

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, JANUARY 18, 2017, PETERSEN BOARD ROOM, ADMINISTRATION BUILDING, LARAMIE COUNTY COMMUNITY COLLEGE

Board Present: Vice Chairman Bradley Barker, Treasurer Don Erickson, Secretary Brenda Lyttle, Trustees Jess Ketcham, Bob Salazar, Wendy Soto, and Student Ex Officio Trustee Garrett Wilkerson

Board Excused: Board Chairman Carol Merrell and ACC Ex Officio Trustee Butch Keadle

Staff Present: President Joe Schaffer; Vice Presidents Judy Hay, Rick Johnson, and Interim Vice President Terry Harper; Executive Director Tammy Maas, and Interim Executive Director Talisha Mottinger; Administrators, Faculty and Staff Members Jeri Griego, Rob McNabb, Rhonda Priest, Jeff Shmidl, Ami Wangeline, Bryan Wilson; and Legal Counsel Tara Nethercott

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

1. **7:00 p.m. – CALL TO ORDER** of the January 18, 2017, Board Meeting of the Laramie County Community College District Board of Trustees – Board Vice Chairman Bradley Barker

Board Chairman Carol Merrell could not attend the meeting due to illness. Therefore, Board Vice Chairman Bradley Barker called to order the January 18, 2017, Board Meeting of the Laramie County Community District Board of Trustees at 6:58 p.m.

2. **MINUTES** – Approval of the [November 16, 2016, Board Meeting Minutes](#), [November 30, 2016, Special Board Meeting Minutes](#), and [December 7, 2016, Board Meeting Minutes](#) – Board Vice Chairman Bradley Barker

Trustee Erickson moved and Trustee Lyttle seconded,

MOTION: That the Board of Trustees approves the November 16, 2016, Board Minutes, November 30, 2016, Special Board Meeting Minutes, and December 7, 2016, Board Meeting Minute as written.

DISCUSSION: None

MOTION carried unanimously.

3. **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 shared the following:

- A staff luncheon is being planned for six new staff members—four in Student Services and two in Plant Maintenance. The hours of these employees did not accommodate a luncheon, so each of the Staff Senate officers volunteered to meet with a new employee and present them with lunch boxes filled with goodies. Human Resources will provide Staff Senate a list each month of new employees, so that the Staff Senate’s welcome can take place closer to when an employee is hired.
- The Staff Senate, working with Jeri Griego, will be conducting a campaign to fill the student pantry. The campaign will take place in February. The student pantry started out as a service learning project and has been in place three years. Some of the items collected for the pantry include toiletries, school supplies, and pre-packaged food. A student must show an LCCC ID to gain access to the pantry. Ms. Griego added students are tracked as to whether they are full-time or part-time.

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

Faculty Senate President Rob McNabb reported the following:

- Some 15 faculty participated in a social event downtown during in-service week.
- The first Faculty Senate meeting will be held next Friday, January 25th. All faculty are welcome to attend. The Faculty Senate bylaws will be a discussion item.

4. **PRESIDENT’S REPORT** – President Joe Schaffer

A. WACCT Schedule

The WACCT education sessions are open to all trustees. Those sessions will be held in the Pathfinder Building on Wednesday, February 8th. The sessions will be followed by a luncheon and a visit to the Legislature that afternoon. The Legislative Reception and Awards Ceremony will be held that evening beginning at 5:00 with a cash bar and hors d’oeuvres followed by an awards ceremony at 5:45 and the legislative reception at 6:30.

The Wyoming Community College Commission will meet Thursday, February 9th, in the morning. The meeting is expected to last until noon. Following the adjournment of the Commission meeting, the WCCC commissioners and the LCCC trustees will have lunch in the Pathfinder Building. Trustee Lytle emphasized the importance of as many trustees as possible attending the lunch, which will also afford an opportunity for informal conversation. A full schedule of all the meetings to be held on campus on February 8th and 9th will be sent to the trustees.

- B. In-service Week Review (President Schaffer’s presentations may be found here: <http://www.lccc.wy.edu/about/president/presentations.aspx>.)

