

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, JUNE 28, 2017, PETERSEN BOARD ROOM, ADMINISTRATION BUILDING, LARAMIE COUNTY COMMUNITY COLLEGE

Board Present: Board Chairman Carol Merrell, Vice Chairman Bradley S. Barker, III, Treasurer Don Erickson, Secretary Brenda Lyttle, Trustees Jess E. Ketcham, Bob Salazar, and Wendy J. Soto,

Board Excused: ACC Ex Officio Trustee Butch Keadle

Staff Present: President Joe Schaffer; Vice Presidents Clark Harris and Rick Johnson, and Interim Associate Vice President Lisa Trimble; Staff Member Jayne Myrick; and Legal Counsel Tara Nethercott

Visitors: Keith Frederick by Phone (Frederick Polls), Kristine Galloway (Wyoming Tribune-Eagle)

### *Executive Session and Annual Public Budget Hearing*

1. **5:45 p.m. – CALL TO ORDER** of the June 28, 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 June 28, 2017, Board Meeting of the Laramie County Community College District Board of Trustees at 5:45 p.m.

2. **5:45 p.m. – Recess Board Meeting to Convene Executive Session to Review President Schaffer's Evaluation**

Trustee Soto moved and Trustee Lyttle seconded,

**MOTION:** That the Board of Trustees convenes an executive session to discuss a personnel matter.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

Board Chairman Carol Merrell recessed the June 28, 2017, Board Meeting of the Laramie County Community College District Board of Trustees and convened an executive session to discuss a personnel matter at 5:45 p.m., as so moved

3. **7:00 p.m. – Public Hearing** – Conduct Annual Public Budget Hearing for the FY 2018 Budget – Board Chairman Carol Merrell

Board Chairman Carol Merrell re-convened the June 28, 2017, Board Meeting of the Laramie County Community College District Board of Trustees at 7:07 p.m. and called for the Annual Public Budget Hearing for the FY 2018 Budget.

4. **STAFF PRESENTATION** – President Joe Schaffer and Vice President Rick Johnson  
- [FY 2018 Budget](#) – President Joe Schaffer and Vice President Rick Johnson

Vice President Johnson shared the changes made since the budget was last presented. The net result is a loss of \$181,140 in State funding, which means the Total Estimated Funds Available for Distribution changed from \$1,802,940 on May 10<sup>th</sup> to \$1,621,800 on June 28<sup>th</sup> (a difference of \$181,140).

Trustee Lyttle asked for an explanation of recapture and redistribution. President Schaffer summarized the process as a function of estimates versus actuals. State funding is impacted by the amount of local funding each community college district generates. At the beginning of a fiscal year, each community college estimates what their district's local valuations (taxes) will be. Any change in those estimates that occurs when the actual valuations are later determined are recaptured (i.e., the estimated amounts are replaced with the actual amounts) for allocation through the Commission's funding formula and then redistributed to each community college. Also, if the local valuations (taxes) increased, which they did for LCCC, but other community college valuations decreased, which they also did, those increased amounts also affect the redistributed amounts. For LCCC, this meant a \$303,265 reduction in funding that was represented in the adjustments made in the FY17 year-end close of activities presented to the Board. For FY18, this reduction was offset by the College's Course Completion Funding adjustment of \$122,125 (the difference between the May 10<sup>th</sup> amount of \$371,686 to the June 28<sup>th</sup> amount of \$493,811), which netted the \$181,140 loss stated above. The funding for the Compensation and Classification Study's recommended market adjustments was reduced by this amount bringing the May 10<sup>th</sup> amount of \$340,718 to the June 28<sup>th</sup> amount of \$159,588.

Vice President Johnson explained other changes since May 10<sup>th</sup> included an increase in the Current Fund to cover the cost of one-time items/projects and items ordered but not yet received and a decrease in the Plant Fund due to some project expenses being paid since May 10<sup>th</sup>. The Auxiliary Fund, Restricted Fund and Endowment Fund remain unchanged. The College's total FY18 budget is \$79,867,747.

