

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, APRIL 11, 2018, HILTON GARDEN INN, LARAMIE, WYOMING

Board Present: Board Chairman Bradley S. Barker, III, Vice Chairman Carol Merrell, Secretary Wendy Soto, Treasurer Don Erickson, Trustees Jess E. Ketcham, Brenda Lyttle, and Bob Salazar, ACC Ex Officio Butch Keadle, and Student Ex Officio Trustee Derek Goldfuss

Staff Present: President Joe Schaffer; Vice Presidents Clark Harris, Judy Hay, and Rick Johnson, and Associate Vice Presidents Brady Hammond and Lisa Trimble; Faculty and Staff Members Talisha Mottinger and Pam Peters, and Legal Counsel Tara Nethercott

Visitors: Andi Summerville (Laramie Mayor), Klaus Hanson and Herb Manig (ACC Advisory Council Members), Erin Taylor (WACCT Executive Director), Jesse Twitchell (*Wingspan* Editor)

**1. 7:30 p.m. – CALL TO ORDER** of the April 11, 2018, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Bradley Barker

Board Chairman Bradley Barker called to order the April 11, 2018, Board Meeting of the Laramie County Community College District Board of Trustees at 7:32 p.m. and thanked Associate Vice President Brady Hammond and Operations Director Talisha Mottinger for their organization of the reception, dinner, and meeting at the Hilton Garden Inn.

**2. MINUTES** – Approval of the [March 21, 2018, Board Meeting Minutes](#) – Board Chairman Bradley Barker

Trustee Erickson moved and Trustee Soto seconded,

**MOTION:** That the Board of Trustees approves the March 21, 2018, Board Meeting Minutes as written.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

**3. REPORTS TO THE BOARD**

A. Staff Senate – Rhonda Priest, President – Excused

B. Faculty Senate – ACC Senator Pam Peters

ACC Senator Pam Peters reported the following on behalf of Faculty Senate President Nate Huseman.

- The Faculty Senate and Staff Senate will jointly hold a book club in the fall of this year. The book club will focus on *Redesigning America's Community Colleges*, which dovetails nicely with the Pathways Initiative.
- Faculty Senate will hold officer elections in April. The goal is to have the new officers on board for the May meeting.
- Nominations close on Friday, April 13<sup>th</sup>, for faculty and adjunct faculty of the year. Awards for the faculty and adjunct faculty of the year will be presented during the Employee Recognition Reception on May 4<sup>th</sup>.

C. WACCT Executive Director Erin Taylor

Executive Director Taylor stated she is the trustees' legislative advocate and travels the state attending a board meeting of each of the community college's trustees. She thanked all the community colleges for their assistance during the legislative session. She then shared the following:

- The WACCT's focus is on trustee education.
- The WACCT's website at <http://www.wacct.org/> has updates on WACCT and legislative activity (bill tracking and weekly reports).
  - o HB 175 Common college transcripts. This bill requires the development of a common transcript system and prescribes duties of the board of trustees of the University of Wyoming and the Wyoming Community College Commission. A report is due to the JEC (Joint Education Committee) by October 31<sup>st</sup> of this year.
  - o President Schaffer stated the community colleges have committed to working with UW President Laurie Nichols and WCCC Executive Director Jim Rose (and his successor) on bringing coherence to a common college transcript process between the University and the community colleges. President Schaffer stated HB 175's direction is one of many ways the continuation of community college partnerships with the University is being encouraged. Another is the Governor's, community colleges', Commission's, and ENDOW's commitment to a higher education attainment goal. These efforts have led to an application and an award of a grant from WICHE (Western Interstate Commission for Higher Education) and the Lumina Foundation to assist the state in achieving higher levels of achievement. President Schaffer believes the state's higher education partners will be successful in prioritizing short-term and long-term higher education plans that will ensure Wyoming's higher education interests are moving in the same direction to achieve a higher level of attainment.
- The CapCon Bill was successfully passed with a few minor tweaks.
- Dates are being considered for the 2019 WACCT awards and reception. (POSTSCRIPT TO MINUTES: The WACCT awards and reception will be held on Thursday, February 7, 2019; the WCCC winter meeting will follow on Friday, February 8, 2019.) The Wyoming Community College Commission, new Executive Director Sandy Caldwell, Commission staff, and the funding model, are under consideration for the trustees' educational session on February 7<sup>th</sup>.
- Topics focusing on best practices are under consideration for the WACCT fall conference. Gun Free Zones and related legislation, pro and con, will likely come forward during the 2019 General Session. With this in mind, the WACCT Education Committee is considering school safety and security as a timely topic for the fall conference.
  - o Trustee Erickson encouraged feedback on the topic and noted for Trustee Lyttle the topic is not intended to be a politically-charged, Second Amendment conversation, rather more "macro" (instructional). Executive Director Taylor added the Education Committee envisioned focusing on core areas related to school safety and security, such as dollars for security, ability to lockdown, police force on campus, mental health awareness and resources on campus.
  - o Trustee Erickson stated the College's Campus Safety staff are hosting an "FBI's Active Shooter Detection and Prevention Training for Educators throughout Wyoming" on September 13<sup>th</sup> and proposed that agenda might be a good resource for the agenda for the WACCT fall conference.

