

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, JANUARY 20, 2016, PETERSEN BOARD ROOM, ADMINISTRATION BUILDING, LARAMIE COUNTY COMMUNITY COLLEGE

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

Board Excused: Trustee Bradley S. Barker, III

Staff Present: President Joe Schaffer; Vice Presidents Judy Hay and Rick Johnson, Interim Vice President Terry Harper, and Associate Vice President James Malm; Faculty and Staff Members Connie Czarnecki, Jeri Griego, Ann Murray, Leah Noonan, Nick Robertson, and Jacob Sherlock; and Legal Counsel Tara Nethercott

Visitors: Kristine Galloway (*Wyoming Tribune-Eagle*), Amber Munjar (*Wingspan* Online Editor), and Charles Detheridge and Cody Fox (*Wingspan*)

1. CALL TO ORDER of the January 20, 2016, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Ed Mosher

Board Chairman Ed Mosher called to order the January 20, 2016, Board Meeting of the Laramie County Community College District Board of Trustees at 7:07 p.m.

2. MINUTES – Approval of the [December 2, 2015, Board Meeting Minutes](#) and [December 9, 2015, Special Board Meeting Minutes](#) – Board Chairman Ed Mosher

Trustee Lyttle moved and Trustee Merrell seconded,

MOTION: That the Board of Trustees approves the December 2, 2015, Board Meeting Minutes and the December 9, 2015, Special Board Meeting Minutes as written.

MOTION CARRIED unanimously.

3. REPORTS TO THE BOARD

A. LCCC Reports

1) SGA (Student Government Association) – Student Ex Officio Trustee Noah Cheshier

Ex Officio Cheshier stated he will be giving the SGA report along with his report as the Student Ex Officio Trustee and suggested the two reports be given under the “Ex Officio Trustee Updates” agenda item. The Board agreed to this change.

2) Staff Senate – Candy Ferrall, President; Amy Ehlman, Vice President-Classified Staff; Kevin Yarbrough, Vice President-Professional Staff; Jennifer Thompson, Secretary; Sarah Smith, Treasurer – No report

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

Faculty Senate President Noonan’s report included the following brought forward from the last week’s faculty assembly hosted by the Faculty Senate:

- Higher Learning Commission credentialing question
- Faculty job description package
- Workload equity issues for those who are not on a nine-month contract
- Spring climate survey
- Academic Standards Committee voting procedures and membership
- Continuation of developmental English and math

Dr. Arshi Rizwani-Nisley reported she has been fielding a lot of questions from her colleagues based on concerns about what is happening with developmental English and math as reported out of Complete College America and at the Wyoming legislature. The faculty would like to know the Board's mission and vision for the future of these developmental education programs, changes to which became effective last semester. Dr. Rizwani-Nisley specifically referred to the Compass exam, which is currently given as a placement exam and will be eliminated.

Board Chairman Mosher recalled hearing a presentation from Dr. Rizwani-Nisley last fall regarding developmental English during a joint meeting held with Laramie County School District No. 2 and stated additional information on progress would be welcomed, perhaps during a dinner session or Board meeting. He stated the Wyoming Association of Community College Trustees organized Complete College Wyoming, which is pursuing alternatives for a traditional developmental approach. Trustee Erickson requested the faculty provide more specifics on their concerns and surmised the faculty are looking for re-enforcement that their efforts should continue. Trustee Lyttle agreed and requested a presentation on the issue, stating if the Board is going to develop a mission and vision, additional information from the faculty will be necessary to facilitate the development of the mission and vision statements. Dr. Rizwani-Nisley agreed to work with the English and math faculty to gather information the Board would find helpful, such as what is currently being done and what the fall enrollment numbers look like. Trustee Merrell agreed with Trustee Erickson and Trustee Lyttle, adding she believes the College should offer developmental English and math courses. President Schaffer said he would be happy to coordinate a presentation, noting the College will have offered two semesters of the redesigned English and developmental math courses with the completion of this spring semester. He continued that he is a little bewildered by the perpetuation of these concerns, which were first voiced in an open meeting with Vice President Hay, Interim Vice President Harper, and faculty and staff. Discussions were held about what to do when the Compass test is taken away during that meeting. President Schaffer has assured faculty during two meetings the College will always have some type of developmental education, which is part of the community colleges' mission, the most recent being the January in-service. President Schaffer said mounting research is supporting a co-requisite model for developmental education (more for math than English), which enrolls students, who are not college-ready, in intensive, supplemental courses imbedded in traditional college-level coursework. These classes are held five days a week. President Schaffer stated the College needs to find the best way to offer programs for student success and although it does not have a true co-requisite model, it does offer a couple of layers of co-requisites in the English program as options. In addition, the math pathways program has also been adopted.