**5. CALL FOR PUBLIC COMMENT/QUESTIONS** – Board Chairman Carol Merrell

Board Chairman Merrell called for public comment/questions and heard no requests.

**6. BOARD DISCUSSION** – Board Chairman Carol Merrell

Trustee Erickson stated he thoroughly reviewed the May 10<sup>th</sup> version of the budget, asked numerous questions to which he received acceptable answers, and has no more questions. Vice President Johnson explained for Trustee Lyttle the reduction in the Plant Fund from \$30.5 million in FY16 to \$11.1 million in FY18 is largely due to the Clay Pathfinder Building and Flex-Tech Building projects coming to a close.

**7. ADJOURNMENT OF PUBLIC HEARING FOR THE FY 2018 BUDGET** – Board Chairman Carol Merrell

Hearing no requests for further conversation, Board Chairman Merrell adjourned the Annual Public Hearing at 7:25 p.m.

**8. RECONVENE BOARD MEETING** – Board Chairman Carol Merrell

Board Chairman Merrell reconvened the Board Meeting at 7:25 p.m.

### *Board Meeting*

**1. MINUTES** – Approval of the [May 10, 2017, Board Meeting Minutes](#) and [June 2, 2017, Board Retreat Minutes](#) – Board Chairman Carol Merrell

Trustee Lyttle moved and Trustee Ketcham seconded,

**MOTION:** That the Board of Trustees approves the May 10, 2017, Board Meeting Minutes and the June 2, 2017, Board Retreat Minutes as written.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

## 2. 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 – no report

Trustee Erickson stated his attendance at the Staff Retreat on Wednesday, June 21<sup>st</sup>, was a great experience. The presenters were excellent and engaging. He also commended Staff Senate President Priest and those who assisted her on the retreat's organization and content.

- 2) Faculty Senate – Nate Huseman, President; Michele Albert, Vice President

Faculty Senate reports will resume in August.

WACCT Executive Director Erin Taylor briefly reported on the following:

- The WACCT (Wyoming Association of Community College) Board met earlier this week prior to the WCCC (Wyoming Community College Commission) meeting, during which they approved the FY18 budget and held discussion concerning programming for upcoming events. The WACCT Board approved the WACCT's mission statement, which may be found at <http://wacct.org/about.asp>. Also approved was a campus outreach resolution that was prompted by the tensions observed by the facilitator of the WACCT Board's retreat last fall. The resolution emphasized the need for trustee support of one another.
- The WACCT Board considered the timing, focus, audience, and effectiveness of the annual policy summit, which has focused on community college interaction with policy makers. This year, the October summit will be centrally located and focus on trustee education and best practices. The community college trustees and commissioners will receive invitations.
- In February 2018, the trustee education session during the day and WACCT awards and reception in the evening will be held. The WACCT Education Committee will meet on Monday to discuss this further. Focus on economic diversity is being considered. The events will again be held in Cheyenne because of the proximity to the Legislature, who will be holding their budget session.
- The ENDOW (Economically Needed Diversity Options for Wyoming) group has met. Executive Director Taylor's understanding is that the community colleges do not have representation among the participants selected. However, WCCC Executive Director Jim Rose has been in many of the planning meetings and is working with Jerimiah Reiman from the Governor's Office. Another level of participants is anticipated, and the hope is the community colleges will have direct representation at that level.
- A legislative budget amendment requires the community colleges and the University to report on the how they are planning to increase enrollment. President Schaffer noted the report is to be submitted to the Interim Joint Education Committee during their September meeting. The final report is to be submitted to the Joint Appropriations Committee in December. UW is charged per the legislative footnote with making that presentation.
- Increasing health insurance costs and coverage are a growing concern as is the first-time interpretation of 2016 HB 80 *Community College Budget Request Recalibration*. Different levels of interpretation appear to be coming from the Commission, Legislative Service Office (LSO), and the State Budget Office.
  - o Trustee Erickson believed the LSO and the State Budget Office are interpreting the Bill differently than intended by the community colleges. A difference of opinion seems to exist whether the community colleges will have to submit an exception budget request.

