

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, FEBRUARY 15, 2017, PETERSEN BOARD ROOM, ADMINISTRATION BUILDING, LARAMIE COUNTY COMMUNITY COLLEGE

Board Present: Board Chairman Carol Merrell, Vice Chairman Bradley Barker, Treasurer Don Erickson, Secretary Brenda Lyttle (by phone), Trustees Jess E. Ketcham, Bob Salazar, ACC Ex Officio Trustee Butch Keadle, and Student Ex Officio Trustee Garrett Wilkerson

Board Excused: Trustee Wendy J. Soto

Staff Present: President Joe Schaffer; Vice Presidents Judy Hay; Executive Director Tammy Maas, and Interim Executive Director Talisha Mottinger; Faculty and Staff Members Jeri Griego, Rob McNabb, and Rhonda Priest; and Legal Counsel Tara Nethercott

Visitors: Kristine Galloway (*Wyoming Tribune-Eagle*), Cody Fox and Creighton Grove (*Wingspan*)

1. **6:50 p.m. – CALL TO ORDER** of the February 15, 2017, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Carol Merrell

Board Chairman Carol Merrell called to order the February 15, 2017, Board Meeting of the Laramie County Community College Board of Trustees at 6:50 p.m.

2. **RECESS BOARD MEETING** to Convene Executive Session to Discuss a Donor Naming Opportunity

Trustee Barker moved and Trustee Salazar seconded,

**MOTION:** That the Board of Trustees convenes an executive session to discuss a donor naming opportunity.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

Board Chairman Carol Merrell recessed the Board Meeting at 6:50 p.m.

3. **RECONVENE BOARD MEETING**

Board Chairman Carol Merrell reconvened the Board Meeting at 7:09 p.m.

4. **MINUTES** – Approval of the [January 6, 2017, Board Retreat Minutes](#), [January 18, 2017, Board Meeting Minutes](#) – Board Chairman Carol Merrell

Trustee Erickson moved and Trustee Barker seconded,

**MOTION:** That the Board of Trustees approves the January 6, 2017, Board Retreat Minutes and the January 18, 2017, Board Meeting Minutes as written.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

## 5. REPORTS TO THE BOARD

### A. LCCC Reports

- 1) Staff Senate – Rhonda Priest, President; Amy Ehlman, Vice President-Classified Staff; Lexi Hartley, Vice President-Professional Staff; Melissa Gallant, Secretary; Sarah Smith, Treasurer

Staff Senate President Rhonda Priest reported:

- The Staff Senate is collecting school supplies and non-perishable food and personal hygiene items for the student pantry during the February “Love Our Students” promotion. Monetary donations may also be made to the Foundation to help fund the purchase of pantry needs. Items collected at the Albany County Campus will be donated to a local charity.
- An electronic survey was emailed to all professional and classified staff to gather preferred dates and topics for the annual staff retreat held each summer. Sessions with the same topics will be held in the morning and afternoon. Once the feedback is received, planning will begin.

- 2) Faculty Senate – Rob McNabb, President; Paula Badgett, Vice President; Nate Huseman, Secretary/Treasurer

Faculty Senate President Rob McNabb reported:

- Faculty Senate has gathered thoughts about the faculty portal and the dead hour (12:15 p.m. to 1:30 p.m. on Tuesdays and Thursdays). No labs or classes are scheduled during that time. Feedback was gathered in a format that allowed comment on pros and cons.
- The Faculty Senate is updating their bylaws. A questionnaire regarding expectations of the Senate was distributed. The data gathered from the questionnaire will be used to inform proposals concerning the role of Faculty Senate that will be shared with President Schaffer.
- Faculty Release Time recommendations will be released soon. The Senate will forward any concerns to Interim Vice President Terry Harper and President Schaffer.
- President McNabb asked that he or any Faculty Senate member be contacted with concerns regarding the state of campus and Faculty Senate initiatives.

Trustee Erickson asked if the Faculty Senate or Staff Senate have discussed HB 136 Campus Carry. He stated the Board of Trustees has gone on record opposing the bill’s enactment. President McNabb stated Faculty Senate members have been encouraged to contact their senator about the bill. He added the Faculty Senate would consider a formal communication and he will pursue this. The WEA president has sent a formal letter noting specific concerns. President Priest stated the Staff Senate would go on record that they oppose the bill as well.

