

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, FEBRUARY 3, 2016, 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, and Trustees Bradley S. Barker, III, Brenda Lyttle and Carol Merrell, and Student Ex Officio Trustee Noah Cheshier

Board Excused: ACC Ex Officio Trustee Butch Keadle

Staff Present: President Joe Schaffer; Vice Presidents Judy Hay and Rick Johnson, Interim Vice President Terry Harper; Faculty and Staff Members Jeri Griego, Scott Noble, and Jacob Sherlock; and Legal Counsel Tara Nethercott

Visitors: Kristine Galloway (*Wyoming Tribune-Eagle*), Jacob Hamel and Savannah Haudenschild (*Wingspan*), Daniel Johnson, Sam Lanier, and Charles Scheerschmidt (SGA), and Wendy Soto (Community Member)

1. CALL TO ORDER of the February 3, 2016, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Ed Mosher

Board Chairman Ed Mosher called to order February 3, 2016, Board Meeting of the Laramie County Community College District Board of Trustees at 7:02 p.m.

2. MINUTES – Approval of the [January 20, 2016, Board Meeting Minutes](#) – Board Chairman Ed Mosher

Trustee Erickson moved and Trustee Merrell seconded,

MOTION: That the Board of Trustees approves the January 20, 2016, Board Meeting Minutes as written.

DISCUSSION: None

MOTION CARRIED unanimously.

3. WORK ITEMS

A. WACCT Summit – Focus and Location – Trustee Erickson

Board Chairman Mosher stated the WACCT Board met yesterday and talked about where and when to hold the Community College Summit this coming fall. The WACCT executive committee is recommending the Summit be held in October in Laramie, probably on a Wyoming Cowboy football weekend. Board Chairman Mosher said no recommendation has been made for the focus of the summit. Trustee Barker noted the previous summits held in Laramie were successful. Previous summits have included discussions on current topics of interest such as Complete College Wyoming and best practices. Legislators are invited and some do attend. Addressing the focus of the fall summit, Trustee Lyttle suggested the state's trustees share information on class programming, finances, president evaluations. More specifically, hold a discussion about coordinating certificate and degree offerings among the community colleges, so that geographical need and unnecessary duplication would be addressed before program development begins. Board Chairman Mosher noted a discussion about the coordination of programs between the community colleges would also provide a lead-in to a discussion of local control. President Schaffer stated discussions of emergent needs and views among the community colleges is of greater value when discussed as a group, especially if legislators are in attendance. Another idea would be

to bring in experts who would help the community colleges' trustees and leadership understand more in depth how to build student success. Also, a discussion of centers of excellence, which relates to Trustee Lyttle's suggestion about coordinating programs, would fit with discussions about what community colleges are designed to do and how they are the best source for education in Wyoming. The focus should re-energize the community colleges' trustees, faculty and staff to better do the work that needs to be done.

B. [Proposal to Add Women's Basketball](#) – Vice President Hay, Athletics and Recreation Director Noble

Board Chairman Mosher prefaced the discussion, stating this is the Board's first discussion about the possibility of introducing women's basketball to LCCC. The Board will have the opportunity to discuss the information they are provided and ask questions.

Vice President Hay gave opening remarks, and Director Noble followed with a presentation in support of offering women's basketball. Director Noble's presentation included information on the following:

- Compliance With Title IX Gender Equity Requirements
 - o Both the number of programs and participation opportunities available to men and women are considered when determining whether the College is meeting Title IX requirements.
 - o The College's number of sporting opportunities with regard to the number of programs offered for men and women falls within the Title IX limits of equitability with two sporting opportunities for women—volleyball and soccer—and two sporting opportunities for men—basketball and soccer. However, when considering roster counts, the College is offering 10 less participation opportunities for women than men. The introduction of women's basketball will bring the level of participation up to an acceptable level under Title IX.
- Community Support
 - o The community is supportive. Letters of support have been received from Cheyenne Central High School, Cheyenne East High School, South High School, the University of Wyoming, and Colorado State University. (POSTSCRIPT TO MINUTES: A letter of support has also been received from the University of Northern Colorado.)
- Why Women's Basketball
 - o LCCC is the only institution in Region IX, which includes Montana, Wyoming, Nebraska, and Colorado, that does not offer women's basketball.
 - o Women's basketball creates opportunities for athletes so they can stay in Cheyenne and compete.
 - o Women's basketball will increase enrollment by 18 full-time students.
 - o The College's philosophy is students first and athletes second, noted by the athletes' average GPA of 2.97 for last fall. The average GPA for all of LCCC's degree-seeking students is 2.57.
 - o LCCC's athletes are degree-completers. Last fall, 85% of the College's student athletes graduated from LCCC.
 - o In 2012 Cheyenne's high school students and LCCC's students were asked via a survey if LCCC were to offer another sport, what sport would they like that to be. The overwhelming response from the students responding to the survey was women's basketball.
- Economic Impact/Cost Analysis
 - o Monies can be raised in support of the program. Director Noble and Corporate Development and Major Gifts Director Ann Nelson's fundraising efforts are beginning this week.
 - o The financial numbers are being calculated. Estimated funds needed for scholarships and program support for the first year and beyond have been determined.
 - o Vacancy re-purposing will be used to fund a coaching position.
- Facilities
 - o The PE facilities are below par in relationship to those in Wyoming and the surrounding region, and are especially so when considering Laramie County Community College is the largest community college in the state and is located in the capital city of Wyoming. LCCC is the focal

- point of the community and Director Noble will be making every effort to make the College's PE facilities the best. Renovation renderings for expanding the PE Building have been developed. Meanwhile, the SGA has generously pledged monies for improvements that can be done right now. The monies will allow consolidation of the fitness areas into one area, the addition of TVs to the fitness area, and the addition of a study area with computers to support academic excellence.
- Assessment – Assessing the quality and efficacy of the Athletics and Recreation program will be done over the next two years through a non-academic program review.

Board Comments and Clarifications

- Vice President Hay and President Schaffer are supportive.
- Trustee Lyttle – She is all for this and is looking forward to seeing a proposal and cost analysis.
- Trustee Merrell – She supports the women's basketball proposal, but asked if it makes financial sense.
- Trustee Erickson – It is important to be ready to go and important to have financial questions solved for the next rendering.
- Trustee Lummis – This is wonderful. Region IX is huge.
- Trustee Dubois – He is totally in favor of women's basketball. He has also had community members ask him why the College doesn't have a swim team. Director Noble stated Region IX does not host swimming. However, they do host wrestling, golf, and cross-country skiing. In 1991 and 1992, LCCC's golf team were the national champions. Members of that team are in the community today and Director Noble has visited with them.
- Trustee Barker – He believes sports participation adds to a student's quality of life and that most of the Board are supportive. He also believes a cost analysis needs to be provided to the Board. Board Chairman Mosher stated he is also fiscally concerned and does not want monies taken from another program to support women's basketball. Director Noble assured he would not introduce a program, knowing another one would have to be eliminated.
- Board Chairman Mosher – He asked how the introduction of a women's basketball team would impact facilities usage. Director Noble stated the impact would be minimal because the women's basketball team would occupy the PE facility after the women's soccer and volleyball teams' seasons are over. Additionally, the men's and women's basketball teams practice during opposite times of the day. If one team is practicing in the morning then the other practices in the afternoon or later and vice versa. Also, should the teams need to practice at the same time, the gym is configured into two courts. Sharing of space is also a common practice at high schools. Because shared space and equipment are available, the introduction of a women's basketball team should not be a problem.
- Trustee Barker – He asked if the rodeo team is a club team. Director Noble stated the majority of rodeo teams are club teams. The rodeo team falls under the NIRA (National Intercollegiate Rodeo Association) and is considered co-educational because the teams have both male and female participants who are counted differently than the participants in volleyball, soccer, and basketball. The equine team is also a co-ed team. In the rodeo and equine programs the number of women is higher than the number of men. Rodeo and Equine coaches have met with Director Noble and indicated they want their teams to be housed under athletics, which they believe gives rodeo and equine sports more legitimacy. The coaches also believed fundraising should be done specifically for the Rodeo and Equine programs. Director Noble stated as a result of his conversations with the Rodeo and Equine coaches, fundraising will be conducted separately for these program areas. He has also setup a separate operational fund in the Foundation for donations made specifically for the Rodeo and Equine programs. In addition, fundraising will also be conducted separately for the Shawn Dubie Rodeo to help run the operations for that rodeo.
- Trustee Lyttle – She asked Student Ex Officio Trustee Noah Cheshier what the student response has been to the possible introduction of women's basketball to which Mr. Cheshier responded that he has heard only positive comments.