President Schaffer stated his understanding is that the 2016 HB 80 was to establish a community college funding model for the Legislature. The Commission has an allocation model for the distribution of funds received by the Legislature. The Legislature, however, has never had a funding model for determining funding for the community colleges. HB 80 attempted to establish a funding model for the Legislature for making this determination. (The model is essentially driven by enrollment. Some believe this approach is antiquated, given many states are moving away from enrollment-based funding. However, the model does give a sense of how much money would be generated per course type.) HB 80 was designed so that a three-year average of enrollments would be used to calibrate the funding that would be set for the community colleges for two biennia (four years). If enrollment goes up, the funding would be increased, and that funding amount would be frozen for two biennia. Likewise, if enrollment goes down, the funding amount would be decreased for two biennia. Going into this next two-year biennia, the community colleges' funding would be impacted by a reduction of about \$5 million for those two years, because enrollments for all seven community colleges has declined.

The community colleges believe the intent of the legislation is that the standard budget would be recalibrated for the next two biennia. However, others are suggesting the standard budget will not be recalibrated, but rather an exception budget request will be brought forward every year based on the recalibration, which is at odds of having four years of set funding even if at a lower level.

In summary, President Schaffer stated he believes the heart of the legislation was stability and that the legislation's intent was to recalibrate every other biennia and to freeze the community college standard budget funding for the next four years.

### 3. PRESIDENT'S REPORT – President Joe Schaffer

#### A. Public Opinion Polling on Bond Campaign – President Schaffer, Keith Frederick of Frederick Polls

- 1) Presentation of Results of Community Polling on the Feasibility of a Bond Election to Partially Fund LCCC Residence Hall, Fine Arts Classroom Remodel and Auditorium Addition, and Recreation and Athletics Complex Renovation and Expansion

President Schaffer prefaced the discussion noting the convening of a special Board meeting on April 12<sup>th</sup>, during which the Board discussed seeking community support of partial funding for the College's last three big facilities projects as cited in the College's Campus Master Plan Update <http://www.lccc.wy.edu/about/ourFuture/masterPlan.aspx> and gave the nod for moving forward with the public opinion poll. Interim Associate Vice President Lisa Trimble has since engaged Keith Frederick of Frederick Polls to conduct a comprehensive polling of community members on whether or not they would support a ballot issue to partially fund the College's projects. Frederick Polls also conducted polling for the College in 2013 concerning public opinion on financial support for the Flex-Tech Building and Clay Pathfinder Building.

#### **Polling Highlights**

- A total of 300 interviews was conducted and included a specialty group of super voters in Laramie County (people who have voted in previous off-year elections). The interviews were conducted the middle of June over the telephone with 25% cell phones. Of those interviewed:
  - o 57% were Republicans; 27% were Democrats; 17% were Independents.
  - o The number of men and women were split evenly in a controlled split.
  - o 55% are over 65, which reflects those who show up in off-year elections (super voters).
  - o 75% have experience with LCCC. 14% have a family member who currently attend LCCC. 61% said they or someone in their household have attended LCCC. "This means LCCC is both a positive and deeply embedded fixture in the community's fabric." (page 6 of Poll Analysis)