Dr. Rizwani-Nisley thanked the trustees and President Schaffer for their comments, noting she has heard President Schaffer speak to these concerns. Trustee Lyttle suggested the Academic Affairs and Student Services Ad Hoc Committee be assigned the task to follow up on the developmental education concerns. Board Chairman Mosher acknowledged Trustee Lyttle's suggestion as a good one and said he will follow up with President Schaffer on next steps. He emphasized the trustees, faculty, and staff are all looking for the best way to assure LCCC's students are successful.

President Noonan also shared Mohamed Chakhad stepped down and has been replaced on Faculty Senate by Burt Davis for the spring semester. Board Chairman Mosher asked President Noonan to keep the Board apprised of the progress on the issues shared this evening.

- 4) LCCCEA (LCCC Education Association) – Meghan Kelly, President; Les Balsiger, Vice President; Maggie Swanger, Secretary; Jim Strelman, Treasurer – No report

4. WORK ITEMS

- A. [Customized Training, Measures E.1.a-E.1.c](#) – Institutional Research Director Ann Murray

Director Murray stated “customized training” refers to a training program developed to meet the workforce needs of a specific organization/employer. Measures E.1.a, E.1.b and E.1.c are three of seven included in “KPI E Community Development” and are counting kinds of measures. The training programs are developed through the School of Outreach and Workforce Development.

The rationale: One way to measure the quality of an institution’s events is participation. For a community college those events are programmed for the community, as well as for the students and staff of the College. The community is a primary stakeholder in the institution. These measures represent the number of community participants who attend the College’s programmed events. [KPI Handbook, page 29]

E.1.a – Number of Customized Training Programs Offered – Grade A

- Only employees of a specific organization are enrolled in customized training. The training builds relationships with the College’s community partners. The data represents a statistically significant increase from 2013-14 to 2014-15. School of Outreach and Workforce Development Dean Tast believes the numbers will increase again for 2015-16, because of the concentration on OSHA and diversified leadership training programs. The 135 programs offered in 2014-2015 were discreet (different) programs.

E.1.b – Number of Businesses Served – Grade B

- The number of businesses served increased slightly and were predominately State agencies. This measure has an external national benchmark from the NCCBP (National Community College Benchmark Project). (Other benchmark sources are being researched. The College’s historical data is also used.) The median of the community colleges participating in the National Community College Benchmark Project (59) was used for this measure. LCCC is at the 84th percentile on the number of customized programs it offers. Again, the 173 businesses served are discreet (different) businesses. One reason for the increase may be due to the College’s diligent pursuit of community partnerships. The bulk of non-credit workforce development courses is in workforce training. President Schaffer stated that Wyoming through the Department of Workforce Services is focused on providing resources to help organizations and businesses train and develop their workforces. LCCC is blessed to have a partnership with the Department of Workforce Services and be provided the resources that come with that partnership. As a result, LCCC continues to outpace the benchmark average through its workforce training in partnership with the Department of Workforce Services.

Director Murray stated in summary of the above data by measures, the College continues to draw repeat customers by offering more training programs to existing partners. These numbers are also reflected in E.1.c.

E.1.c – Total Participation in Customized Training Programs – Duplicated Headcount – Grade B

- During 2011-12 the College provided training for every State agency and then that training finished, which is why the training numbers for 2012-13 show a marked dip. One training program was provided multiple times. The effect of providing diversified training programs for multiple partners is seen in the steady increase of participation numbers since 2012-13.