President Schaffer noted the signing season for basketball is in April and early May, so if women's basketball is going to be launched in the fall, a decision needs to be made in late February or early March. He reasoned that in order to meet the Title IX equity requirements, the College could either add participation opportunities for women or take away the same for men, which he did not believe was advisable. The College needs to create opportunities to build relationships and although other opportunities probably exist, the addition of women's basketball seems to be the best fit. Doing so would not only fit in with the Region IX offerings, it would also take some of the heat off of LCCC for creating scheduling issues with the other community colleges. President Schaffer also spoke to the value extra-curricular activities bring to a community college environment. Opportunities need to be created for students to build relationships with other students as well as the community. Students who participate in extra-curricular activities create a sense of community among themselves and a sense of identity and pride in themselves and the College. Most importantly, these students tend to persist and succeed at a higher rate.

President Schaffer stated the addition of a women's basketball team will have a net impact on the general fund of \$45,000 over the next biennium. Ways to increase additional tuition and fee revenues such as offering partial scholarships and ramping up existing scholarships to increase enrollment are being explored. The Foundation is also being asked to pursue fundraising opportunities that would build the Golden Eagle fund for athletic scholarships and increase the membership of the Booster Club. More work needs to be done, but what the introduction of women's basketball will do for the community and for the young women who wish to continue to play competitive sports in Wyoming is an indication we are on the right track. A finished proposal and pro forma will be presented to the Board during their February 17th meeting.

Board Chairman Mosher asked for public input and heard no requests.

4. APPROVAL ITEMS – None

5. PRESIDENT'S REPORT – President Schaffer

A. [Enrollment Update](#)

Spring 2016 end-of-week-two enrollment shows headcount (total persons enrolled) is slightly down by 2.4% and FTE is down a percent, so fairly flat compared to enrollments this time last year. The decrease in headcount may be an indication that some part-time students have re-entered the workforce. It may also be an indication of why the FTE has not proportionately decreased, because these students are not full-time students. The FTE percentage may indicate retained students are pursuing more credits as full-time students and are pursuing a path to completion. These are informal and unofficial reports. An official census report will be produced soon, and a final report will be made at the end of the semester.

Changes in enrollments are expected at the Albany County Campus with the introduction of a 14-week block schedule this week that more closely aligns with that of the University of Wyoming. Because of the block changes, fluctuations in enrollment numbers are going to occur. A decrease in developmental mathematics at the Albany County Campus is occurring because fewer students are needing this offering, and this is a good thing. President Schaffer stated he anticipates enrollments will continue to trend at a percent or so below last year's enrollment numbers.

In general, Wyoming's community colleges are struggling with the same reductions. In communities where a downturn in employment is being experienced, enrollments often experience an uptick. However, if the uptick that is due to major layoffs and unemployment, the increase in enrollment doesn't usually take place until about nine months later after the payouts of unemployment and severance payments. This will likely be seen more in the energy-rich communities such as Gillette and Western Wyoming Community College. President Schaffer stated upticks in LCCC's enrollment due to a rise in unemployment would be a good thing, because the College would have an opportunity to engage new students, help them find new educational goals, and is a safe harbor for unemployed individuals. He cautioned though that upticks due

to unemployment are short-term, and that short-term enrollments are not always going to positively impact the College's loan default rates, completion rates, and outcomes for student success.