- Mood Questions – How did they feel about a ballot issue giving revenue to the College?
  - o 83% positively rated the local economy; 15% negatively did so. In January 2013, when the last poll was taken, the numbers were almost identical (84% positive, 15% negative).
    - ✓ Observation: Laramie County voters are more open to investing in their community.
  - o A majority (58%) believe their property tax levels are about right, maybe even a little too low. 39% said the property taxes are too high, which is consistent with those who demonstrate tax sensitivity.
- Population – Assuming the younger population is shrinking, what needs to be done to keep younger people in the community?
  - o Is the population of the younger people shrinking?
    - 27% say the younger population is getting smaller. 34% believe the younger population is getting bigger. 33% say the younger population is the same.
    - By age group, 59% of the millennials (those under the age of 40), say the younger population is shrinking. Only 26% of the middle age group and 24% of the over-65 age group believe the younger population is shrinking.
      - ✓ Observation: In communications, the voting population will need to be told the population is shrinking. Their knowledge of this cannot be assumed.
  - o When told the census data shows the population of Cheyenne is shrinking especially among younger adults and then asked if this is a good thing, a bad thing, or makes no difference, the responses shifted to:
    - 63% say a bad thing; 5% say a good thing; and 27% say it makes no difference.
    - 71% of the group under the age of 40 say it's bad; 67% of the middle age group say it's bad; and 60% of the over-65 age group say it's bad.
    - Observation: Again, it's important to let the voters know that the population is shrinking.
- LCCC's Brand Rating – When Laramie County voters were asked if they have a favorable or unfavorable opinion of the College, the responses were consistent with the January 2013 polling. Specifically:
  - o 89% favorable; 6% unfavorable. 50% of the total number of favorable are in the very favorable category. In 2013, the percentages were 91 to 6.
    - ✓ Observation: 9 out of 10 people in the community think positively about the College. This is extremely important, because the College can start from a position of strength and credibility.
  - o Republican responses are the same as favorable at 89.6%; the Democrats are at 95%.
    - ✓ Observation: This is an exception, because an agreement between Republicans and Democrats is an anomaly in most cases.
- The Guts of the Poll – Voters were asked in three different ways about a \$29 million bond.
  - o By an exact ballot wording – 55% Yes; 39% No
  - o By a ballot concept – 56% Yes; 40% No
  - o Observation: The same results suggest the ballot language is clear.
  - o The voters were then asked again after providing them with positive information about the College – 60% Yes; 36% No.
    - ✓ Observation: That 39% and 36% of voters is a pretty hard core “no,” which means the ballot results will likely be in the 55% Yes and 45% (a 10-point advantage), especially when taking into consideration those that don't know usually vote “no”..
- Bond vs. Property Tax
  - o By a 49% to 27% margin, Laramie County voters prefer to fund LCCC improvements with a bond over a mill levy/property tax increase, even though the bond tax collection is for a longer period. The Bond is especially preferred among swing voters who moved to a yes vote after hearing messages supporting specific LCCC projects with community use (79% for a Bond vs. 11% for a mill levy/property tax).
    - ✓ Observation: People concerned about taxes are still willing to support the funding.

- Support for Specific LCCC Projects With Community Use
  - o Voters found messages addressing support of the following projects to be persuasive: upgrade of 40-year old buildings, community profit of dollars invested in LCCC, draw of younger workers/population to Cheyenne, attraction of student residents, and LCCC's trusted fiscal responsibility to complete projects on-time and on budget.
  - o A consistent low 60's level of support is given for four out of the five community-use projects. A new synthetic turf indoor sports field received a 51% support and a 45% oppose response.

Mr. Frederick stated he feels very good about the ballot issue opportunity and its chances for success and would give a green light to move forward with the bond issue. The super voter electorate would be older, conservative, and Republican. However, they support LCCC and the ballot issue because they understand it and because it fits in with some positive context, such as the immense and very strong credibility of LCCC, which comes a lot from the 75% that have some experience with the College. In addition, the tax and economic moods are good and reinforce what the College is trying to do. Also, when the voters learn the population is shrinking, they want to do something about it, and they believe the bond issue will help with this.