Comments and Clarifications

- The “Total Participation in Customized Training Programs” numbers are not subsumed in the “Total Participation in Non-Credit Life Enrichment Courses” numbers. The numbers represent totally different types of programmatic offerings.
- The Certified Public Manager (CPM) Program was customized for specific agencies and was also packaged in a way where it could be offered to anyone. The numbers of participants who took the customized training program are included in the “Total Participation in Customized Training Programs.” These customized trainings are sometimes called contract trainings that are provided for employers who need their employees trained in job-specific skills and for the most part are soft skills. The training content is often negotiated between the employer and the College.

(POSTSCRIPT TO MINUTES: In follow-up to questions posed by the Board concerning customized trainings, Dean Tast provided the following:

- The largest area was leadership including (but not limited to): coaching, driving change, adaptive leadership, building trust, motivating others, and communicating for leadership success.
- We did a plethora of customized short trainings for all the MS products and at all levels. We ran a number of MOS certifications as well.
- All areas of professional development including (but not limited to): Maintaining a Positive Attitude; Journey to Civility, Trust; Notetaking; and a number of MBTI workshops etc.
- We did a customized English as a Second Language program on site at a local business (never did that before).
- We added safety workshops including two Safeland certification customized trainings.
- We also added five new customized programs for a non-profit in town.
- We added seven new non-credit technical trainings to the mix.)

Board Chairman Mosher said his once-present concerns about workforce training and enrichment courses no longer exist, because he believes these offerings are particularly important in maintaining community partners and relationships. He suggested the workforce offerings be enhanced so that they are credit-driven and would fit into a certificate offering. President Schaffer stated the College’s Health Information Technology Program courses began as non-credit offerings for the Wyoming Hospital Association that was developed in response to the WHA’s need to train their staff on new ICD10 coding. The Health Information Technology Program’s offerings now include a Medical Office Essentials Credit Diploma and a Medical Claims Coding Associate Credit Certificate that are stackable credentials leading to a Health Information Technology and Management Associate of Applied Science Degree. The Central Sterile Processing Program and the Exercise Science Personal Trainer Program being presented this evening for Board approval are examples of certificate programs that may be folded into a credit program.

B. Budget Document Concept – Trustee Erickson, President Schaffer

Trustee Erickson asked the Board to consider a new format for the College's budget document, which provides information about the budget process. His idea for changes to the College’s current document

was inspired from the comparative and descriptive information included in the City of Cheyenne's budget document and how that information tells a story. He suggested the new format, which might be more of an annual report, contain enrollment trends, completion rates, pictures, and program expenditures at the Cabinet level. President Schaffer observed the purpose and audience should be considered when proposing changes to the current budget document or producing a new document such as an annual report. Trustee orientation and institutional effectiveness documents will need to be produced this fall. He asked, is the proposed new document a budget, an annual report, a merger of the two, or one of the aforementioned to be produced this fall? Trustee Erickson stated he does not wish to create additional work, noting the proposed document has not been fully conceptualized. Trustee Lyttle acknowledged the City's budget document has some "cool features" but also has some things the College's budget document does not need. She added that if implemented she would hope the trustees would not have too much critical input on the aesthetics—colors, pictures, design. Trustee Merrell believed the proposed new document would cost a lot of money and require a lot of time and perhaps could be something the College gradually adopts. She also stated the trustees' education on the current budget document has made it understandable. Trustee Dubois concurred that the current budget report has been greatly improved and the extra cost of producing a new version is not needed. Trustee Erickson also saw a new budget document as an evolving one, as did Trustee Merrell, the development of which would begin in FY 2018.

Board Chairman Mosher suggested the Finance & Facilities Committee consider whether the proposed document should be pursued and provide an initial report to the Board on a timeline along with a couple of content areas as some first steps. He also suggested President Schaffer and Vice President Johnson be included in the discussions.

5. APPROVAL ITEMS

A. [Recommendation to Fill Building Authority Position](#) – Vice President Rick Johnson

Vice President Johnson stated the Building Authority is recommending Dr. Martin Carroll continue on the board. Dr. Carroll has indicated he would like to do so and has been a solid member of the Building Authority.

