

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, MARCH 2, 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, Trustees Bradley S. Barker, III, and Brenda Lyttle, ACC Ex Officio Trustee Butch Keadle, and Student Ex Officio Trustee Noah Cheshier

Board Excused: Trustee Carol Merrell

Staff Present: President Joe Schaffer; Vice Presidents Judy Hay, Rick Johnson, and Interim Vice President Terry Harper; Administrators and Faculty Members Jeri Griego, Cindy Henning, Shawn Holz, Leah Noonan, and Jean Zlomke; and Legal Counsel Tara Nethercott

Visitors: John and Deb Kaiser (Hosts for the Ukraine Delegation), Amber Munjar (*Wingspan* Online Editor) and Cody Fox (*Wingspan* Co-editor)

Ukraine Delegation

Name: Lahodiienko, Maksym Oleksandrovych

Position: Mayor, Novyi Buh City Council

Name: Liashko, Iryna Volodymyrivna

Position: Senior Consultant at the Committee for State Building, Regional Policy and Local Self-Governance, Verkhovna Rada of Ukraine

Name: Novykov, Valeriy Oleksandrovych

Position: Head of the Board, Luhansk Oblast Human Rights Center "Alternativa"

Name: Polikrovskiy, Roman Stepanovych

Position: Mayor, Zbarazh City Council

Position: Consultant to the Secretariat of the Parliamentary Faction "People's Front", Verkhovna Rada of Ukraine

1. **CALL TO ORDER** of the March 2, 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 March 2, 2016, Board Meeting of the Laramie County Community College District Board of Trustees at 7:20 p.m.

2. **MINUTES** – Approval of the and [February 17, 2016, Board Meeting Minutes](#) – Board Chairman Ed Mosher

Trustee Erickson moved and Trustee Barker seconded,

MOTION: That the Board of Trustees approves the February 17, 2016, Board Meeting Minutes as written.

DISCUSSION: None

MOTION CARRIED unanimously.

The Ukraine Delegation joined the Board for conversation during their dinner meeting and asked many questions about the Board of Trustees and their governing role. Board Chairman Mosher introduced the delegation after which they each shared something about themselves and offered a gift of appreciation to the College. Each member of the delegation received a 40th Anniversary coin and had their pictures taken with Board Chairman Mosher and President Schaffer.

Delegation host and former trustee John Kaiser said the delegation wanted to experience different levels of American government. They spent two hours with instructor Dave Marcum on Monday who offered a learning session on American government and also some time with instructor Jeri Griego and her Principles of Marketing class this afternoon. The interactions were well-received and appreciated as was their time with the Board during the dinner meeting. Noting two mayors are present and that the delegation is meeting with Mayor Kaysen on Friday, Trustee Erickson suggested establishing a sister city relationship. Board Chairman Mosher said that was a good suggestion and hoped the delegation would keep in touch. He thanked the delegation for their time and interest, which he believed benefited the College as well.

3. WORK ITEMS

A. [Emeritus Designation Policy Draft](#) – Board Chairman Mosher, President Schaffer

President Schaffer walked through the draft policy that was developed from sample policy statements shared by Board Chairman Mosher and pointed out key areas needing the Board's guidance. Significant detail is included in the policy, which is atypical of policy content. The reason for this is the award of emeritus status is the privilege of the Board. Therefore, the policy "delineates the parameters for consideration of emeritus status awarded by the Board of Trustees..."—eligibility, criteria, recognition and privileges. The administrative procedure that would accompany the policy would address process for carrying out the Board's directive. He pointed out that most emeritus awards in higher education are bestowed upon key groups. One of the most common is for faculty members. A significant number also focus on awards for key administrative positions—presidents, vice presidents, and other key roles. Another sampling designated the emeritus award for retiring Boards of Trustees and Boards of Regents. A decision needs to be made on whether to focus the eligibility on smaller or larger groups and that policy language needs to be clarified. In reviewing the privileges, he noted the most meaningful is the recognition by the Board and the designation of emeritus status. The policy also addresses the Board's authority to revoke emeritus status and that those individuals with emeritus status may not speak and or publicly represent the College without permission from the President. A person with emeritus status is not an employee, does not have college-related duties, and is not paid a stipend or any other type of remuneration.

