noonan is referring to how institutions would translate experience into a relevant educational content area and how the institutions would determine the type of coursework that would satisfy those credits. As such, an opportunity may exist for the faculty to help develop these criteria along with a faculty handbook. The criteria would be included in the handbook that would be used as a guiding document. President Schaffer added HLC reviewers would determine if the College's criteria are acceptable when they visit the campus and examine that criteria for meeting the assumed practices for faculty qualifications. The biggest change is that the College will no longer be allowed to grant exceptions to faculty qualifications. All faculty will have to meet the credentialing changes by September 2017 or the College will be out of compliance with Higher Learning Commission accreditation requirements. President Schaffer also stated that a mechanism is in place for faculty to pursue needed credits because the College pays for graduate credits as an educational benefit. His concern is with the availability of graduate level, discipline-specific coursework that a faculty member in Cheyenne, who is teaching in the classroom, will have time to take. Interim Vice

President Harper is working on the coordination of these activities with the schools' deans and directors. An even bigger issue has to do with concurrent enrollment faculty in high schools. LCCC has already started moving in the direction of having those faculty meet the minimum requirements. Western Wyoming Community College is also aggressively pursuing this.

- Ms. Noonan inquired about the status of the faculty job description policy with overload, range, title and evaluation provisions. For meeting efficacy, President Schaffer suggested the Faculty Senate visit directly with him about the policy rather than take up the Board's dedicated meeting time to do so. For the Board's interest, he explained the materials are associated with the faculty structure and include faculty evaluation, provisional faculty development process, competencies, faculty job description, workload policy and procedure, and faculty promotion and title (advancement and rank). The Academic Leadership Team (ALT) made up of Interim Vice President Harper and the schools' academic deans is developing the detailed language included in these materials that will eventually go through the consultative feedback process. President Schaffer stated he is also reviewing the materials as they are being developed and hopes to have these in place by the beginning of the next academic year.
- 4) LCCCEA (LCCC Education Association) – Meghan Kelly, President; Les Balsiger, Vice President; Maggie Swanger, Secretary; Jim Streelman, Treasurer

LCCCEA President Meghan Kelly reported on the following:

- Representatives from six community colleges attended a higher education meeting in Casper on November 6<sup>th</sup>. The meeting's agenda included a review of the updated Joint Appropriations Committee bill on community college funding, legislative approval of new programs, and weighting of coursework. The agenda also included a review of the summary material from the Wyoming Community College Commission and the Wyoming Association of Community College Trustees, and the representatives applauded both. A subcommittee was assigned to perform a survey in the spring that will mirror the 2001 faculty survey that gathered employment data across campus. The Wyoming Education Association has agreed to use some of their resources to coordinate and support the gathering of the data. Ms. Kelly added that the survey will include a Likert scale, which she believed was purposeful so that the data would be useful. The survey results will be available to all community colleges.
- Ms. Kelly stated she and Human Resources Executive Director Tammy Maas have shared work on exit interviews, comparing what Human Resources Executive Director Tammy Maas is proposing with what the LCCCEA is suggesting. The LCCCEA is pleased Ms. Maas' version closely mirrors the LCCCEA version. The LCCCEA hopes exiting employees will return the exit interview forms and that the data gathered will help improve retention. Ms. Maas is also working on implementing mediation of employment concerns before they reach the level of a grievance and many faculty are supportive of this.

Trustee Erickson was pleased to see exit interviews more formalized, and Trustee Merrell asked for a copy of the exit interview form. The draft exit interview form will be emailed to all the trustees. The draft survey instrument will also be shared with the Board and Human Resources Executive Director Tammy Maas. Ms. Kelly is not on the subcommittee assigned the survey task but will forward a copy of the survey when it becomes available.

#### 4. WORK ITEMS

- A. [Data Byte – KPI Measure C.4.a.Success After Transfer](#) – Institutional Research Director Ann Murray

President Schaffer stated one of the key mission components of community colleges is to prepare students to transfer to the University of Wyoming. With that in mind, the College has been working vigorously in

developing articulation agreements on a robust slate of offerings for associates of science and associates arts degrees predominately with the University of Wyoming. He explained one degree productivity measure is the raw number of transfer degrees shown by type—AS or AA degree. Another is the number of transfer degrees awarded per FTE (full-time equivalent). He noted the raw numbers can go up as a result of more people enrolling at the College. Most of the College's degrees should be completed in two to three years, so the expectation would be that 30% of the College's students are graduating on an annual basis. The data shows the percentage of students in a program who are earning a credential each year. The percentage of 19% is an improvement but there is still room to grow in this area. Matriculation and success-after-transfer rates are also examined. Institutional Research Director Ann Murray will report on these rates.