#### **Individual Project Information**

- For the residence hall, about \$8 million of the funding would come from the taxation component and another \$20 million would come from a lease revenue bond from which fees generated by students living in the residence hall would be used. Of all the projects, the new residence hall would need the smallest portion of community support. The funding mechanism is intended to buy down the cost, so the cost does not become a deterrent to students who are wanting to attend LCCC and reside in the residence halls. The new residence hall will have 350 beds.
- The Fine Arts Remodel/Renovation Level II Plan should be completed by the end of August. The scope and size of the auditorium/hall and the remodel and the location of the addition need to be known. Currently, two locations are being modeled—one would be attached to the Fine Arts Building and the other would be a separate facility. Connecting to the existing building is proving to be more cost effective because of site costs.
- The RAC remodel probably has the most moving parts because of the College's interest in testing whether the community wants the RAC to include recreational facilities that are not being funded by independent measures, such as the "Sixth Penny." Two community meetings will be held to provide an opportunity for community members to share their feedback. Remodel possibilities could include, for example, pool revitalization for campus and community recreation or elimination where the pool would be filled in and a fitness center would be placed on top of that filled-in area. An indoor turf facility, which has not received strong community support, is another possibility.

President Schaffer stated a better picture of each project's scope and cost will be brought to the Board in July. The Board would need to call for a special election and notify the Laramie County Clerk by August 28<sup>th</sup>. Therefore, a request for a "go or no-go" decision on a campaign will be included on the Board's August 16<sup>th</sup> meeting agenda.

#### **B. [Albany County School District No. 1 BOCES Presentation](#)**

President Schaffer reported the presentation was well-received and a follow-up article ran in the Laramie *Boomerang* the next day. He added, however, that although the Albany County School District No. 1 Board seemed receptive, they are not yet ready to pursue a BOCES. President Schaffer hopes to also make a presentation to the Laramie County School District No. 1 and 2 boards.

C. Staffing Updates and Searches

President Schaffer shared the following new hires: Dean of Math and Science Bryan Wilson, Physical Plant Director Bill Zink, and Comptroller Nola Rocha. All are great hires. Final determinations are in process for the Associate Vice President of the Albany County Campus, Director of Financial Aid, and the Director of Student Success and Planning.

Interim appointments include Dean of Business, Agriculture, Technical Studies Jill Koslosky, Dean of Students James Miller, and Residence Hall Director Brynn Elliott.

D. Community Visioning and Planning Initiative

Chamber CEO Dale Steenbergen at the direction of his Board wants to engage the community in a broad, multi-year visioning and planning process and has asked LCCC to play a larger role on the project. LCCC has agreed to partner with the Chamber and to take the requested leadership role. Beginning conversations about what is wanted in the community took place the end of April. Some of the ideas voiced were good paying jobs, beautification, revitalized downtown, retail and dining, and great schools. The question that emerged was: Is there genuine interest in moving forward with a comprehensive, multi-year community plan and implementation effort? Thus far, the Chamber, LEADS, Downtown Development Authority, Visit Cheyenne, Cheyenne Regional Medical Center, and Laramie County School District No. 2 have verbally given their support. Laramie County School District No. 1 and the City of Cheyenne are on the list to participate but their continued interest has not been confirmed.

A presentation was made Tuesday, June 27<sup>th</sup>, to the Cheyenne-Laramie County Economic Development Joint Powers Board (<https://www.cheyennecity.org/316/Cheyenne-Laramie-Co-Economic-Development>), who will make a decision in August about funding support of \$100,000 over two years for the project. Each organization who agrees to participate will be asked to sign a resolution that denotes their responsibility and commitment of \$5,000 a year for two years toward the total needed project funding. This amount will have to be adjusted if the Joint Powers Board does not agree to the funding request before them. A formal proposal from the consultants will be brought to the LCCC Board along with a request for their support of President Schaffer's time commitment to the multi-year project and approval of a funding request, the amount of which will be determined by the Joint Powers Board response on August 22<sup>nd</sup>. Trustee Erickson noted this initiative will identify both what needs to be done and how those needs will be accomplished; i.e., the steps needed to implement the projects that emerge. President Schaffer added the community assessment will confirm or debunk believed impressions about the community and may also identify unknown characteristics of the community. Proposed changes will be data driven and jointly implemented, giving more impetus to successful outcomes.