Comments/Clarifications

- Trustee Barker asked how the term of 10 years was decided. President Schaffer responded the number seemed like a good place to start.
- Trustee Lyttle asked about the role of an emeritus. President Schaffer stated as examples participation in College activities such as convocation and commencement ceremonies, major fundraising campaigns, and advocacy for the institution. However, no expectation is placed on an emeritus.
- Trustee Erickson stated the emeritus standing should be something truly notable and meaningful, over and beyond 10 years of service or two terms on the Board. Board Chairman Mosher said the timeframe should be part of the criteria as well as exemplary activities. President Schaffer reiterated the procedure will spell out the practical steps for assembling the nominating packet for a nominee and the routing of that packet through the President's office. Trustee Erickson asked if the nominating process would include some type of peer review. President Schaffer stated the nominations would typically come from two areas—peers or a dean for a retiring faculty member. The reviews of those nominations may be performed by the President based on a directive recommendation or by review committees. President Schaffer stressed the Board of Trustees' guidance is encouraged.

- Ex Officio Trustee Keadle noted the work of the Foundation Board members and suggested their they should be included in considerations of emeritus status. Board Chairman Mosher wondered if the Foundation should have their own emeritus policy and also noted the Lifetime Heritage Award is one way the Foundation recognizes the exemplary service of Foundation Board members, donors, and staff. President Schaffer agreed the emeritus award should come from the representative organization. Another possibility is for the Board to confer an honorary degree or some other type of recognition. Board Chairman Mosher acknowledged his point as well-founded.

Board Chairman Mosher asked what the next step will be. President Schaffer requested the Board send him any feedback on how restrictive or open the eligibility requirements should be for potential nominees. He will refine the policy into an updated draft that will be accompanied by a procedure developed by the administration. The policy and procedure will then go through the campus approval process.

B. Faculty Credentialing Update – ACC Director of Academic Affairs Shawn Holz

Terry Harper stated the newly released Higher Learning Commission (HLC) guidelines on faculty credentials that were released last year have created a lot of concern. Two key aspects of the guidelines are of particular importance to LCCC. Those are: 1) the HLC's emphasis on LCCC's concurrent enrollment faculty (those high school faculty teaching courses in the high school for which students receive high school and college credit) having to meet the HLC's credentialing guidelines at the collegiate level and 2) the HLC's no longer recognizing the practice of grandfathering, which allowed the College's faculty who were hired some time ago to not have to meet the current HLC's credentialing guidelines. In response to the new guidelines, a committee chaired by Library and Learning Commons Associate Dean Karen Lange was organized in October of last year. Members of the subcommittee included Astronomy/Physics Instructor Brian Uzpen, Technology Studies Program Director Dave Curry, Arts and Humanities Dean Daniel Powell, Human Resources Recruitment and Hiring Specialist Tara Rood, and ACC Director of Academic Affairs Shawn Holz.

ACC Director of Academic Affairs Shawn Holz shared the charge of the New Credentialing Committee in simple terms was to examine what the HLC's guidelines meant for LCCC. More specifically, the Committee's work included comparing the HLC's guidelines with the College's Minimum Faculty Qualifications Procedure 2.7P. Through that process the Committee identified the need to define tested experience, which is included in the new HLC guidelines, and develop and recommend a process for alternative credentialing. The Committee then looked at best practices around the U.S. and decided on the best practices of Juliette Junior College in Juliette, Illinois. Committee Chair Lange met with Juliette Junior College's Chief of Staff Linda Smith, who is also an ad hoc member of that college's Credentialing and Guideline Oversight Subcommittee. From that conversation the College's New Credentialing Committee concluded that LCCC needs to develop a faculty credentialing manual. The Committee's next step was to make revisions to Procedure 2.7P and to the Faculty Credentialing Summary. Those revisions reflect the HLC's new guidelines. A draft template of what the Faculty Credentialing Manual would look like and recommendations on how that manual would be developed were produced. The manual was sent to the deans and faculty this week. The faculty will be responsible for identifying the acceptable credentials in their respective content areas and programs, so this is very much a faculty-driven process. During a meeting with HLC's Jeff Rosen the Committee received answers to a number of questions that will be rolled into the revised procedure.

