

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, JUNE 20, 2018, PETERSEN BOARD ROOM, ADMINISTRATION BUILDING, LARAMIE COUNTY COMMUNITY COLLEGE

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

Board Excused: ACC Ex Officio Butch Keadle

Staff Present: President Joe Schaffer; Vice Presidents Clark Harris, Judy Hay, and Rick Johnson, Associate Vice Presidents Brady Hammond and Lisa Trimble, and Executive Director Tammy Maas, Staff and Faculty Members Stacy Maestas and Clark Rasmussen, and Legal Counsel Tara Nethercott

Visitors: Kristine Galloway (*Wyoming Tribune-Eagle*), Jenna Piper and Jacob Hamel (*Wingspan*), Derek Goldfuss (2017-2018 Student Ex Officio Trustee), Tylor Ricciardelli (2018-2019 Student Ex Officio Trustee-Elect)

### *Executive Session and One Mill Public Budget Hearing*

1. **6:00 p.m. – CALL TO ORDER** of the June 20, 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 June 20, 2018, Board Meeting of the Laramie County Community College District Board of Trustees at 5:53 p.m.

Trustee Merrell moved and Trustee Salazar seconded,

**MOTION:** That the Board of Trustees convenes an executive session to discuss President Schaffer's Evaluation and a donor naming opportunity.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

2. **6:00 p.m. – Recess Board Meeting to Convene Executive Session to Discuss President Schaffer's Evaluation and a Donor Naming Opportunity**

Board Chairman Bradley Barker recessed the Board Meeting at 5:53 p.m. and convened the executive session as so moved.

3. **7:00 p.m. – Reconvene Board Meeting**

Board Chairman Bradley Barker reconvened the Board Meeting at 7:00 p.m.

4. **7:00 p.m. – Recess Board Meeting** to Conduct the One Mill Public Hearing – Board Chairman Bradley Barker

Board Chairman Bradley Barker recessed the Board Meeting at 7:00 p.m.

5. **7:00 p.m. – CALL TO ORDER** of the One Mill Public Hearing – Board Chairman Bradley Barker

Board Chairman Bradley Barker called to order the One Mill Public Hearing at 7:05 p.m.

A. STAFF PRESENTATIONS

1) [One Mill Reauthorization](#) – President Joe Schaffer

At President Schaffer’s request, Vice President Rick Johnson shared the statutory authorization for the One Mill reauthorization, the history of the One Mill from FY 2015 through FY 2019, and the proposed FY 2019 budget.

Vice President Johnson stated W.S. 21-18-303(b) gives authorization for a community college district board to approve up to one (1) additional mill levy on the assessed value of the district for a period not to exceed two (2) years for the regular support and operation of the college. Vice President Johnson noted the impressive growth in the One Mill Fund from FY 2015 to FY 2019, adding continued growth is anticipated. The One Mill fund provides revenue for budget flexibility when funds need to be moved to and from the General Fund. Some allocations from the One Mill Fund are recurring, such as those for Eastern Laramie County, Professional Development, facilities planning, equipment repairs, and small maintenance projects.

The Board is being asked to renew the additional mill levy for a two-year period of 2018-2020. The proposed budget for FY 2019 of the two-year period is \$1,763,955. The budget allocations would be disbursed as follows:

Eastern Laramie County	\$99,855
Professional Development	\$50,000
Computer Services	\$571,880
Equipment Repairs	\$100,000
One-time Expenses	\$203,500
Small Maintenance Projects	\$250,000
AACC Pathways	\$47,735
College Insurance	\$440,985

President Schaffer recalled the Board in 2012 directed him to create the One Mill Fund into a liquid fund. At that time, some operating expenses were being paid from the One Mill Fund. Over time, those expenditures have been permanently moved to the General Fund. The One Mill funds are now primarily used for time-bound investments, such as the development of Level 1 and Level 2 plans for facilities planning to keep the Building Forward goals on a timeline for completion. In the next few years, the One Mill funds will provide revenue for the implementation of the new compensation plan. If the College did not have flexible use of the One Mill funds, the new compensation plan would not be undergoing implementation. President Schaffer pointed out the College’s insurance and computer services’ costs will be paid out of the One Mill Fund in FY 2019 to free up enough General Fund dollars to cover the cost of Phase 2A in 2018 and Phase 2B in 2019 of the compensation plan. He emphasized the goal remains, unless directed otherwise, to move ongoing expenses back to the General Fund, as the College has the financial ability to do so. He also emphasized the implementation of the compensation plan is dependent on the Board’s renewal of the additional one mill, as is the continued investment in Eastern Laramie County and professional development.