## 6. APPROVAL ITEMS

- A. Naming of College Spaces – Pathfinder Building Conference Rooms – President Joe Schaffer and Interim Associate Vice President Lisa Trimble

President Schaffer stated the Sturm family has made a generous donation to the College and have recommended PF108 and PF109 in the Clay Pathfinder Building be named the ANB Bank Leadership Center.

Trustee Erickson moved and Trustee Lyttle seconded,

**MOTION:** That the Board of Trustees names the Clay Pathfinder Building Rooms 108 and 109 the ANB Bank Leadership Center.

**DISCUSSION:** Trustee Erickson understood some of the money would be used for the library expansion. President Schaffer stated this is true. The ANB gift will be added to the local monies donated toward the College's needed match of \$2.5 million for the library's expansion. The local funds donated are within \$100,000 of meeting the total amount necessary before the College is eligible to receive the other 50% in State funds. The anticipated \$2.5 million was earmarked during the last legislative session in the capital construction bill. The funds available for the appropriation are contingent on the earnings from the State's Mineral Trust Fund investment being more than what is required for the General Fund operation. The College will not know if these monies will be released until May. The ANB gift will be paid over five years. The total amount the College will receive over that five-year period will need to be paid by a short-term financing mechanism (bridge financing), so the total amount of the gift is available for funding the library's renovation. This would be accomplished through a self-funded mechanism from the College's reserves or through a loan another banking institution. Interim Associate Vice President Trimble stated a formal naming event will be scheduled in March. President Schaffer encouraged the trustees to thank ANB Community Bank President Lori Schoene and ANB Regional President Kevin Painter if they should see them.

**MOTION CARRIED** unanimously.

## 7. BOARD REPORTS

### A. Board Member Updates – Board Chairman Carol Merrell (*Standing Agenda Item*)

Trustee Erickson briefly report on the WACCT events and the Wyoming Community College Commission meeting held February 8 and 9 on the College's campus. Wyoming Community College Commission Deputy Director and Chief Financial Officer Matt Petry gave an excellent presentation on the role of the Wyoming Community College Commission, how their money is received, and how it is distributed. All of the LCCC trustees were able to attend. The WACCT sessions were followed by a successful awards and reception event held in the Clay Pathfinder Building.

The Commission passed a motion to increase community college tuition by \$5/credit hour for in-state, by \$8/credit hour for WUE (Western Undergraduate Exchange and Nebraska), and by \$15/credit hour for out-of-state. Effective fall 2018, the flat spot or cap will be removed, allowing community colleges to charge for every credit. Trustee Lyttle noted outgoing commissioners Sherri Lovercheck, Charlene Bodine, and Wendy Sweeny were recognized for their service on the Commission.

### B. Finance and Facilities Committee (February 7<sup>th</sup> Meeting) – Trustees Don Erickson and Jess Ketcham

#### 1) [Spending Authority Policy 4.5 Revised](#)

Trustee Erickson stated the policy changes would give spending authority for purchases of less than \$60,000 without Board approval. Language has been added to the policy addressing an exception for emergency expenditures if a state of emergency is declared or a major disruption occurs in normal operations. The policy also specifies the timeframe in which President Schaffer is to report these expenditures to the Board for their ratification. Trustee Erickson stated the use of the word "ratification" in the policy is appropriate because the monies already would have been expended.

Trustee Erickson moved and Trustee Ketcham seconded,

**MOTION:** That the Board of Trustees approves the proposed amendment to Policy 4.5.

**DISCUSSION:** Trustee Erickson clarified his motion was to move the policy forward through the College's approval process and not to approve the policy itself. The policy will be brought back to the

Board for a first and second reading along with a recommendation from President Schaffer for its approval.

**MOTION CARRIED** unanimously.

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Trustee Erickson reported the following out of the Finance and Facilities Committee:

- Discussion was held about changing the signage on the Administration Building, so that the building would not appear to be the “front door” to the campus. However, adding signage to the pillars proved to be cost prohibitive at \$150,000 for each pillar.
- Residential Living and Student Conduct Director Shaun O’Malley provided demographics of the residence hall student population as follows:
  - o The majority of students come from Wyoming and neighboring states.
  - o During fall 2016 through spring 2017, 50% of the students were from Wyoming; 14% were from other states; 22% from Colorado; and 9% from Nebraska. International students made up another 3%. Board Chairman Merrell stated many students prefer the older West Residence Hall because it is quieter, and the room layout is more receptive to a sense of community.
  - o At Board Chairman Merrell’s request, President Schaffer will email the demographics to the trustees.
- Housing students are younger than non-housing students. The average age of the housing students is 20; the average age of non-housing students is 26.
- Vice President Johnson successfully partnered with CSU on a request for proposal to address the chemical storage issue. Piggybacking on Colorado State University’s request for proposal will save the College some money.
- Accounting Services Director Herry Andrews submitted revisions to Investment Procedure 4.6P that addresses corporate bonds as options for investing monies. The revisions are necessary due to the passing of Amendment A during the last legislative session.
- The monthly financial statements were reviewed.

Trustee Erickson moved and Trustee Ketcham seconded,

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

- 1) [Current and Auxiliary Fund Balance Sheet Reports as of January 31, 2017](#)
- 2) [Current and Auxiliary Fund Budget Reports as of January 31, 2017](#)
- 3) [January 2017 Procurement and Contracting Report](#)

**DISCUSSION:** No additional discussion was held.

**MOTION CARRIED** unanimously.

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

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

Ex Officio Keadle reported on the following:

- The second draft of the Albany County Campus environmental scan has been circulated. The final draft is expected to be finished by Friday. The environmental scan’s data will be incorporated into the ACC’s strategic plan. Interim Executive Director Mottinger was asked to present the environmental scan and strategic plan during the Board’s March 15<sup>th</sup> meeting. (POSTSCRIPT TO MINUTES: Interim Executive Director Mottinger will give that presentation during the Board’s

dinner meeting on April 19<sup>th</sup>. She was already scheduled to be out of town the week of March 15<sup>th</sup>, which is spring break.)

- Requests for proposal for the renovations at the Albany County Campus will be solicited beginning February 22<sup>nd</sup>. A pre-bid will be held March 3<sup>rd</sup>, and the award will take place on March 27<sup>th</sup>. The renovations are funded from student fees collected at the ACC. The project was approved by the Board last September and subsequently approved the Wyoming Community College Commission. The construction is to be completed before the start of the fall 2017 semester.

**B. LCCC Student Ex Officio Trustee – Mr. Garrett Wilkerson**

Ex Officio Wilkerson reported the following:

- A town hall meeting will be held on March 2<sup>nd</sup>. The SGA hopes to make the town hall an annual event.
- Ongoing this week is “Random Acts of Kindness”. This is also a statewide event.
- “Brain Week” begins next week, February 20<sup>th</sup>, in the student lounge. Activities will give students something to do between classes and prizes will be given for some activities. The “Brain Week” flier will be emailed to the trustees as Board Chairman Merrell’s request.
- Of the three open Senate positions, two remain open. Several senators are graduating this semester, so many seats will be open for election next fall.

**9. NEW BUSINESS – Board Chairman Carol Merrell**

None

**10. ADDITIONAL ITEMS – Information Only**

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

**11. NEXT MEETINGS/EVENTS**

- **March 15** – Board Dinner and Meeting (Dinner: 5:30 p.m. – CCC 178/179; Meeting: 7 p.m. – Board Room)
- **April 19** – Board Dinner and Meeting (Dinner: 5:30 p.m. – CCC 178/179; Meeting: 7 p.m. – Board Room)
- **May 10** – Board Dinner and Meeting (Dinner: 5:30 p.m. – CCC 178/179; Meeting: 7 p.m. – Board Room)
  - Presentation of Draft Budget
- **June 28** – Board Dinner and Meeting (Dinner: 5:30 p.m. – CCC 178/179; Meeting: 7 p.m. – Board Room)
  - Approval of FY 2018 Budget

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

None

**13. ADJOURNMENT** of the February 15, 2017, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Carol Merrell

Trustee Barker moved and Trustee Salazar seconded,

**MOTION:** that the Board of Trustees adjourn the February 15, 2017, Board Meeting of the Laramie County Community College Board of Trustees.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

Board Chairman Carol Merrell adjourned the February 15, 2017, Board Meeting of the Laramie County Community College Board of Trustees at 7:58 p.m., as so moved.

**14. EXECUTIVE SESSION** – *An executive session was held prior to the Board Meeting to consider a donor naming opportunity.*

Respectfully submitted,

Vicki Boreing  
Board Recording Secretary