(POSTSCRIPT TO MINUTES: The following is from Campus Safety Director James Crosby's April 11<sup>th</sup> email "LCCC Campus Safety will be hosting the FBI's Active Shooter Detection and Prevention Training for Educators throughout Wyoming.")

This training is designed for Wyoming educators to include school counselors, School Resource Officers, faculty/staff, and administrators. It will be conducted in the LCCC Union Pacific Centennial Room on September 13, 2018. It is designed to be specific to the needs of educational professionals and will not be tactical in nature. There will be no cost to attend.

During this training, the FBI will provide instruction on active shooter threat assessment and management, and how to identify, assess, and manage the risk of future planned violence. A special agent will guide school officials on strategies to recognize intended violence, risk factors and warning signs, mitigating planned attacks, and other viable approaches to reducing targeted violence. You'll also hear an FBI Victim Specialist talk about challenges and solutions in mass shooter situations, planning and execution of victim/family management, and federal resources and capabilities.

Due to limited seating, as well as marketing throughout the state, I would encourage each of you to RSVP as soon as possible to FBI DN Public Affairs Specialist Deborah Sherman at [DKSherman@fbi.gov](mailto:DKSherman@fbi.gov). I would appreciate you forwarding the attached invitation to anyone who might find this training useful.)

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

**A. WyoTech Status Update – President Joe Schaffer**

President Schaffer stated no new information has become available since his last update to the Board. As a quick summary, the College was asked to submit a proposal and that proposal along with legislative action and interest opened the door for the private sector to also submit a proposal to the Wyoming Business Council (WBC). As a result, a private sector proposal has also been submitted for consideration. As part of the WBC's due diligence, representatives have visited with both those submitting the private proposal and with LCCC representatives and have recently toured the College's facilities. Following a thorough vetting of the College's and private sector proposals, the WBC will make a recommendation to the Governor as to which proposal would be in the best interest of WyoTech and Wyoming. President Schaffer believed some feedback would be received by the end of next week. College Counsel Nethercott and ECMC have expressed concern about the statutes governing the election process for annexation. President Schaffer concluded that regardless of who is awarded the proposal, the extensive work done by Associate Vice President Hammond and ACC Operations Director Mottinger, laid the groundwork for WyoTech to continue.

**B. Legal Services RFP Process and Committee – President Joe Schaffer**

President Schaffer reported every opportunity to extend the current contract with Woodhouse, Roden, Nethercott has been exhausted. Therefore, an RFP (Request For Proposal) has been issued for the College's legal services. At President Schaffer's request for Board representation, Trustee Soto and Trustee Lyttle agreed to be members of a committee that will review the RFPs and interview a selected group of legal firms based on the RFP criteria. (POSTSCRIPT TO MINUTES: Trustee Lyttle withdrew because of a conflict of interest. Trustee Ketcham agreed to replace her in the RFP review.)

**C. LCCC/Foundation Three-year MOU – President Joe Schaffer**

The Operating Agreement between LCCC and the LCCC Foundation is a six-year agreement with terms delineated over that six-year period. The agreement requires a review by the LCCC Board of Trustees and the Foundation Board Directors every three years. The mandatory three-year review allows for both boards to determine if the agreement should be extended another three years based on the boards' satisfaction of how well the agreement is serving both boards. The three-year review also provides an educational opportunity for new trustees and directors to be advised about the agreement. President Schaffer stated for every dollar the College invests in the Foundation for development purposes, the College receives three dollars in return. He will bring a recommendation for the Board's consideration to the May 9<sup>th</sup> Board meeting.