President Schaffer thanked those who were able to attend the welcome back event and in-service activities. He also thanked those who may have also attended his presentations along with a series of conversations on the student experience, academic master planning, increasing enrollment, and “The Big ‘Why’” (why community colleges are important). He believed the conversations have started a dialogue on campus that will be helpful and that the culmination of all the activities that week created an excitement to start the spring semester.

C. Legislative Update

President Schaffer reported on:

- HB 133 – Civics Proficiency Examination – The bill’s adoption will require students to pass the INS citizenship exam before graduating from high school or being awarded a High School Equivalency Certificate or an associate’s or bachelor’s degree. Whether or not the exam would be in addition to the already required coursework or if the exam would supersede the coursework requirement was not yet clear. The addition of the exam would impact the curriculum.
- HB 136 – Campus Carry – The bill would allow concealed carry in places like the University and community colleges. The WACCT has taken a position in opposing this legislation in the past. Trustee Lytle inquired about the action being taken by the WACCT to which Trustee Erickson responded the WACCT Board will hold a conference call on at 2 p.m. on Friday and will be reviewing the letter sent by WACCT to the legislature last year. Vice Chairman Bradley Barker will send the conference call information to Mrs. Boreing who will forward it to the trustees.
- HB 137 – Wyoming Repeal Gun Free Zones Act – Would allow concealed carry in meeting spaces other than those of government meetings.

- SF35 – Virtual Education – This bill is quite timely. Three or four months ago the community colleges formed a group that began looking at a common learning management system and online learning platform. SF35 refers to a statewide K-20 learning management system. The collective ability to purchase a single system would create efficiency across the state. The system would provide continuity of learning when there is an electronic component such as online learning. The intent is to have a single statewide system for the delivery of online courses. The community colleges will likely move in this direction regardless of the passing of legislation.
- Other legislation regarding the Hathaway scholarships and the endowment challenge are also worth watching. The impact of coal tax rates on revenues is also worth watching.

The community college presidents have a tradition of at least two presidents being onsite during the legislative session. President Schaffer will be at the Jonah Building next week. He will be onsite a second week later in the session.

5. APPROVAL ITEMS

A. [Science Building Renovation Proposal](#) – Interim Math and Sciences Dean Ami Wangeline

President Schaffer stated that given the extensive presentation during the dinner meeting he would ask the Board to approve his recommendation: That the Board approves the renovation of the areas in the Science Center described above costing an estimated amount not to exceed \$75,000.00 which will be funded by federal grant monies (\$45,000) and from the Current Fund (\$30,000) budgeted to the School of Math and Sciences.

Trustee Lyttle moved and Trustee Soto seconded,

MOTION: That the Board approves the renovation of the areas in the Science Center described in the memo to the Board costing an estimated amount not to exceed \$100,000, which will be funded by a combination of federal grant monies (\$45,000) and Current Fund (\$30,000) budgeted to the School of Math and Sciences.

DISCUSSION: Trustee Erickson offered an amendment to the original motion to change \$100,000 to \$95,000. The amendment died for lack of a second. Trustee Erickson stated his point was made. Trustee Ketcham suggested the renovation be contingent upon receiving up to \$100,000. Trustee Lyttle stated the her understanding of the discussion at dinner was “an estimated amount not to exceed \$100,000” would give Dr. Wangeline the authorization to say the Board of Trustees approved up to \$100,000 for the renovation, which could encourage the giving of an additional \$5,000 in grant monies.

MOTION carried unanimously.

B. [Board of Trustees Scholarship Amendment](#) – Board Vice Chairman Bradley Barker

President Schaffer stated Board Chairman Merrell recommended the change in the GPA from a 3.0 to a 2.5, so that more students would qualify for the scholarship.

Trustee Lyttle moved and Trustee Ketcham seconded,

MOTION: That the Board of Trustees approves the amendment to the Board of Trustees’ scholarship changing the minimum cumulative GPA to a 2.5.

DISCUSSION: None

MOTION carried unanimously.