E. Compensation and Classification Study Update

President's Cabinet held a day-long retreat to discuss the outcomes from the Compensation and Classification Study. From their extensive discussion, a model and plan based on the Board's and President's Cabinet's feedback is under development. Evergreen Solutions is assisting with the finalization of the model and plan pieces that will be brought to the Board at which time a discussion will need to be held about funding. The plan will likely take three to seven years to implement and will require a continued investment.

F. Potential Remodel/Renovation Projects (Crossroads and Administration Building)

President's Cabinet recently devoted a one-day retreat to consider space utilization in the Crossroads Building. The Campus Master Plan Update identified certain things that should exist in the Crossroads Building to make it more of a student engagement space. With these in mind, the Cabinet is recommending the Veterans' Center, The Pantry (students' food pantry), high school programs, and other student-focused operations, such as the Help Desk should be located there. An architect is working on the design and may make other recommendations. Some of the College's fund balance will be used to pay for some of the proposed remodeling.

A potential remodel of the Administration Building that would facilitate the co-location of similar services or divisions/departments, such as Human Resources, Institutional Effectiveness, and Administration and Finance, is under consideration. Also under consideration is the relocation of the Board Room to the secluded garden area just north of the corridor connecting the Administration Building and the Center for Conference and Institutes. Another option would be to move the Board Room to the first floor of the Education and Enrichment Center (EEC) Building. The new Board Room would also serve as the College's Crisis Communication Center. One of the architect firms on retainer has been asked to develop a building design that would accomplish the proposed relocations.

In an added conversation, President Schaffer reported on the joint meeting of the seven community college presidents and UW President Nichols in Casper last Tuesday, June 20<sup>th</sup>. Among the items discussed was the enrollment footnote in the supplemental budget bill and whether the community colleges and the University would participate in a strategy forum conducted by the University. The request to do so came from the Lumina Foundation to help the State establish an attainment goal. Lumina's big focus is to help the United States reach an attainment goal of 60% of its population having a college credential. Currently, those having a college credential is at about 48%. The presidents shared the community colleges have established enrollment goals as a part of Complete College Wyoming. The University is considering holding a strategy forum as part of their retreat on Thursday afternoon, July 21, in Rock Springs. As president of the President's Council, President Schaffer stated he is expected to attend. A trustee may also be asked to attend.

4. **POLICIES** – President Joe Schaffer

A. [Degrees and Certificates Policy 2.1 Revised – 2<sup>nd</sup> Reading](#)  
([Degrees and Certificates Procedure 2.1.1P](#))

Trustee Lyttle moved and Trustee Ketcham seconded,

**MOTION:** That the Board of Trustees approves the adoption of Degrees and Certificates Policy 2.1.

**DISCUSSION:** No additional discussion was deemed necessary.

**MOTION CARRIED** unanimously.

5. **APPROVAL ITEMS**

A. [FY 2017 Budget Amendments](#) – Vice President Rick Johnson

President Schaffer stated the budget amendment is for this fiscal year's 2017 budget. Trustee Erickson added the Facilities and Finance Committee reviewed amendment.

Trustee Erickson moved and Trustee Ketcham seconded,



**MOTION:** That the Board of Trustees approves the amendments to the FY 2017 Annual Budget as presented.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

- B. [Laramie County Community College District FY 2018 Budget](#) (Hard copies will be distributed at the meeting.) – President Joe Schaffer  
- [FY18 Budget Revisions Since the May 10, 2017, Board Meeting](#) – Vice President Rick Johnson

The Board had no further questions or observations.