D. Guided Pathways Update (Standing Agenda Item) – Vice Presidents Judy Hay and Clark Harris

Vice President Hay stated March was devoted to visiting one-on-one with employees about the Pathways Initiative. The visits culminated in the Taste of Pathways event on March 29<sup>th</sup>. Some 165 employees attended and signed up to participate in the Pathways Initiative. Vice President Hay was both astonished and pleased at the interest represented by the number of employees committing their participation. Vice President Hay also shared student focus groups were conducted in February. The Align staff, who conducted the focus groups, have submitted their notes from those interactions. Video clips that tell the students' stories are in production by Cindy Henning and Josh Thein. The video clips along with the Align group's notes will be sent to the Pathways Initiative co-leads. The full report is expected to be ready by the end of April and will be made available to the Board.

Vice President Harris told the Board that LCCC's Pathways Coach Linda Garcia met with the College's co-leads, who showed great passion for the Pathways Initiative during their visits with Dr. Garcia. President Schaffer, Vice President Hay, Vice President Harris, and Institutional Research Director Ann Murray also met with Dr. Garcia, who told them LCCC is much farther ahead of the other 12 community colleges in LCCC's co-hort group and gave extra kudos for the Taste of Pathways event. The discussions in the form of snippets with students will be used internally only; the report will be made available to the Board.

President Schaffer stated the Pathways Initiative's co-leads will join him for the "AACC Pathways 2.0 Pre-conference Institute: Integrating Redesigned Developmental Education into Pathways" that is being held in advance of the AACC Convention on April 28<sup>th</sup> in Dallas.

Trustee Erickson stated he is pleased with the level of communication the Board is receiving on Pathways and asked for a list of the co-hort schools. (POSTSCRIPT TO MINUTES: The list was provided by Vice President Hay and emailed to the Board April 13<sup>th</sup> by Board Recording Secretary Vicki Boreing.) In response to Trustee Soto's question about concerns being expressed by faculty about the Pathways Initiative, Vice President Harris stated the concerns he has heard mostly pertain to the Pathways Initiative possibly eliminating students' choices. Other comments referred to general education courses by the faculty teaching those courses, individual perceptions, and initiative fatigue. Trustee Salazar commented that in his conversations with the support staff who normally interact with students, those staff members believed more interaction with students needs to take place. Some staff asked if their job description was going to prevent them from being involved, which Trustee Salazar believed was positive rather than negative, because they want to be a part of the cultural shift.

E. Construction Updates (Standing Agenda Item) – Vice President Rick Johnson

Vice President Johnson reported on the Crossroads Building and Ludden Library projects. The Crossroads Building is gutted. The renovation is a little ahead of schedule, and no surprises have been encountered. The design development phase for the Ludden Library project, which precedes the construction document development phase, is complete. The determination of a Guaranteed Maximum Price (GMP) is anticipated by the end of April. The construction documents will be "on the streets" for bid in early May with groundbreaking scheduled for June 4<sup>th</sup>.

President Schaffer shared information about two additional items:

- Upcoming Events —The Employee Recognition Reception will be held May 4<sup>th</sup> in the ANB Bank Leadership Center. The theme for this annual event is Dr. Seuss's "Oh the Places You'll Go." Commencement, High School Equivalency Certificate graduation, and nurses' pinning will all be held on Saturday, May 12<sup>th</sup>. The dates, times, and locations have been added to the Board's Google Calendar.

- WCCC Executive Director Finalists' – Open forums and receptions for the two finalists will be held on LCCC campus. The open forums will be streamed live. Mrs. Boreing was asked to forward the schedules for the two finalists to the Board. (POSTSCRIPT TO MINUTES: The finalists' schedules and bios were emailed to the trustees on April 13<sup>th</sup>.)