C. Programs and Certificates – Program and Certificate information is provided for the Board’s information.

Trustee Lyttle, Trustee Salazar, and Board Chairman Merrell are members of the Academic Affairs and Student Services Ad Hoc Committee, and all attended the January 11, 2017, meeting. Trustee Lyttle distributed a summary of each of the program’s information presented and reviewed the information for the benefit of the trustees who are not members of the committee. Many of the programs and certificates placed the College on the cutting edge of the program offerings because they are not currently offered in the state. Advisory committees provided input to the curriculum development of many programs and in many instances no additional resources would be necessary to launch the program. Either faculty or adjunct faculty are available to teach the courses.

Trustee Lyttle moved and Trustee Erickson seconded,

MOTION: That the Board of Trustees approves the programs and certificates as presented and vetted during the Academic Affairs and Student Services Ad Hoc Committee meeting on January 11th and listed below.

- 1) [AA Theatre](#)
- 2) [AAS Building Technologies](#)
- 3) [AAS Speech-Language Pathology Assistant](#)
- 4) [AAS Technical Agriculture Operations](#)
- 5) [Certificate Auto Tech Engine Management Drivability](#)
- 6) [Certificate Auto Tech Under Car HVAC](#)
- 7) [Certificate Exercise Science Coaching](#)
- 8) [Program of Study Agriculture – Agroecology](#)
- 9) [Program of Study Agriculture – Rangeland Ecology and Management](#)
- 10) [Program of Study Business Management – Supply Chain](#)

DISCUSSION: Counsel Nethercott stated the Speech Pathology program is a progressive one and that tomorrow morning at 8 a.m. the Corporations Committee will be finalizing the licensure requirements for that particular position. Counsel Nethercott plans to attend that meeting to provide public comment. Vice Chairman Barker remembered a discussion about more programs/choices for students not necessarily being better when students are trying to choose a program completion pathway. President Schaffer stated “guided pathways” is a rising theme that has surfaced because community colleges have done a poor job of establishing coherent, guided pathways for students to navigate toward the completion of their degree. Students have been amassing credits beyond what is necessary to complete their degree or are not completing a degree. So, more is not necessarily better. However, also important to keeping students focused on the completion of a degree is having programmatic outcomes that engage students early on in activities or coursework that leads to their intended occupational outcome or their transfer orientation. Students need to be placed on either a direct path or a broad path if they are not sure which path they want to take. If the student chooses a broad path, the College needs to help that student navigate the curriculum so they get closer and closer to completing a program of study. The programs, certificates, and concentrations approved by the Board this evening will help students navigate a broad path. This collection of courses may also lead to very marketable skills. President Schaffer noted program concentrations fall under existing degrees and do not require Commission or Board approval but were brought forward for the Board’s information.

MOTION carried unanimously.

6. BOARD REPORTS

A. Board Member Updates – Board Vice Chairman Bradley Barker (*Standing Agenda Item*)

Trustees did not have an update they to share.

B. Finance and Facilities Committee (January 11th Meeting) – Trustees Don Erickson and Jess Ketcham

Trustee Erickson stated the Finance and Facilities Committee met last Wednesday. Board Chairman Merrell, Trustee Ketcham, and he were present at the meeting. A review of the College's investments was presented. These will be brought to the Board on annual basis after the Foundation receives its update in January. A question was asked concerning Amendment A that was passed last November and whether that amendment applies to community colleges and higher education. The amendment allows a little more freedom in investments, which are highly regulated by statute. A report will be forthcoming and will be shared with the Board. Referring to Table III in the Procurement and Contracting Report, Trustee Erickson noted the College will be issuing a Request for Proposal to address the chemical storage evaluations and mitigation item. Because the cost to mitigate the chemical storage may exceed \$30,000 and was not included in the FY 2017 budget, the item is included in the report as an advisement that the Board may be asked to approve the cost.

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 December 31, 2016](#)
- 2) [Current and Auxiliary Fund Budget Reports as of December 31, 2016](#)
- 3) [December 2016 Procurement and Contracting Report](#)

MOTION carried unanimously.

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

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

Interim ACC Executive Director Talisha Mottinger spoke in the absence of Ex Officio Trustee Keadle, who could not be at the meeting. Executive Director Mottinger updated the Board on the ACC environmental scan's data collection and timeline, strategic planning specific to the Albany County Campus, and an advisory Board member approval process.