Speaking to how the Board can give direction on how to help boost enrollment and help students persist, Trustee Barker proposed recruitment should focus on the nontraditional student. He also suggested for consideration that recruitment go into Colorado where tuition and fees are higher, noting further that sometimes out-of-state students don't persist. President Schaffer stated a lot of work over the past few years has been focused on setting the foundation for student success by making sure students have a good front-door experience and are provided with the onboarding opportunities and activities they need to succeed. The College's priorities have also focused on designing programs for student completion, general education programs, and assessment. While continuous improvement in the foregoing will continue, President Schaffer stated the College is now at the point where it can bring to the forefront the priorities of recruitment and enrollment. Noting the Board is planning to have a retreat in March, he proposed having a leadership-wide retreat that would also include the Board. Future plans for recruitment, target markets, program offerings for nontraditional students, long-term enrollment, and the impact of increased enrollment from out-of-state students on residence hall occupancy could be among the topics of discussion. Trustees Lyttle and Erickson voiced their support for these discussions in conjunction with the Board's retreat.

B. Legislative Update

President Schaffer reported the Governor's proposal for the community college's exception request of \$12 million has remained intact. One piece that is being questioned is that the proposed \$12 million is actually a \$2.5 million reduction in total biennial funding from what the community colleges received for the current biennium, which was \$14.5 million. President Schaffer stated the proposed \$12 million is an overall reduction in what the community colleges received this year. However, given the economic environment, the reduction is appropriate. In addition, some are interpreting the \$12 million as new funding that equates to an overall increase, because the funding sits on the exception request. President Schaffer emphasized that is not the case. The community colleges are appreciative of the Governor's recognizing the community college's funding needs and will continue to support his proposal. Trustee Erickson asked if the JAC is supporting the Governor's exception request to which President Schaffer replied they are.

The only capital construction project still in the Joint Appropriations Committee mark-up is a project at Sheridan College. Given the current budget environment, little support exists for community college capital construction funding, and a lot of that has to do with differing philosophies about whether to utilize other funding sources, such as the LSRA (Legislative Stabilization Reserve Account), AML (Abandoned Mind Land), and General Fund dollars for capital construction and other state needs.

The matching funds that were earmarked in the current year were predicated on unprofiled capital gains. With the market condition thus far, it is doubtful that the capital gains are there. Therefore, the prospect of receiving matching funds for the Foundation for development is not very favorable.

A community college funding formula bill is not expected to come out of the Joint Appropriations Committee as a committee bill but may be introduced as a co-sponsored bill.

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

Vice President Johnson gave a quick update on the wayfinding project. Bid proposals were received from seven bidders. The bids ranged from \$518,000 to \$1.4 million, and there may be many in the \$500,000 range. The bid from the previous bid award process was \$318,000. The bids will be assessed Friday, Monday, and Tuesday to determine which bid should be awarded. President Schaffer advised the Board

that \$475,000 has been budgeted for this project. So a reduction in the scope of work will need to take place or additional revenues will need to be sourced. Also, the bids were structured so that elements can be reduced. Trustee Erickson noted three years have passed since the original discussions of developing the wayfinding project, so inflationary costs have to be taken into consideration. Vice President Johnson confirmed that the bid information will be coming to the Finance & Facilities Committee next Wednesday, February 10th.

6. BOARD REPORTS

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

Discussion was held about scheduling a retreat in March. Following discussion about trustee availability, the Board concurred to hold the retreat on Saturday, March 19th, from 10 a.m. to 2 p.m. in the Board Room. A lunch will be provided. Noting March 19th falls on spring break weekend, President Schaffer will follow up with President's Cabinet to see if they are available to participate.

Board Chairman Mosher congratulated Trustee Erickson on his nomination as WACCT Board Treasurer, adding Trustee Erickson has agreed to serve if elected.

B. President's Evaluation Instrument – Trustee Merrell

Trustee Merrell thanked President Schaffer for his excellent report on his goals and noted the Board will be receiving another report prior to his evaluation. Trustee Merrell stated she may ask the other six community colleges how they evaluate their presidents. The instrument used last year can be improved by limiting the categories to three—satisfactory, unsatisfactory, and don't know. The evaluation questions may also be refined. Board Chairman Mosher stated he believed the questions addressed the President's efficiency and effectiveness and whether or not he is getting the College to where it needs to be based on his goals. Trustee Erickson provided three reasons to evaluate the president: 1) to justify the College's spending, 2) to control the direction of the College, and 3) to improve the performance of the College. Board Chairman Mosher agreed with the three reasons brought forward by Trustee Erickson. Trustee Barker stated he is hesitant to include other people in the President's evaluation. He thought a discussion should be held as to whether the faculty and staff input should be sought. Trustee Merrell clarified she would suggest participation by only one or two students in the president's evaluation. Trustee Erickson stated the committee discussed expanding the role of the committee to look at the institutional effectiveness as well. He recognized an institutional effectiveness program review is brought to the Board but would like to formalize the process in a policy and may bring forward policy language for the Board's consideration.