## 5. APPROVAL ITEMS

### A. [ACC Strategic Plan](#) – Associate Vice President Brady Hammond, Director of Operations Talisha Mottinger

Associate Vice President Hammond stated the ACC strategic plan draft was first presented to the Board on January 24<sup>th</sup>. The plan has received feedback from ACC employees, the ACC Advisory Council, and the Laramie community, including Laramie Mayor Summerville and Laramie City Council members, President's Cabinet, and the Board of Trustees. In response to Trustee Erickson's question of how the ACC strategic plan will be integrated into the LCCC strategic plan, President Schaffer stated adding the ACC strategic plan as an addendum would make sense, pointing out the plan provides direction for future considerations affecting both the Laramie and Cheyenne campuses, such as land purchases. President Schaffer recalled that as part of his Fall 2017 State of the College address he focused on the final elements of LCCC's 2013-2020 strategic plan. Since then, he has been working with Associate Vice President Lisa Trimble to streamline the third and final iteration of that strategic plan, which will be called the focus plan and will include three areas on which the College will focus. In short, President Schaffer anticipates the ACC strategic plan will become an addendum to LCCC's streamlined focus plan.

Board Chairman Barker called for public comment and hearing no requests stated he would like a motion.

Trustee Ketcham moved and Trustee Soto seconded,

**MOTION:** That the Board of Trustees approves the 2018-2023 Strategic plan for the Albany County Campus.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

### B. [Depositories for Applications of Public Funds](#) – Vice President Rick Johnson

Vice President Johnson stated the approval request is an annual process required under Wyoming statute and that an inquiry is sent to all banks in Laramie and Albany counties.

Trustee Erickson moved and Trustee Ketcham seconded,

**MOTION:** That the Board of Trustees approves the following list of Laramie County Community College depositories for Applications of Public Funds as required by W.S. 9-4-818.

- ANB Bank (formerly Capital West, 1st National – Laramie)
- Bank of the West
- Cheyenne State Bank
- First Interstate Bank
- First Tier Bank
- Pinnacle Bank
- Platte Valley Bank
- Security First Bank
- U.S. Bank
- Wells Fargo Bank Wyoming, N.A.
- Western States Bank (formerly WY State Bank)
- Wyoming Bank & Trust

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

The following banks did not respond to the College's request.

- Central Bank & Trust
- Farmers State Bank, Pine Bluffs (have always declined in the past)
- Jonah Bank of Wyoming (never respond)
- Oregon Trail Bank
- Tri County National Bank

## 6. POLICIES

### A. [Compensation Policy 6.11 – 1<sup>st</sup> Reading](#) – President Schaffer

President Schaffer stated a draft of the policy was presented to the Board during their October 28, 2015, meeting. At that time, the Board believed an overarching compensation policy would be important, as the College pursued an updated Classification and Compensation Model. Since then, the policy has been processed as required by the Board's Policy Development and Approval Procedure 1.2.11P, including the mandatory request for consultative feedback. The feedback received is represented by track changes in the policy brought before the Board this evening. President Schaffer drew attention to Section 1.0 A. that lists what the Board believes is important based on what they were hearing from the campus. The broad goals also requested by the Board are established in Section B. He noted that typically a policy and procedure are routed in tandem. However, in this case the policy has helped guide the development of the Classification and Compensation Model that was incorporated into a manual used to implement the market adjustments that will take place this spring and in the future. The manual will then drive the procedural aspects of the policy. As a final comment, President Schaffer stated the procedure will be routed through the same process as the policy. The policy with the Board's agreement will be brought back for 2<sup>nd</sup> Reading and a recommendation for adoption on May 9<sup>th</sup>. Executive Director Maas added the policy's basics have not changed since it was first presented to the Board in 2015. The few changes made are mostly grammatical.

Trustee Erickson recommended the following sentence:

“To that end, the Board expects the College to implement a compensation model that establishes salary and wages falling within the range of defined job markets.”

be changed to read:

“To that end, the Board expects the College to implement **and maintain** a compensation model that establishes salary and wages falling within the range of defined job markets.”

Trustee Erickson also addressed item B.5) and requested that the procedure include criteria for administering merit-based salary adjustments as objectively as possible. President Schaffer explained the College's first priority is to get employee salaries on market, then to the 25<sup>th</sup> percentile, and then to the appropriate longevity place on the salary scale, which he believed would take three to four years from a financial perspective. The next logical step will be the implementation of a performance component. Some of the performance component has already been set in motion with a significant review and overhaul of position descriptions and their preferred qualifications, which are, in part, tied to performance. When salaries move into the 75<sup>th</sup> percentile and beyond, performance becomes a determining factor for any salary increase. Goal 3, Strategy A. iii. of the College's Strategic Plan addresses Performance Management. <http://lccc.wy.edu/StrategicPlan/Goal3.aspx> With Compensation (Item A. iv.) now in the implementation stages, performance management becomes the next priority. A Performance Management System must be

developed before performance can be determined and applied to those whose salaries are exceeding the 75<sup>th</sup> percentile. The Board will, of course, have the opportunity to say whether their philosophical and policy direction has been met as the Performance Management System is developed.