Trustee Erickson moved and Trustee Merrell seconded,

MOTION: That the Board of Trustees approves Dr. Martin Carroll for another two-year term appointment through December 31, 2018.

DISCUSSION: No additional discussion was held.

MOTION CARRIED unanimously.

B. Recommendation to Approve Credit Diploma/Certificate Programs – Interim Vice President Terry Harper

Board Chairman Mosher stated the Academic Affairs and Student Services Ad Hoc Committee's January 13th meeting was noticed in the *Wyoming Tribune-Eagle* and attended by Trustee Barker, Trustee Merrell, and himself. Trustee Barker chaired the meeting in the absence of Trustee Lyttle, who was out of town on business. The meeting was also attended by Academic Affairs Interim Vice President Terry Harper, Exercise Science Program Director and Instructor Nick Robertson, Surgical Technologies Program Director and Instructor Connie Czarnecki, School of Health Sciences and Wellness Interim Dean Cindy Henning, Student Services Vice President Judy Hay, and President Schaffer. Because Trustee Barker was unable to attend this evening's Board meeting, Trustee Merrell reported on the ad hoc recommendation.

Trustee Merrell noted thorough and informative presentations were given by Interim Vice President Harper, Instructors Czarnecki and Robertson, and Interim Dean Henning and stated the Academic Affairs and Student Services Ad Hoc Committee is recommending approval of the programs.

Interim Vice President Harper previewed the certificate programs by providing some background information on each instructor and their program. She also acknowledged and voiced her appreciation for Interim Dean Henning's support and participation in the certificate programs' development by allowing Connie Czarnecki and Nick Robertson the time and resources necessary to pursue these certificate programs. The program directors then added to the introductions with program-specific information.

1) [Central Sterile Processing Credit Diploma/Certificate Program](#)

Program Director and Instructor Connie Czarnecki came to the College in spring 2015 from Chicago where she worked in the operating room for several years and also taught in a surgical technology program. She has successfully reactivated the Surgical Technologies Program and revamped the program so it can be offered in a hybrid format. The program's nine students, the highest cohort in the history of the program, have a 100% course pass rate for the past fall. Ms. Czarnecki's vision for the Central Sterile Processing (CSP) Program, which will be the only one offered in the state, included utilizing the equipment already available in the lab and consulting with local and statewide professionals from which she created her advisory board. The need for a Central Sterile Processing Program was determined from the advisory board members' input. The CSP is a one-semester hybrid program with an 8-week didactic course and a 10-week clinical course that includes 400 clinical hours and has no prerequisites. Unique to this program is students can be paid during their clinical hours. Students completing the Central Sterile Processing Program will be able to sit for the certification exam through the International Association of Healthcare Central Service Material Management (IAHCSMM). Ms. Czarnecki invited everyone to visit the lab, which mimics an actual operating room.

Trustee Merrell moved and Trustee Erickson seconded,

MOTION: That the Board of Trustees approves the Central Sterile Processing Credit Diploma/Certificate Program.

DISCUSSION: President Schaffer stated the CSP Program will need Wyoming Community College Commission and Higher Learning Commission approval. The Department of Education's approval will also be required so that financial aid can be offered to students in this program. The goal is to have the fully approved program offered fall 2016.

MOTION CARRIED unanimously.

2) [Exercise Science Personal Trainer Credit Diploma/Certificate Program](#)

Mr. Robertson joined the College a couple of years ago as an interim faculty member. Last year, he was hired as a full-time faculty member at which time he began researching potential opportunities in the Physical Education Program in collaboration with Interim Dean Henning. From that research the Exercise Science Personal Trainer Certificate Program was developed. The two-semester certificate program will meet industry needs for certified personal trainers in the community. This program would incur no additional costs. All of the courses that make up this certificate are already offered by the College. Students earning this certificate can enter the workforce sooner. The courses chosen are

based off of the American College of Sports Medicine Certified Personal Trainer exam. Students completing the coursework can take the exam on campus. The national pass rate is about 67%. Students completing this Exercise Science Personal Trainer Program will be better prepared to take the exam and therefore should score higher than the national average. Board Chairman Mosher said this program is another perfect example where students can complete a certificate program, begin a career, and then return to College to continue their education. Trustee Lyttle asked if the personal trainer certification would cover a wide range of ages to which Mr. Robertson responded the student will need to know how to design training programs for different age groups. Interim Vice President Harper stated Program Director Nick Robertson will probably be bringing forward a couple of other certificates he and Interim Dean Henning are hoping to propose.