Trustee Lyttle moved and Trustee Barker seconded,

**MOTION:** That the Board of Trustees approves the Laramie County Community College District FY 2018 Budget.

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

- C. [Emeritus Designation – Jeri Griego](#) – President Joe Schaffer

President Schaffer stated Jeri Griego's designation is very fitting and has his whole-hearted support.

Trustee Barker moved and Trustee Erickson seconded,

**MOTION:** That the Board of Trustees approves the award of emeritus designation on Jeri Griego for her years of service and contributions to LCCC and the community at large. Upon approval, she will be honored with the title of Faculty Emeritus at LCCC.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

## 6. BOARD REPORTS

- A. Board Member Updates – Board Chairman Carol Merrell (*Standing Agenda Item*)  
1) Scholarship Recipient and College Support

Board Chairman Merrell shared Emily Williams, a nursing student, was awarded a \$632 scholarship from the scholarship fund set up by the trustees. The scholarship will be disbursed equally between two semesters. Noting Ms. Williams' sincere appreciation of being honored with the scholarship, Board Chairman Merrell asked the trustees to give considered thought to donating to the LCCC Trustees Scholarship Fund.

- B. Finance and Facilities Committee (June 21<sup>st</sup> Meeting) – Trustees Don Erickson and Jess Ketcham

Trustee Erickson shared the highlights of the June 21<sup>st</sup> Facilities and Finance Committee meeting. Of particular note were the review of monthly financial reports, the Procurement and Contracting Report, project amendments, and an auditing process summary

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

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

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

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

Ex Officio Keadle was unable to attend the meeting.

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

- A. Six-Month Board Meeting Calendar

The Board set the following meeting dates for the remainder of 2017.

- July 18 (Tuesday) – Combination Dinner and Board Meeting (5:30 p.m. – Board Room)
- August 16 (Wednesday) – Board Dinner and Meeting (Dinner: 5:30 p.m. – CCC 178/179; Meeting: 7 p.m. – Board Room)
- September 20 (Wednesday) – Board Dinner and Meeting (Dinner: 5:30 p.m. – CCC 178/179; Meeting: 7 p.m. – Board Room)
- October 18 (Wednesday) – Board Dinner and Meeting (Dinner: 5:30 p.m. – CCC 178/179; Meeting: 7 p.m. – Board Room)
- November 15 (Wednesday) – Board Dinner and Meeting (Dinner: 5:30 p.m. – CCC 178/179; Meeting: 7 p.m. – Board Room) (POSTSCRIPT TO MINUTES: The November 15<sup>th</sup> meeting will need to be moved to November 8<sup>th</sup>, as President Schaffer and some staff will be flying to Washington, D.C., on November 14<sup>th</sup>.) for the first AACC Pathways Institute No. 1 scheduled for November 16-18.
- December 6 (Wednesday) – Board Dinner and Meeting (Dinner: 5:30 p.m. – CCC 178/179; Meeting: 7 p.m. – Board Room)

Board Chairman Merrell asked the trustees to please consider attending the August 22<sup>nd</sup> Fall Kickoff. The trustees will receive invitations in August that will give the time and place of the convocation.

**9. ADDITIONAL ITEMS** – Information Only

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

**10. NEXT MEETINGS/EVENTS**

The Board's next meetings were determined under New Business above.

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

No opportunity for public comment was requested.

**12. ADJOURNMENT** of the June 28, 2017, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Carol Merrell

Trustee Soto moved and Trustee Salazar seconded,

**MOTION:** That the Board of Trustees adjourns the June 28, 2017, Board Meeting of the Laramie County Community College District Board of Trustees.

**DISCUSSION:** None

**MOTION CARRIED** unanimously, and Board Chairman Carol Merrell adjourned the June 28, 2017, Board Meeting of the Laramie County Community College District Board of Trustees at 9:10 p.m., as so moved.

Respectfully submitted,

Vicki Boreing  
Board Recording Secretary