Ms. Murray prefaced her comments stating she chose this report because the trustees have continually voiced an interest in this data. The report shows the average GPA earned in the first semester for students transferring to UW each fall. The data source is the annual report prepared by the University of Wyoming's Office of Institutional Analysis. The report is received late September each year, which results in an over-a-year gap for this measure. The fall 2013 report contains the most recent data and was used for these calculations. The benchmark used was the average GPA earned by all students transferring to the University of Wyoming in the same semester.

The "LCCC Students' First Fall GPA at UW" graph shows a five-year trend line used to calculate the KPI's scoring. In 2013 the average GPA of the transfer cohort was 2.80, which was quite a bit above that of the year before and slightly above the College's benchmark, giving a solid Grade B. Ms. Murray believed the fall 2014 report's data will also result in a Grade B.

The "FIRST FALL GPA BY CLASS STANDING" graph breaks out that GPA in the first semester by LCCC's student's status at University of Wyoming. The more credits a student transfers to the University of Wyoming, the higher his/her class standing (e.g., junior or senior) and GPA will be, which is a statistically significant difference. Ideally, the College's students should transfer with enough credits to be classified as juniors. This dovetails with some of the things the College has been doing, such as articulating programs and demonstrates it is to the student's advantage to finish their associate's degree and then transfer to UW at the junior level. Because articulation agreements are still in process, improvements in this area will also be in process for the next couple of years. Therefore, the percentages representing these improvements may be slightly down next year, which will be a reflection of what happens with the 2014 students, who were not yet involved in this improvement process. Because statistics show students who transfer after completing their associate's degree are more successful than if they transfer before they complete their degree, President Schaffer pointed out that the College's overall average increase in student completions will positively affect this measure.

Ms. Murray clarified for Board Chairman Mosher that the "LCCC Students' First Fall GPA at UW" graph shows all students regardless of the number of credits completed in the fall 2013. She also confirmed that 60 to 90 credits would place a student in the junior classification, and that 90 or more credits would place a student in the senior classification. For Trustee Erickson, who asked if the College has students with more than 90 credit hours, Ms. Murray stated a very small number do. She added that the "swirl project" has to do with students who transfer to UW and then transfer back to LCCC and that an agreement is being developed for managing data concerning these students. President Schaffer stated Board Chairman Mosher is asking how does the first-term GPA of a student who transfers with a completed degree compare to the first-term GPA of a student who transfers without a completed degree. Ms. Murray said literature shows that students who complete a degree are more likely to complete the next higher degree. She added that graduation makes the articulation agreement work better. President Schaffer stated the transfer KPI has some seven measures and that the College is already showing improvement with Grades A or B in some of these; improvements in other measures will take longer. For example, it's going to take another

four years before the data gathered can show increases in outcomes for students who enter LCCC under an articulation agreement this year. Those students will take two years to finish their degree and transfer to the University, and then take another two more years to complete their bachelor's degree.

Trustee Erickson noted the current *Wingspan* has an article that shows LCCC is below the other community colleges and asked what year that data was accumulated because the article did not cite the data source or a date of the data being used to substantiate the article's point. President Schaffer stated he had not read the article but shared that the Whitehouse released a report card ranking institutions based on graduation rates. The data in that particular report represented students who entered in fall 2011 and completed within four years, which is misleading because many readers believe the data is relative to current graduation numbers. Ms. Murray commented the only article she remembered reading in the *Wingspan* was based on CCSSE (Community College Survey of Student Engagement) results that showed LCCC is slightly below national benchmark. President Schaffer added that many of the data points are usually for a two-year time lag and in some cases for a four-year time lag. Board Chairman Mosher observed that a much broader picture of the circumstances that existed during the data gathering period must be considered along with the economic conditions at that time when analyzing data.

In conclusion, efforts are being made to make the transfer process seamless. Program articulation agreements are being developed, and students are being encouraged to complete their program before transferring.