Trustee Merrell moved and Trustee Lyttle seconded,

MOTION: That the Board of Trustees approves the Exercise Science Personal Trainer Credit Diploma/Certificate Program.

DISCUSSION: Trustee Merrell stated she is extremely excited about these programs and believes the students who graduate from the College's medical programs are very successful and the programs are very successful with high graduation rates.

MOTION CARRIED unanimously.

President Schaffer pointed out that these programs and others are evidence of a focused shift, centered on students. This focused shift recognizes opportunities exist to configure programs so that they lead to success benchmarks with tangible outcomes and opportunities for employment. The efforts of these faculty to develop programs that serve students and the community at the same time should be applauded.

6. PRESIDENT'S REPORT – President Schaffer

A. [Goals Progress Report](#)

President Schaffer stated the report includes updates on each of his goals. He stressed the successful accomplishment of his goals depends on the excellent work people are doing on campus.

Trustee Erickson stated President Schaffer is doing what the Board requested and acknowledged some of the goals cannot be accomplished in a year. He also observed the accomplishment of President Schaffer's goals is quite obviously the result of a team effort and the team has been given a lot of work. Trustee Merrell stated the update on President Schaffer's goals is exactly what the evaluation committee asked him to do—give a report in January and a second report in May.

B. Wyoming State Superintendent Policy Summit – “A New Conversation” – January 13-15, 2016

President Schaffer stated State Superintendent Jillian Balow's S5S Policy Summit predominately focused on K-12 education (superintendents, principals, and their trustees) but was also a kick-off of Superintendent Balow's push to bring the state's educational entities together to tackle some challenging issues ranging from special education to college and career readiness. The Summit provided an opportunity for LCCC to engage with K-12 partners. President Schaffer said he was pleased to be asked to participate on a panel on developmental education and took the opportunity to remind those in attendance of the great work LCCC is doing with developmental education. He was also pleased some College employees attended the sessions that spanned three days and hoped more of the College's employees will be able to attend the next Summit.

Trustee Erickson commended President Schaffer's participation on the "Graduation and Remediation Rates...both are going up" panel, noting he knew what he was talking about and other panel participants were following his lead. The three-day session included nationally known speakers Jim Mahoney, Executive Director, Battelle for Kids; Richard Laine, Education Division Director, National Governors Association; and Hans Meeder, President and Founder, National Center for College & Career Transitions. Mr. Meeder spoke about different approaches for preparing individuals for a career and life activities. Trustee Erickson expressed his appreciation for the opportunity to attend the conference which focused on raising expectations.

President Schaffer shared copies of the latest IPEDS data feedback report. IPEDS is the national data system to which all Title IV institutions are required to report. The IPEDS report is one source of data used by Institutional Research Director Ann Murray and provides data of comparator community colleges in LCCC's peer groups. In addition to these data, the report also provides a list of peer groups and includes all of Wyoming's community colleges. President Schaffer shared the following from the data reported.

- 2013-2014 academic completions
 - o The data shows LCCC is starting to outpace its peer institutions in terms of the short-term and one-year certificates and associates degrees being awarded the College's students.
Conclusion: LCCC is moving in the right direction in getting its students those credentials.
- LCCC is doing well in keeping educational costs (tuition and fees) down.
- Graduation and transfer out rates for 2011 entering cohorts (students who entered in 2011 and completed in spring 2014) show that LCCC for the first time is outpacing their peer groups.
Conclusion: What LCCC is implementing is paying off for its students. The hope is retention numbers will move in that direction as well.
- LCCC is capturing a larger enrollment of Hispanic/Latino students.
Conclusion: More Hispanic/Latino students are striving to achieve their higher educational goals, and more work needs to be done to assist these students in achieving their educational goals.