Trustee Erickson asked Faculty Senate President Leah Noonan if the New Credentialing Committee's work satisfied her concerns to which she responded, "Yes, it does. Thank you very much." Board Chairman Mosher asked if any K-12 faculty members are pursuing additional coursework to meet the additional HLC credentialing guidelines utilizing Wyoming Community College Commission's financial assistance

legislated for this purpose. Mr. Holz said he, Center for Secondary Students Director Rakhshi Hamid, and School of Outreach and Workforce Development Dean Maryellen Tast will be visiting with Laramie High School faculty about this specific opportunity. (POSTSCRIPT TO MINUTES: The Center for Secondary Students has since been renamed High School Programs.) With regard to the K-12 system, the HLC will grant, if requested, an extension until 2022 for those faculty who are pursuing their 18 graduate credits to be qualified to teach concurrent enrollment courses. Mr. Holz explained for Board Chairman Mosher that the College is still involved in offering concurrent enrollment math courses in Laramie County School District No. 2. Interim Vice President Harper added the College's pursuit of NACEP (National Alliance of Concurrent Enrollment Partnerships) accreditation required the College to meet HLC guidelines for credentialing and that has resulted in lower concurrent enrollments.

President Schaffer added two points:

- 1) The faculty credentialing update and review will require a policy change that will be brought before the Board. The current policy requires President Schaffer to annually report to the Board the types of faculty exceptions that have been granted to meet minimum faculty requirements including those that are grandfathered. He noted the report has not been brought to the Board for the past three years, because the minimum faculty qualifications that what would be considered an exception have been a moving target. With the HLC changes, and where the process is going in response to those changes, the College will no longer be allowed to grant exceptions, so a policy change removing that clause will be necessary.
- 2) President Schaffer stated he wanted to go on record that the College is pushing a certain perspective. The intent of the Higher Learning Commission's more rigid policy on faculty qualifications, especially in transfer programs, is clear that they are looking for a master's degree or graduate credits within the teaching discipline. The HLC's use of tested experience was a way to test industry-type credentials or experience that would equate to a level of qualification to teach certain discipline. President Schaffer stated that even though he did not believe the HLC's intent was to allow a portion of the tested experience for previous successful teaching experience to apply toward the graduate credits, the College is going to do so based on the New Credentialing Committee's recommendations. He applauded the Committee for taking the risk to test this process. He continued that in 2019 when the accrediting site review team is on campus, the College will likely be called out on its credentialing policy. However, he believes the College has a strong argument and he is willing to make that argument even at the risk of a negative review. He also noted for the record that the College is pushing the envelope on that specific aspect of faculty credentialing. Interim Vice President Harper added that in her conversation with the College's liaison Jeff Rosen at HLC, tested experience could not equate to the full 18 credits for the graduate work in that discipline area. She believes the College is taking a cautious approach, because no more than 6 of the 18 credits will be afforded for that modality.

Trustee Erickson stated the Board recently discussed faculty credentialing and how to deal with experience and believed the Board reached consensus to go forward with the College's recommendation, which is now that of the New Credentialing Committee. Board Chairman Mosher commended the College's effort to try to satisfy the HLC's credentialing requirements.

4. APPROVAL ITEMS

- A. Recommendation to Convert Associates of Applied Science in Nursing to Associates Degree in Nursing – Interim Academic Affairs Vice President Terry Harper

President Schaffer prefaced the Board discussion stating the Board received a lengthy presentation on converting the Associates of Applied Science in Nursing to Associate Degree in Nursing (Associates Degree in Nursing), recommended by ReNEW (Revolutionizing Nursing Education in Wyoming). The ADN will be a new degree the Board will confer. The shift to the ADN will likely become a statewide

shift in the nursing curriculum among the community colleges. President Schaffer recommended converting the Associates of Applied Science in Nursing to the Associates Degree in Nursing.

Trustee Barker moved and Trustee Lyttle seconded,

MOTION: That the Board of Trustees approves converting the Associates of Applied Science in Nursing to the Associates Degree in Nursing.