B. [Governance Institute for Student Success](#) – Trustee Erickson

Trustee Erickson followed up on his brief mention of the Governance Institute for Student Success during the last Board meeting. Trustee Erickson serves on the WACCT's Education Subcommittee that has been examining the possibility of having a such an institute in Wyoming, which is being promoted and marketed by Drs. Byron and Kay McClenney. The Institute would be held over one-and-a-half days on a Friday and Saturday in late May (after graduation) and centrally located somewhere other than Casper, such as Lander, Douglas, or Saratoga. The Institute would provide an opportunity for each community college to conduct a self-assessment that would identify its strengths and weaknesses concerning student success. The assessment would be conducted by a qualified facilitator(s). The cost of holding the Institute is estimated to be \$3,000. Trustee Erickson noted the trustees' professional development line item has a balance of \$6,000 and highly recommended exploring the opportunity for self-assessment followed by a discussion of the College's strengths and weaknesses as they pertain to student success. Trustee Erickson advocated for a statewide Institute because the community colleges currently have great unity and he would like to see that continue. He also noted he believes LCCC has achieved many successes in the area of student completion. The Education Subcommittee will hold a teleconference tomorrow to further discuss the Institute's planning.

Trustee Merrell and Trustee Lyttle voiced their support and no objections were heard. Board Chairman Mosher stated having LCCC trustees attend the Institute is imperative. Trustee Erickson recommended at least three to four trustees attend. Trustee Erickson will report to the trustees on the Institute's planning by email.

**5. APPROVAL ITEMS**

A. LCCC FY 2015 Audit – Wayne Herr (McGee, Hearne, and Paiz) (Copies of the audit will be distributed at the meeting.)

Nola Rocha stated the audit received an unmodified, clean opinion with no issues. Some findings were reported under compliance for Financial Aid and corrective actions have been taken. GASB 68 resulted in a change in the College's net position, because the College has liability for its proportionate share of the

unfunded retirement costs held by the Wyoming Retirement System. Ms. Rocha added that the Wyoming Retirement System is sitting at an 87% funded status, which is well-funded in comparison with other states.

President Schaffer stated the staff recommends approval.

Trustee Erickson moved and Trustee Merrell seconded,

**MOTION:** That the Board of Trustees approves the acceptance of the LCCC FY 2015 Audit.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

With the trustees' consent, Board Chairman Mosher asked that agenda item No. 3 be next considered.

**6. PRESIDENT'S REPORT** – President Joe Schaffer

A. [Enrollment Report](#)

President Schaffer stated enrollment is monitored on a very frequent basis and that start-up reports for spring 2016 are already being generated. The enrollment data presented to the Board this evening is as of the end of the 8<sup>th</sup> week of fall enrollment 2015. The new reporting format was implemented to show point-to-point and final enrollments and shows what's happening at the College's traditional delivery locations. Historical information for some of the categories in the new format is not yet available, and so "Not Available" appears in these lines. President Schaffer pointed out total headcount and FTE for the Cheyenne campus is up 5.43% and 11.72% respectively from this time last year. WAFB headcount is up 5%, while FTE is down 5%, which appears to be impacted by hybrid offerings, because the enrollment in traditional offerings is up. In Eastern Laramie County both headcount and FTE are up. The Albany County Campus headcount is down less than 1% but FTE is up 6%. The decrease in headcount reflect the number of students taking developmental math courses at the Albany County Campus. Of particular interest is that an offsite location (UW) with a different student group is affecting enrollment numbers. Online headcount is up 7% and FTE is up almost 39%, so a lot of students are shifting to an online delivery system. Concurrent enrollment in Albany and Laramie counties is substantially down that is likely the result of implementing NACEP (National Association of Concurrent Enrollment Partnership) standards last year that require the enforcement of minimum faculty qualifications. That is, concurrent enrollment courses the College used to offer in the high schools that were taught by high school faculty are no longer being offered because those faculty do not meet the minimum faculty qualifications. In summary, in the traditional delivery formats, enrollments for the most part are up. In the nontraditional settings (UW and concurrent enrollment in the high schools), the enrollment numbers are down. Trustee Lyttle asked how headcount can increase by 5.5% while FTE increases by almost 12%. President Schaffer stated the percentages reflect a change in the number of courses students are taking. For example, fewer students are taking more courses. He also explained how headcount can go up and FTE can go down when more students are taking fewer courses. For example, if five students are taking 12 credits, the calculation would result in five FTE (60 divided by 12). If ten students are taking three credits, the calculation would result in 2½ FTE (30 divided by 12). He added that generally as employment goes up, enrollment headcount goes down.

B. Legislative and Fiscal Updates

President Schaffer stated the community college presidents and WCCC Executive Director Jim Rose met with Governor Mead and members of his staff to discuss the Wyoming Community College Commission's

budget request for this biennium. Although the meeting was short, President Schaffer believed the Governor and his staff were sincere in their considerations of funding for enrollment growth, if the increased enrollments result from an economic downturn where people losing jobs decide to further their education. The Governor and his staff also exhibited an awareness of the funding issues with which the community colleges have been struggling and appeared to be in favor of a mechanism to stabilize community college funding. Additionally, interactions with the Governor and his staff, the State's legislators, and other State officials are clearly indicating they are becoming champions of community college education.