## 7. WORK ITEMS

### A. Fine Arts Building Matching Funds Strategy – President Joe Schaffer

President Schaffer opened the discussion, stating during the last dinner session the Board discussed strategies for securing funds to match the \$7 million allocated by the Legislature. Since then, Trustee Lyttle identified individuals in the fine arts' community she would like invited to a meeting at the College on April 25<sup>th</sup> to brainstorm funding options and to gain support for the project.

Strategies Considered to Date (but probably not all inclusive as additional conversations may suggest more possibilities)

- A ballot issue on the November 6<sup>th</sup> general election ballot – bond or additional one mill
- Fundraising to match the \$7 million
- Grant funds

### Comments and Concerns

- Adequate time is necessary to communicate the need for the renovation and expansion with the public and the cost to the taxpayer. The last successful election had about 9 to 11 months lead time from February to November.
- Does a ballot issue have a negative perception?
- No special election
- Prefer a special election
- President Schaffer should continue to research and gather information.
- Do not want \$7 million turned back to the State
- The campaign would not be starting from scratch.
- Campaigning for a singular focus (just the Fine Arts expansion and renovation) will be easier and possibly more appealing.
- Need more persons to walk through the area that is in need of the renovation.
- The College has the ability to ask for up to five additional mills at any one time. The impact on the taxpayer would be short-term.
- The last pre-election polling cost about \$10,000.
- Does the future include arts education? Is this just a facilities conversation or also a programmatic conversation? LCCC's future will include arts education. However, without up-to-date arts and music facilities and technology, forecasting whether arts majors will exist in the future is difficult, because LCCC just cannot compete with the other community colleges' existing facilities.
- LCCC is the only campus in the state to not have a Fine Arts Auditorium.
- A flexible arts space is intriguing.

Board Chairman Barker suggested the Board wait until information is gathered from the April 25<sup>th</sup> arts community meeting before making any decision about what the Board would recommend the College should pursue or if the College should pursue.

Trustee Erickson stated for the record, "I am eating crow." He "thought it would be a cold day in Hell" when the College would receive \$7 million from the Legislature for this project. He commended WACCT Executive Director Erin Taylor, the community college presidents, and Senate Nethercott for successfully advocating for, and the advancing of, the capital construction bill.

## 8. BOARD REPORTS

- A. Board Member Updates – Board Chairman Bradley Barker (*Standing Agenda Item*)
- 1) President's Contract

Board Chairman Barker stated more details will be brought forward at the next meeting. Vice Chairman Merrell added President Schaffer's evaluation will be conducted the end of May. The evaluation's results will be discussed during an executive session on June 20<sup>th</sup>. President's Schaffer's 2018-2019 Goals will be acted on during the June 20<sup>th</sup> Board meeting. Vice Chairman Merrell asked the trustees to forward any additions or deletions they would like to make on last year's evaluation tool.

- B. Finance and Facilities Committee (April 11<sup>th</sup> Meeting) – Trustees Don Erickson and Jess Ketcham

Trustee Erickson stated the following were among the items presented during this morning's Finance and Facilities Committee meeting.

- Capital construction projects' update by Vice President Johnson
- March Procurement and Contracting Report – Enrollment software for a student experience and predictive analytic package has been added to Table III. The funding for the enrollment software is predicted to exceed the \$60,000 threshold that will require Board approval.
- Current and Auxiliary Fund Budgets – Some discussion was held about a continuing drop in tuition monies.

Trustee Erickson moved and Trustee Merrell seconded,

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

- 1) [Current and Auxiliary Fund Balance Sheet Reports as of March 31, 2018](#)
- 2) [Current and Auxiliary Fund Budget Reports as of March 31, 2018](#)
- 3) [March 2018 Procurement and Contracting Report](#)

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

The next Finance and Facilities Committee meeting is scheduled for May 9<sup>th</sup> at 11 a.m.