DISCUSSION: None

MOTION CARRIED unanimously.

President Schaffer stated first graduates completing the ADN will receive their diplomas in two years.

5. BOARD REPORTS

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

- 1) February 17th WCCC Meeting – Trustee Erickson, Trustee Barker (*Brought forward from the 2/17/16 Board meeting.*)

Board Chairman Mosher along with all Board members congratulated WACCT nominees and Foundation Volunteer of the year winners Andy and Barbara Andrikopoulos. The nominee honorees were Clint Reading, Faculty Member; James Crosby, Professional Employee; Deborah Ambroso, Classified Employee; Ed Mosher, Trustee Leadership; and Jacqueline Galloway, Student. Board Chairman Mosher thanked the Board for his nomination.

Referring to the WACCT conference, Board Chairman Mosher stated he believes future conferences will also provide educational opportunities for faculty and staff. He commended Chief Technology Officer Chad Marley on his contributions to the “Moving Forward Data Tools” presentation regarding challenges in the computer world. Board Chairman Mosher also commented on the Ellucian presentation during which Ellucian’s nine representatives answered numerous questions of concern from the community college presidents and Commission staff. He also commended the community college and Wyoming Community College Commission’s IT staff for their work on the Moving Forward Data System, which he noted has far exceeded that of the previous contracted work on the Longitudinal Data System that did not move forward. President Schaffer continued one of the challenges Institutional Research Director Ann Murray has had in compiling KPI data by reports is finding ways to benchmark the data outside of the College for course success rates, graduation persistence, and financial aid metrics, to name a few. The Moving Forward System allows LCCC to benchmark its students’ success rates and performance against that of the students of the other six community colleges. Trustee Erickson also commented on how the Moving Forward System will be able to correlate how the financial resources are being used or should be used to fund programs and services for student success. President Schaffer added the community colleges are experiencing some struggles with the work they colleges are doing and the expectations they have with the services Ellucian is providing.

Trustee Erickson stated the February 17th Wyoming Community College Commission meeting included an extraordinary, in-depth, substantive discussion by the commissioners, presidents, and others in attendance on a number of different topics. State Superintendent of Public Instruction Jillian Balow reviewed the Every Student Success Act, which replaced No Child Left Behind. She reported on how the State Department of Education is working closely with the State’s school districts to develop an action plan for implementing the Every Student Success Act. Northern Wyoming

Community College District President Paul Young urged the Wyoming Community College Commission to join the community college trustees and presidents at the June 2 and 3 GISS (Governance Institute for Student Success) conference in Casper. Trustee Erickson stated a Complete College Wyoming report was also given during the Commission meeting and distributed the first annual dashboard that showed the CCW's progress on goals. He noted the report included a segment that stated the community colleges increased the number of graduates by 9.3% from the number of graduates benchmarked in 2011 and 2012. LCCC's increase in the number of completers by 25.7% since 2011-2012 was also included in the report. The Wyoming Community College Commission will be working with the community colleges to develop a model for determining tuition increases. A one-year tuition increase for 2016-2017 will likely be implemented. The next Wyoming Community College Commission meeting is April 22 in Rock Springs.

- 2) February 17th WACCT Board Meeting – Trustee Erickson, Trustee Barker (*Brought forward from the 2/17/16 Board meeting.*)

Trustee Erickson reported the following highpoints from the WACCT Board meeting:

- The February 17th meeting was Trustee Barker's first.
- The 2016 officers are President Walter Wragge, Vice President George Eckman, Treasurer Don Erickson and Secretary Mickey Douglas.
- The WACCT is hoping at least three trustees from each community college plus their president will attend the June 2nd and 3rd GISS in Casper. More trustees are encouraged.
- Discussion was held about whether to rotate the location of the Community College Summit or to continue holding the summit in Laramie. The location will remain in Laramie most likely on a UW football weekend in mid- to late October. Possible summit topics were shared. Trustee Erickson relayed President Schaffer's suggestion to have Dr. Davis Jenkins from the Community College Research Center at Columbia University speak at the summit. Dr. Jenkins co-authored *Redesigning America's Community Colleges*. Trustee Erickson serves on the WACCT's Education Committee and will make every effort to pursue President Schaffer's suggestion.
- WACCT Executive Director Erin Taylor announced the WACCT website will be updated with a new format.
- Executive Director Taylor asked the WACCT Board to sign a document that committed each Board member to ethical conduct in all their considerations on behalf of the community colleges.
- A gentleman invited by Executive Director Taylor spoke on campus security. He pointed out that in many cases a police officer is assigned to a K-12 school and as such that school district has a relationship with local law enforcement. In contrast, many of the community colleges, including LCCC, have a relationship with local law enforcement but do not have on-site, armed officer.
- Trustee Barker asked a lot of questions about the purpose and mission of WACCT and the annual summit. He believed based on the explanation that there is room for improvement and that the WACCT should be more focused. Trustee Erickson stated Trustee Barker's questions were appropriate and encouraged the WACCT to consider whether the purpose of the summit should deal solely with the trustees' education or should be used to increase linkages and partnerships with those who are concerned about the community colleges' work.

6. PRESIDENT'S REPORT – President Schaffer
A. [Construction Update](#) (*Standing Agenda Item*)

President Schaffer stated the construction projects are progressing to the point where roads will have to be shut down and traffic will have to be re-routed. The trustees and the campus will be notified in advance of any traffic re-routes.

B. Campus Master Plan – SmithGroup/JJR

Wyoming statute dictates community colleges must update their Campus Master Plan every five years. LCCC's Campus Master Plan is due to be updated by the end of this fiscal year. The College is pursuing a sole source contract with JJR, who produced the College's current master plan in 2011. A budget amount of \$75,000 in the One Mill Fund has been approved for this type of planning. However, JJR's projected cost to update the Campus Master Plan will be \$135,000. The Board was provided with the amount budgeted, the additional spending authority needed for the update, the purpose of the Campus Master Plan update, and what the State requires in the updated master plan. President Schaffer stated the Board is being asked to either approve the additional spending authority tonight (the monies are available from the One Mill Fund) or during the Finance & Facilities Committee meeting next Wednesday provided at least four trustees are able to attend that meeting.

Trustee Dubois moved and Trustee Lyttle seconded,

MOTION: That the Board of Trustees approves increasing the spending authority in the amount of \$60,000 and moving forward with revising the Campus Master Plan working with SmithGroup JJR.

DISCUSSION: Trustee Erickson stated re-visited the Campus Master Plan and learned a number of interesting things, noting the Campus Master Plan is a well done living document. He asked what the cost was for the development of the current master plan. Vice President Rick Johnson stated the cost was somewhere in the \$330,000 range. President Schaffer said since there is still significant validity in the current Campus Master Plan, the College is seeking a limited update. No new buildings are being considered. The update's cost is substantially lower than that incurred with the development of the original plan.

Trustee Erickson asked if the Campus Master Plan update could be done in-house to which President Schaffer replied the \$135,000 amount was negotiated down from \$185,000, because the College will be picking up some of the pieces of the update in-house; e.g., the College will be doing a lot of the leg work on the facilities condition piece. The biggest chunk of the Campus Master Plan update will be the space utilization. JJR will be working with Paulien and Associates out of Denver on the space utilization component, which will require a technical and detailed space modeling analysis at a cost of about \$50,000. The College has no in-house expertise to perform that analysis. The updated pieces will require architectural renderings and models, and the College does not have architects on staff to create those renderings and models. The work the College can do in-house has been done.

Trustee Erickson asked if using the \$60,000 for the Campus Master Plan update eliminated another project for which the funds may have been planned. President Schaffer stated the College is anticipating an increase in the One Mill revenues because of an increase in valuations that is projected to be greater than \$60,000. Also, \$500,000 has been set aside the last two years for small maintenance projects. That started when the oversight of the College's construction projects moved from the Commission to the Construction Management Division. When this occurred, there was some initial pushback about what the College was going to be able to pay for under major maintenance. The \$500,000 was set aside to assure funds would be available to pay for major maintenance projects (e.g., paving parking lots and fixing sidewalks). The restrictions have not played out as expected so the funds are being used to pay for some of the deferred maintenance projects. In reality, some of those projects can wait or could be shifted to major maintenance in the future without any major impact on the institution.