Trustee Merrell also advised the Board needs to evaluate itself. She would like for the evaluation instrument to include questions pertinent to students, so that students could be included in the evaluation process, which she believed would be a valuable experience for them. She asked the Board to consider how to proceed with a self-evaluation when new trustees are elected and do not yet have a knowledge base comparable to that of the other trustees. Board Chairman Mosher thought perhaps a self-evaluation was the purpose of the Governance Institute for Student Success. Trustee Erickson said the Board's participation in the Institute would be a good start toward self-evaluation.

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

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

Ex Officio Trustee Keadle could not be present due to weather conditions.

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

Student Ex Officio Trustee Cheshier reported the SGA is taking applications until Friday, February 5th, for two open positions of senators who resigned due to scheduling conflicts. Director Noble and the SGA together proposed a new look for the mascot, which will now look more like the College's logo and has been named Talon.

Trustee Merrell thanked the SGA for donating the monies for the PE facility.

8. NEW BUSINESS – Board Chairman Ed Mosher

Board Chairman Mosher stated the emeritus links were emailed to the trustees as promised during the January 20th Board meeting. Trustee Erickson and Trustee Merrell offered for the Board's consideration:

- Who makes the request? A group of peers? A dean?
- What are the criteria? Number of years of service?
- The Board should look closely at what it wants to accomplish.
- What are the criteria?

President Schaffer offered to draft an emeritus policy and procedure. Board Chairman Mosher thanked him for doing so.

9. ADDITIONAL ITEMS – Information Only

A. [Board Correspondence – The Just Caring Group](#) – Board Chairman Mosher

At Board Chairman Mosher's request President Schaffer shared the idea of performing public service originated with the executive team when Systems and Technology Specialist John Schneider presented them with the opportunity to join the Just Caring Group and serve lunch to the homeless, which they did on Saturday, December 12th. Sodexo provided the food and utensils, and Pepsi provided the drinks. Board Chairman Mosher thanked the executive team for donating their time on a snowy Saturday to serve the homeless.

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

10. NEXT MEETINGS/EVENTS

- **February 17 (Wednesday)** – WCCC Open House – Commission Office (2300 Capitol Ave., 5th Floor, Suite B) – 7:30 to 8:30 a.m.
- **February 17 (Wednesday)** – WCCC Meeting – CCI 130 – 9 a.m.
- **February 17 (Wednesday)** – LCCC Trustees and WCCC Commissioners Lunch – CCI 129 – 12 noon to 1:30 p.m.
- **February 17 (Wednesday)** – WACCT Board Meeting – CCI 129 – 4 p.m.
- **February 17 (Wednesday)** – Board Meeting and Dinner: Dinner – 5:30 p.m. – CCC 178/179; Meeting – 7 p.m. – Petersen Board Room
- **February 18 (Thursday)** – WACCT Trustee Education – CCI 130 – 8:45 to 11:30 a.m.
- **February 18 (Thursday)** – WACCT Luncheon and Ellucian Roundtable – TC 120 and 121 – 12 noon to 2 p.m.
- **February 18 (Thursday)** – WACCT “Capitol Visits” – Jonah Financial Center – 2 to 5 p.m.
- **February 18 (Thursday)** – WACCT Awards (5:00 p.m.) and Legislative Reception (6:30 p.m.) – Little America – Grand Ballroom

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

No requests were made for public comment.

- 12. ADJOURNMENT** of the February 3, 2016, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Ed Mosher

Board Chairman Ed Mosher adjourned the February 3, 2016, Board Meeting of the Laramie County Community College District at 8:53 p.m.

- 13. EXECUTIVE SESSION** – *An executive session was not held.*

Respectfully submitted,

Vicki Boreing
Board Recording Secretary