C. [Construction Update](#) (*Standing Agenda Item*)

At President Schaffer's request Administration and Finance Vice President Rick Johnson updated the Board on changes to the Flex-Tech Building's timeline. On October 30<sup>th</sup> the State issued a change order that will extend the project's completion to September 1<sup>st</sup>, three weeks later than originally planned. However, the substantial completion date remains at July 15<sup>th</sup>. The September 1<sup>st</sup> completion date will allow for some final landscaping to take place and the loop road to be re-routed. President Schaffer stated the project should be completed in time to occupy the building for fall 2016 classes. Open houses for both the University/Student Center and the Flex-Tech Building will be planned. He also noted the spires at the east and west gateways are complete and lit. He thanked Vice President Johnson and his staff for their work in wrapping up that project.

**7. BOARD REPORTS**

A. Board Member Updates – Board Chairman Ed Mosher (*Standing Agenda Item*)

Time was devoted to the discussion of trustee officer nominations below.

B. Trustee Officer Nominations (Elections December 2<sup>nd</sup>) – Board Chairman Ed Mosher and Trustee Lummis

Board Chairman Mosher shared officer elections will be held during the December 2<sup>nd</sup> Board meeting and that Trustee Lummis has been working with the trustees in preparation for those elections. The current officers would like to continue in the respective positions and may offer self-nominations if they wish. Board Chairman Mosher also shared he has asked Trustee Barker to assume his WACCT representative position and he has agreed to do so; Trustee Erickson will continue as a second WACCT representative. The Foundation Board representatives, who are Trustee Dubois, Trustee Lyttle, and Trustee Merrell would like to continue to serve in that capacity. And, Trustee Merrell and Trustee Erickson are willing to continue on the Finance & Facilities Committee. With the trustees' agreement, the Academic Affairs and Student Services Ad Hoc Committee will continue as needed but will not be added to Board Committees Policy No. 1.2.6. The Finance & Facilities Committee, was determined to be a standing committee and therefore was added to the Board Committees Policy.

Other committee assignments and involvement will include the Fine and Performing Arts Building (Trustee Dubois and Trustee Lyttle) and the PE Building expansion projects (Trustee Erickson), the BOCES task force (Board Chairman Mosher and Trustee Erickson), accreditation (Board Chairman Mosher), and the President's Performance Process Review Committee (Trustee Merrell). The trustees agreed the University/Student Center and Flex-Tech Building committees do not need to continue since those projects are in the construction stage. Board Chairman Mosher stated other trustee participation in any of the committees is welcome.

C. November 12 Foundation Board Meeting – Trustee Lyttle

Trustee Lyttle reported to the Foundation on the College's audit review and Compensation and Medical Amnesty policies. She shared the audit had minor reporting findings in the financial aid area that they have been fixed. The Compensation Policy was thoroughly vetted by the trustees, during which longevity language at the request of employees was added and will be submitted to the full approval process along with a corresponding procedure. The Medical Amnesty Policy was approved by the Board on October 28<sup>th</sup> at which time the corresponding procedure also became effective. The policy states "LCCC strongly encourages students to seek medical treatment for themselves and for others when necessary. The College has a primary concern for the health and safety of its students. Therefore, students who seek assistance for medical purposes will not be disciplined by the College for any violation of the College's drug or alcohol possession or consumption policies in which they might have engaged in connection with the reported incident." The Foundation Board provided positive feedback on both the Compensation and Medical Amnesty policies.

Trustee Lyttle also reported the new Foundation officers are Anna Marie Hales, President; Stig Hallingbye, Vice President; Jeff Collins, Secretary; and Kathy Mawford, Treasurer. The Foundation Executive Committee includes the Foundation officers plus Ron Rabou (past Foundation President), Billie Addleman (Development Committee Chair), and Joe Schaffer (LCCC President).

Ann Nelson has been hired as the Foundation's Director of Corporate Development and Major Gifts. Ms. Nelson has a strong background having been the president of American National Bank and a Leadership Wyoming graduate. She will begin her duties on Monday, January 4<sup>th</sup>.

Director of Alumni Affairs and Event Planning Brenda Laird will be retiring after the first of the year. A decision to refill her position will take place after an assessment of the Foundation's personnel structure is performed over the next six months.