The completed environmental scan's basic report will be sent to the Higher Learning Commission this month. A more detailed report will be provided to the ACC Advisory Board and the ACC Strategic Planning Committee by mid-February. Due to the unique culture in Laramie, a determination was made that a strategic plan and vision that is ACC-specific is needed. The strategic plan will align with LCCC's strategic plan. The Strategic Planning Committee will be formed this month and data will be collected. The data will be examined in February and March and additional data will be collected if necessary. The report will be written in March and brought to President Schaffer and the ACC Advisory Board for review in April. The final report will be brought to the LCCC Board for final approval. Following the strategic plan's approval, annual objectives will be established and a timeline for accomplishing the objectives will be determined along with a plan for assessing those accomplishments.

Addressing the appointment of ad hoc members on the Board, Executive Director Mottinger stated Ex Officio Butch Keadle will continue to serve in that capacity for the next four years. During that time Executive Director Mottinger and Ex Officio Keadle will put together a proposal for the formal selection of the ad hoc member. The proposal will also include a recommended term limit.

Executive Director Mottinger thanked Trustee Salazar and Trustee Erickson for attending the ACC Advisory Board meeting. She also expressed her appreciation for Laramie Mayor Summerville, Albany County School District Superintendent Yeni, and UW President Nichols attending the meeting. Of particular importance was President Schaffer, Superintendent Yeni, and President Nichols' formally stating their respective areas are working together across institutional lines to remove administrative barriers and to provide a successful student experience from K12 through college and university participation.

Trustee Lyttle asked if the ACC strategic plan could be included in the LCCC strategic plan as perhaps another chapter. President Schaffer stated he has not spoken to Executive Director Mottinger about this possibility but he can definitely see the ACC strategic plan becoming an addendum to the LCCC strategic plan.

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

With the beginning of the spring semester just underway, Ex Officio Trustee Wilkerson stated no meetings have taken place and no activities have occurred on which to report.

8. **NEW BUSINESS** – Board Vice Chairman Brad Barker

None

9. **ADDITIONAL ITEMS** – Information Only

A. Board Correspondence

The trustees voiced their appreciation of those whose accomplishments were acknowledge in the correspondence.

- 1) [NCMPR \(National Council of Marketing & Public Relations\) – LCCC Public Relations.](#)
- 2) [American Legion – Ron Medina](#)

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

10. **NEXT MEETINGS/EVENTS** – brad reminded the Board of the Friday meeting.

- **February 8** – WACCT Board Meeting – 7:00 a.m. – Center for Conferences and Institutes, Room 123
- **February 8** – WACCT Trustee Education Session – Center for Conferences and Institutes
 - 8:30 – Coffee and Pastries – Room CCI 130
 - 8:45 – Trustee Education – Room CCI 130
 - 12 Noon – WACCT Luncheon – Room CCI 129
- **February 8** – WACCT Awards and Reception – Clay Pathfinder Building Ballroom
 - 5:00 Hors d'oeuvres
 - 5:45 Awards
 - 6:30 Legislative Reception
- **February 9** – WCCC Meeting – 9 a.m. to 12 Noon – Clay Pathfinder Building, Room PF108
- **February 9** – LCCC Trustees and Commissioners' Lunch – 12 Noon – Clay Pathfinder Building, Room PF109
- **February 15** – Board Dinner and Meeting (Dinner: 5:30 p.m. – CCC 178/179; Meeting: 7 p.m. – Board Room)
- **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

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

No requests were made for public comment.

- 12. ADJOURNMENT** of the January 18, 2017, Board Meeting of the Laramie County Community College District Board of Trustees – Board Vice Chairman Bradley Barker

Trustee Lyttle moved and Trustee Soto seconded,

MOTION: That the January 18, 2017, Board Meeting of the Laramie County Community College District Board of Trustees be adjourned.

MOTION carried unanimously, and Board Vice Chairman Bradley Barker adjourned the January 18, 2017, Board Meeting of the Laramie County Community College District Board of Trustees at 8:02 p.m.

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

Respectfully submitted,

Vicki Boreing
Board Recording Secretary