Board Chairman Mosher asked about Planned Unit Development (PUD). President Schaffer stated this is really the Sweet Grass Project. The College hasn't looked at the interface of the campus with what may be

planned for properties surrounding the College. This is one piece not included in the current Campus Master Plan. The interface may also include the outgrowth of what's happening with the Niobrara Park. Vice President Johnson and Physical Plant Director Tim Macnamara believe the Planned Unit Development needs to be incorporated in the Campus Master Plan update.

Trustee Erickson stated he hoped there would be less of these types of emergency decisions but added he is ready to vote in favor of the increased budget authority. Board Chairman Mosher noted that things do happen beyond the administration's control, and that he has been concerned about the completion of the Campus Master Plan update within the statutorily-defined timeframe. He then asked if the trustees were ready to vote on the motion at which time Trustee Lyttle called for the question.

MOTION CARRIED unanimously.

C. Legislative Update

President Schaffer stated most of the legislation has made its way to conference committee or to the Governor for signature.

- General Budget – The general budget is with Governor Mead. The \$12 million exception budget request for recalibration of community college funding based on enrollment has remained intact. However, other funding will be subjected to a litany of reductions, which will likely result in a 1% reduction in FY 17 and another reduction in FY 18. A variety of other budget cuts are under consideration that could bring about even more substantial reductions. Vice President Rick Johnson will begin deciphering what the reductions will mean to the College. President Schaffer will cover what is known during the Board's retreat on March 19th.
- HB 80 Community College Budget Request Recalibration (the community college stabilization bill) – HB 80 takes the Governor's proposed recalibration and implements what the community colleges have been requesting, which is a frequent recalibration based on enrollment changes that would either secure additional funds if enrollments increase or reduce funding if enrollments decrease. Only one amendment, which was a committee amendment, was attached to the bill. The recalibration will take place every four years. President Schaffer gave a big thanks to Representative Greear (Worland) who crafted the legislation based on his understanding of the issues. House Majority Floor Leader Rosie Berger (Sheridan) should also be thanked for initiating the process last legislative session. The two downsides of the legislation is that the recalibration will take place every four years so if an uptick in enrollment occurs, funding for that enrollment increase will not take place until the end of the four-year recalibration period. The other downside is a decrease in enrollment will mean a reduction in funding following the recalibration. President Schaffer concluded that even though there are risks, HB 80 is a fair and equitable approach.
- Capital Construction Bill – Authorization and appropriation for the College's Ludden Library and Learning Commons project is included in SF 41 State Funded Capital Construction. The overall authorization for the project is \$5 million, which is less than the \$7.9 million submitted in the Level I Plan. The authorization of \$5 million means the project scope would have to be reduced. SF 41 also has a conditional appropriation of \$2.5 million of the \$5 million from the Legislature. President Schaffer explained there is a general fund appropriation for capital construction in SF 41. Two other funding sections for capital construction are contingent on the Permanent Mineral Trust Fund earnings being above the statutorily-required amount that is mandated for investing. If the funds are secured, the College would not have access to those funds until June 30, 2017. For all practical purposes that project could not begin until July 2017. The College would still have to raise about \$1.2 million or identify \$1.2 million, because the College only has about \$1 million in hand now. The July 2017 start date would allow time for monies to be raised or re-allocated internally and for the current building projects to be completed. Board Chairman Mosher asked about Level 2 funding to which President

Schaffer responded the College pays for the Level 1 Plan and the State pays for the Level 2 Plan and the Level 3 construction. Sometimes the State will pay for the Level 2 Plan and Level 3 Plan's construction all at once or the State may pay for just the Level 2 plan. Because the College's Level 1 Plan was really a highbred Level 1 and Level 2 plan, and because the small expansion is predominately a renovation, and because the design encompasses the feasibility study of Level 2, the project is ready to move into schematic design and construction phase. Therefore, a Level 2 Plan is not anticipated on this project, which will be administered by the State's A&I Construction Management Division. A footnote for this appropriation states the College has to spend the local funds first and then the State's appropriations. Most likely the College will commit to all funds and the Construction Management Division will release the bid, etc. Proposed legislation would create a new State Capital Construction Division that would assume all of the construction for State facilities.