Anna Marie Hales is hosting a holiday party for both the Foundation Board and the LCCC Board members at her home on Wednesday, December 9<sup>th</sup>, from 6 to 8 p.m.

A Boosters and Athletics Reception will be held on Monday, November 30<sup>th</sup>, in the Health Sciences Building beginning at 6 p.m. A basketball game will follow the reception.

D. Finance and Facilities Committee (November 11<sup>th</sup> Meeting) – Trustees Erickson and Merrell

Trustee Merrell was unable to attend the Finance and Facilities Committee meeting because she was with family out of town. Trustee Erickson reported on the following:

- Interstate Bank officials gave a very nice presentation on the College's investments and the current economic situation. They anticipate the Federal Reserve will raise the interest rate on December 16<sup>th</sup>. The College's monies are being strategically invested. Interstate Bank was selected through an RFP process and also serves as the investment consultant for the Foundation.
- Athletic Director Scott Noble shared plans to renovate the LCCC Multipurpose Room "...that will bring collegiate level athletic and recreational facilities to campus as well as forward the College's Strategic Plan Goal # 4..." ["LCCC Athletics & Recreation Complex"] Included with the expansion plans is the following statement of support from President Schaffer: "LCCC is a campus on the move. We are expanding our facilities and programming to better engage our students and serve the community. I cannot think of a better next step than to rejuvenate the role of athletics and recreation at the College." Trustee Erickson shared his excitement for the renovation plans, noting Mr. Noble's thinking is "out of the box."

- The College was granted a patent in 1996 by the Bureau of Land Management for 244 acres west of town near Pine Groves Estates. The acreage is adjacent to another 244 acres for which the School District also has a patent. Board Chairman Mosher, Trustee Erickson, Physical Plant Director Tim Macnamara, and Campus Safety Director James Crosby recently toured the property. The College acquired the property for the purpose of ecological education. College employees may walk onto the property but must obtain a key to open the gate in order to drive onto the property. Procedures are in place for checking out a key to the property that is kept in Physical Plant. Already on the property are restrooms, picnic tables, an enclosed fire pit, bench seating, a dam, fishing pond, and rock formations. A meeting with the school district will be held in the near future to assure a mutual understanding exists about the use of the property. Board Chairman Mosher noted that former employee Jim Lamprecht arranged and paid for the patent for the property.

Trustee Erickson moved and Trustee Lyttle seconded,

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

- 1) [November 2015 Current and Auxiliary Fund Balance Sheet Reports](#)
- 2) [FY 2015 Current and Auxiliary Fund Budget Reports](#)
- 3) [October 2015 Procurement and Contracting Report](#)

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

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

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

Winter weather conditions prohibited Mr. Keadle’s attendance.

- B. LCCC Student Ex Officio Trustee – Mr. Noah Cheshier

Mr. Cheshier stated the SGA will be meeting with President Schaffer tomorrow. The input received on the sticky notes and the combining of EaglesEye and D2L will be discussed.

**9. NEW BUSINESS** – Board Chairman Ed Mosher

- A. January Board Retreat – Board Chairman Ed Mosher

Board Chairman Mosher reported a retreat will be planned following the adjournment of the Legislature in March. The topics may include budget, strategic plan, Campus Master Plan, and the Governing Institute for Student success. Other topics will be considered.

**10. ADDITIONAL ITEMS** – Information Only

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

**11. NEXT MEETINGS/EVENTS**

- **December 2 (Wednesday)** – Board Meeting and Dinner: Dinner – 5:30 p.m. – CCC 178/179; Meeting – 7 p.m. – Petersen Board Room – Election of Board Officers
- **December 22 (Tuesday)** -
- **January 20 (Wednesday)** – Board Meeting and Dinner: Dinner – 5:30 p.m. – CCC 178/179; Meeting – 7 p.m. – Petersen Board Room

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

At Jeri Griego's urging, Mr. Cheshier reported the SGA senators are volunteering for the College's Food Pantry. He also shared the SGA is partnering with Sodexo for their annual food drive that started this week.

Trustee Dubois stated the College's choir and band will give a performance on December 7<sup>th</sup> at St. Mark's Episcopal Church.

**13. ADJOURNMENT** of the November 18, 2015, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Ed Mosher

Board Chairman Ed Mosher adjourned the November 18, 2015, Board Meeting of the Laramie County Community College District Board of Trustees at 9:01 p.m.

**14. EXECUTIVE SESSION** – *An executive session was not held.*

Respectfully submitted,

Vicki Boreing  
Board Recording Secretary