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

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

Ex Officio Keadle asked what the timeframe is for the ACC expansion to which Vice President Johnson responded the project was delayed due to the WyoTech dialogue. The anticipation is for that project to resurface in one year with bidding for the project to take place during January and February 2019 and breaking ground in the spring.

The Governor's office invited the Laramie city officials, including Mayor Summerville, to talk with him about the WyoTech proposal on Friday, April 13<sup>th</sup>.

Ex Officio Keadle thanked the trustees for the opportunity to jointly meet with the ACC faculty, staff, and advisory council members. He also thanked Talisha Mottinger for her excellent organization of the evening's event. The opportunity to share the ACC's programs and plans as well as the differences and similarities between the two campuses to further the entire field of education means a lot.

B. Student Ex Officio Trustee – Mr. Derek Goldfuss

Ex Officio Goldfuss reported on the following:

- An open forum was held with President Schaffer and the College's administration. The forum went well and had good attendance. A report is being prepared in follow-up to the open forum and the diversity forum. The attendance for the diversity forum was not as hoped, but comments from those in attendance and from a poll of students suggested students were either concerned about diversity, not concerned, or did not have an understanding of diversity and found it difficult to talk about diversity on campus.
- The SGA and SVA (Student Veterans' Association) are partnering to hold a blood drive on April 18<sup>th</sup>. Also on April 18<sup>th</sup> an all-campus clean-up, a CAB (Campus Activity Board) annual event, and a Fill the Pantry Karaoke event will be held.
- One more round of SFAC is scheduled. The funds requested total \$327,000; the funds available are \$264,000, which amounts to about \$63,000 in funding cuts that will have to be distributed among the requesting organizations.
- Applications are being accepted for new SGA senators. The elections will take place from April 30<sup>th</sup> through May 5<sup>th</sup>.

**10. NEW BUSINESS** – Board Chairman Bradley Barker

A. Commencement Regalia

The Board agreed to wear regalia for the 2018 commencement ceremony. (POSTSCRIPT TO MINUTES: The SGA President and Student Ex Officio Trustee will not wear regalia.)

**11. ADDITIONAL ITEMS** – Information Only

- A. [Historical List of Board Motions](#)
- B. Board Correspondence
  - 1) [Terry Cook](#)
  - 2) [ANB Bank](#)

The Board correspondence was acknowledged.

**12. NEXT MEETINGS/EVENTS**

- April 25 – Academic Affairs and Student Services Ad Hoc Committee Meeting – 12 noon – Board Room
  - May 9 – Board Dinner and Meeting (Dinner: 5:30 p.m. – CCC 178/179; Meeting: 7 p.m. – Board Room)
  - June 20 – Board Dinner and Meeting (Dinner: 5:30 p.m. – CCC 178/179; Meeting: 7 p.m. – Board Room)
  - July 11 – Board Dinner and Meeting (Dinner: 5:30 p.m. – CCC 178/179; Meeting: 7 p.m. – Board Room)
- One Mill Public Hearing and Approval, Public Budget Hearing and Budget Approval

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

Klaus Hansen asked about the future of the “defunct windmill.” President Schaffer acknowledged that probably more than one person has a concern about the windmill. The cost of bringing down the windmill is estimated to be \$32,000. Vice President Johnson shared the acquisition and removal of the windmill was bid twice. The second time the bidding took place, a successful bidder paid their deposit, pulled the wire from the windmill, and then disappeared. President Schaffer said the windmill needs to come down and additional thought will be necessary to determine the future of the windmill.

**14. ADJOURNMENT** of the April 11, 2018, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Bradley Barker

Trustee Lyttle stated she has been on the Board of Trustees for 12 years and wanted to express her heartfelt gratitude and appreciation to Associate Vice President Hammond, Operations Director Mottinger, and the ACC Advisory Council for a refreshing relationship.

Trustee Merrell moved and Trustee Ketcham seconded,

**MOTION:** That the Board of Trustees adjourns the April 11, 2018, Board Meeting of the Laramie County Community College District Board of Trustees.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

Board Chairman Bradley Barker adjourned the April 11, 2018, Board Meeting of the Laramie County Community College District Board of Trustees at 9:22 p.m., as so moved.

Respectfully submitted,

Vicki Boreing  
Board Recording Secretary