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

President Schaffer stated construction is moving along as anticipated. More reporting will be provided as the projects progress and more monitoring is taking place. Trustee Erickson will share additional information that came out of the January 13th Finance & Facilities Committee meeting.

Board Chairman Mosher asked is the Board would be receiving an enrollment report to which President Schaffer responded a report will be given during the February 3rd Board meeting.

7. BOARD REPORTS

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

Board Chairman Mosher will work with Board Secretary Boreing to send a "Fortune" magazine article on a foundation for education utilizing Common Core standards utilized by Exxon Mobil, GE, Intel, and others.

B. Upcoming Meetings/Events – Trustee Erickson

Trustee Erickson reviewed the WACCT and WCCC upcoming events listed below. The event dates, times, and locations have been added to the Board's calendar.

- 1) WCCC Meeting – February 17th – LCCC, CCI 130
- 2) WACCT Board Meeting – February 17th – 4 p.m. – LCCC, CCI 129
- 3) WACCT Community College Conference – February 18th – Hosted by Northern Wyoming Community College District (Sheridan College) at LCCC
- 4) WACCT Community College Conference Awards (5 p.m.) and Legislative Reception (6:30 p.m.) – February 18th – Little America Grand Ballrooms
- 5) GISS (Governance Institute for Student Success) – June 3rd and June 4th (Friday and Saturday) – Casper College
 - Trustee Erickson stated the WACCT is hoping three or four trustees from each community college will attend.

C. Finance and Facilities Committee (January 13th Meeting) – Trustees Erickson and Merrell

Trustee Erickson, Trustee Merrell, and Board Chairman Mosher attended the January 13th Finance and Facilities Committee meeting during which they heard reports on the following:

- Flex-Tech Building – The trustees will tour the Flex-Tech Building during their April 6th dinner meeting. An issue with the return duct in the Flex-Tech Building is being addressed. A suspended ceiling that was expected to accommodate the return duct will not be installed. Therefore, duct work to move the air around in the building will need to be otherwise installed.
- University/Student Center – A decision will need to be made about whether existing or additional pumps will be used to be pump water to the building. A new configuration consisting of benches in lieu of desks in the science labs has been requested by faculty. The benches will require a change in the design and cost some additional dollars and therefore a change order. President Schaffer advised the College is seeking approval from the State’s Construction Management Division for the planning component that is required to move forward with the design changes. The new design will require moving mechanical, plumbing, electrical, and lighting installations. Use of the construction project’s contingency funds will be required to cover the cost estimate and the anticipated significant costs for these changes and is also a consideration before deciding whether or not to incorporate the design changes.
- Wayfinding – Bids from 15 bidders are due Wednesday, January 27th.
- Procurement and Contract Report – A “Potential Solicitation” section has been added to the report to give trustees advance notice of future purchases that may require their approval if a project moves forward. Specifically noted on this month’s report were:
 - o Campus Portal Solution
 - o Compensation Review
 - o Revision of Campus Master Plan
- Facilities’ Rental Monies – As of the end of December, the facilities rental income monies are lower than expected based on historical data. Board Chairman Mosher remembered the Center for Conferences and Institutes was undergoing improvements that may have limited the number of groups holding events in that building, which is often requested by outside groups. Trustee Erickson added parking availability may also have attributed to fewer groups with larger numbers of participants holding events on campus.

Trustee Erickson moved and Trustee Merrell seconded,

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

- 1) [January 2016 Current and Auxiliary Fund Balance Sheet Reports](#)
- 2) [FY 2016 Current and Auxiliary Fund Budget Reports](#)
- 3) [December 2015 Procurement and Contracting Report](#)

Trustee Lyttle stated the Wyoming Arts Council is facilitating the process for the selection of art for the University/Student Center's and Flex-Tech Building's interiors and exteriors. Trustee Lyttle, Student Services Vice President Hay, and Physical Plant Director Macnamara are members of a committee assembled by the Council that is choosing artwork for the buildings. The Committee received 273 submissions for the Flex-Tech Building and 190 for the University/Student Center from professional artists nationwide, and some have been fascinating. President Schaffer advised the State's arts and public spaces law requires one percent of a capital construction project's budget be set aside for art. The committee's charge is to develop the call for the artwork, identify the artwork to be commissioned for each building, and commission the artwork. The hope is that the art budgets for each building will allow for selections of interior as well as 3-D exterior artwork that would help anchor the buildings' exterior spaces. The committee votes on the artwork, some of which are renderings, and not the artist. One artist may have multiple submissions. Trustee Lyttle stated the committee members' first round of judging is due this Friday.