Board Chairman Mosher asked about a bill governing the makeup of commissions. President Schaffer stated he hasn't followed that bill but will hopefully more will be known when the Commission and the WACCT give their updates this Friday.

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

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

Ex Officio Trustee Keadle stated he is excited about LCCC taking over the automotive technology program at the brand new Laramie High School, which will open its doors next fall. The High School would like their high school graduates to be certified upon graduation that they are employable. Other opportunities may arise to use the high school facilities at night by the College's students and other community members. The development of other partnerships in the areas of diesel technology, culinary science, and others may also be a possibility. Ex Officio Keadle also shared that College Attorney Tara Nethercott presented an offer for the purchase of the Crystal Courts lots to the City of Laramie through Laramie the city attorney.

In other news, Ex Officio Trustee Keadle thanked the College for buying a table for the Laramie Chamber Alliance banquet. The College is considered a cornerstone in the community and he again thanked President Schaffer for being a part of that effort. Lastly, Ex Officio Trustee Keadle stated he will not be able to attend the Board's March 19th retreat. Board Chairman Mosher expressed his appreciation for Ex Officio Trustee Keadle's continued efforts on behalf of the Albany County Campus and the College as a whole.

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

Ex Officio Trustee Cheshier stated SGA and PTK are working together to hold a town hall meeting on Thursday, March 31st, in the Cheyenne campus student lounge. The purpose is to provide the upper administration with student comments. The focus will be on "This is what's happening and this is how it's affecting my learning." A moderator will review the comments that have been written on a piece of paper and placed in a suggestion box before they are read out loud to assure no inappropriate comments are voiced. An email has been set up for the ACC students so they can participate as well. The administration will follow up with their responses to the comments after the town hall meeting is held.

8. NEW BUSINESS – Board Chairman Ed Mosher

Board Chairman Mosher reminded the trustees of the SOAR (Student Organization Achievement Recognition) banquet on April 27th. President Schaffer stated the College had one of its largest inductee groups for the recent PTK induction ceremony.

Board Chairman Mosher stated it would be good to hear from some of the ambassador and athletic groups who are engaging in service learning and other community service activities.

Trustee Erickson provided the Board with copies of the trustee budget, most of which he said is pretty standardized. He asked the trustees to share their interest via email on professional development and attendance at various conferences, so the cost of registration and travel for professional development and other conferences such as the October Association of Community College Trustees Leadership Conference in New Orleans, the October Community College Summit in Laramie, and the February National Legislative Summit in Washington D.C. can be estimated. He requested they provide him with their feedback by noon on Friday. President Schaffer asked that \$20,000 be budgeted for the upcoming trustee election. Board Chairman Mosher suggested funds for a student to attend the October Association of Community College Trustees Leadership Conference also be budgeted. Trustee Barker asked about other professional development opportunities. President Schaffer stated the National Governors Association, the Association of Governing Boards, and the ACCT Governance Leadership Institute offer education policy seminars, some more specific than others. Trustee Erickson thought the GISS may provide suggestions for achieving the College's action plan that could require some funding.

9. ADDITIONAL ITEMS – Information Only

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

10. NEXT MEETINGS/EVENTS – 9:16

- **March 19 (Saturday)** – Board Retreat – 10 to 2 p.m. – Petersen Board Room
Agenda Items – look at issues affecting finance; policies and directions; tuition also – something to the trustees before the end of the week.
- **April 6 (Wednesday)** – Board Meeting and Dinner: Dinner – 5:30 p.m. – CCC 178/179; Meeting – 7 p.m. – Petersen Board Room – first reading of the budget

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 one requested an opportunity to give public comment.

12. ADJOURNMENT of the March 2, 2016, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Ed Mosher

Board Chairman Ed Mosher adjourned the March 2, 2016, Board Meeting of the Laramie County Community College District Board of Trustees at 9:19 p.m.

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

Respectfully submitted,

Vicki Boreing
Board Recording Secretary