Trustee Lyttle stated for Trustee Merrell, who inquired about the use of student artwork, that submissions from students could be considered by the committee. President Schaffer explained in response to Trustee Erickson's question concerning Board approval of artwork that the Board will not be asked to approve the artwork and emphasized the committee's makeup includes College representatives and constituencies. He also stated that one percent of each project's budget is set aside for the purchase of artwork for each building.

MOTION CARRIED unanimously.

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

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

Ex Officio Trustee Butch Keadle reported the Albany County Campus classes will begin on February 1st and will follow a 14-week block. UW classes will begin on Monday, January 25th. The ACC's later start allows students, who were not able to register for classes at UW, to do so at the Albany County Campus. Mr. Keadle also commented that the admissions and recruitment report given during the Board's dinner meeting was an indication the College is doing "good stuff" and was gratifying to hear.

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

Ex Officio Trustee Noah Cheshier reported applications for two SGA senator positions will be accepted during the next two weeks; interviews for the two SGA positions will take place during the third week.

The SFAC (Student Fee Allocation Committee) will begin their deliberations soon. The SGA is entertaining the possibility of a smaller committee that will report back to SGA.

Trustee Merrell thanked the SGA for the beautiful jackets given to the trustees. The trustees readily agreed and expressed their appreciation as well. She asked about the SGA's concerns with the online math program to which Ex Officio Cheshier stated President Schaffer responded to the SGA's concerns with a letter addressing the concerns denoted in their memo. The SGA will review President Schaffer's response during their meeting tomorrow, Thursday, January 21st. Referring to a future update on developmental education, President Schaffer added a follow-up response from the SGA will provide the Board with additional information that will assist with an understanding of the Colleges developmental education programs.

9. NEW BUSINESS – Board Chairman Ed Mosher

Board Chairman Mosher asked the trustees to consider an emeritus classification that would recognize an individual when they have met certain criteria and have served the College for a period of at least 15 years. The recognition would be accompanied by privileges such as access to the Ludden Library and others to be determined. Board Chairman Mosher suggested an ad hoc committee be assembled to explore this possibility and will email the trustees links to other institutions' emeritus policies. (POSTSCRIPT TO MINUTES: Board Chairman Mosher emailed the information to the trustees on January 27th.)

Trustee Dubois thanked President and Mrs. Schaffer for hosting a Christmas party for the trustees. He added the trolley ride to view the Christmas lights accompanied by the children's serenading of Christmas carols was especially enjoyable.

10. ADDITIONAL ITEMS – Information Only

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

11. NEXT MEETINGS/EVENTS

- **February 3 (Wednesday)** – Board Meeting and Dinner: Dinner – 5:30 p.m. – CCC 178/179; Meeting – 7 p.m. – Petersen Board Room
- **February 17 (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

Trustee Erickson moved and Trustee Merrell seconded,

MOTION: That the Board of Trustees convenes an executive session to discuss a real estate matter and that Vice President Rick Johnson, Associate Vice President James Malm, and ACC Ex Officio Trustee Butch Keadle also remain for the executive session.

Trustee Dubois asked that the Board discuss a personnel matter as well.

Trustee Erickson accepted Trustee Dubois's request as a friendly amendment, so that the Board of Trustees' executive session will include a discussion of both real estate and personnel matters during the executive session.

MOTION CARRIED unanimously.

13. ADJOURNMENT of the January 20, 2016, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Ed Mosher

Board Chairman Ed Mosher adjourned the January 20, 2016, Board Meeting of the Laramie County Community College District Board of Trustees at 9:30 p.m.

14. EXECUTIVE SESSION – *An executive session to discuss real estate and personnel matters was held.*

Respectfully submitted,

Vicki Boreing
Board Recording Secretary