**B. CALL FOR PUBLIC COMMENT/QUESTIONS – Board Chairman Bradley Barker**

Board Chairman Bradley Barker called for public comment and heard no requests.

**C. BOARD DISCUSSION – Board Chairman Bradley Barker**

Board Chairman Barker asked the Board to share their thoughts. Trustee Lyttle stated President Schaffer already answered her question. No other questions were posed nor comments shared.

**6. ADJOURNMENT OF THE ONE MILL PUBLIC HEARING – Board Chairman Bradley Barker**

Board Chairman Bradley Barker adjourned the public hearing at 7:14 p.m.

**7. RECONVENE BOARD MEETING – Board Chairman Bradley Barker**

Board Chairman Barker reconvened the June 20, 2018, Board Meeting at 7:14 p.m.

***Board Meeting Minutes***

**1. MINUTES – Approval of the [May 9, 2018, Board Meeting Minutes](#) – Board Chairman Bradley Barker**

Trustee Erickson moved and Trustee Soto seconded,

**MOTION:** That the Board of Trustees approves the May 9, 2018, Board Meeting Minutes as written.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

**2. REPORTS TO THE BOARD**

A. Staff Senate – Rhonda Priest, President – No Report

B. Faculty Senate – Nate Huseman, President – No Report

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

Vice President Johnson provided the following information:

- Crossroads Building – No unexpected change orders have occurred. The project is on schedule for completion the second week of August.
- Library – The final GMP (Guaranteed Maximum Price) has been received and is \$150,000 less than anticipated. Other good news is all the alternates were accepted. Concerning construction, pylons are going in the ground for the addition. Asbestos was found in very small quantities and is being mitigated but should not delay the project's completion before January.
- Residence Hall – An application is being prepared for submission to the State Land and Investment Board (SLIB) and will require a Board resolution to be included with the application packet due to the SLIB on or before July 2<sup>nd</sup>. President Schaffer stated Counsel Nethercott agreed to draft the resolution, which will need to be adopted by the Board during a special board meeting prior to the July 2<sup>nd</sup> deadline. (POSTSCRIPT TO MINUTES: The Special Board Meeting was held on Friday, June 29<sup>th</sup>, at 12:30 p.m. The trustees and other interested persons were given the option of attending by conference call or in person.)

The State Land and Investment Board will render their determination on whether to approve the loan during their October meeting. Counsel Nethercott advised that per rule, a 90-day review period is required of the SLIB before rendering a decision. Vice President Johnson stated he was recently advised that the interest calculations are different and more challenging than what was originally understood. He and President Schaffer are working on payment options based on the new interest calculations. Vice President Johnson noted as a matter of information that the other community colleges also have the option of submitting an application. Trustee Erickson stated the Finance and Facilities Committee has been advised of the application process.

Trustee Lyttle voiced her appreciation for the dedicated work to advance both the Residence Hall project and the Library's renovation and commended Vice President Johnson and his team on the Library's beautiful interior and exterior. Vice President Johnson thanked Trustee Lyttle for her kind words, adding the finishes will make the new library space very comfortable, as well as very attractive. Trustee Lyttle also commended President Schaffer for his leadership and vision on the project. President Schaffer thanked Trustee Lyttle, adding though, that the recognition should go to Vice President Johnson, Vice President Hay, and the architectural team.

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

Vice President Hay reported the Pathways Initiative is at the end of the first big step. All of the teams have been developing their team charters that will set the tone and content for the work that will take place over the next couple of years. Timelines for this work are also being built. The charters and timelines are due on Monday, July 2<sup>nd</sup>. The timeline for the whole project will be developed from the team timelines. The teams are working closely with their project coordinators, who are Chief Technology Officer Chad Marley, Instructional Projects Coordinator Janet Webb, and Student Services Business Analyst Julie Gerstner. Crystal Smith, who is the Essential Experiences Team co-lead and oversaw career services and job exploration, is leaving the College and will be replaced by Student Engagement and Diversity Coordinator Zeke Sorenson. He will do well in this leadership position along with Business, Agriculture, and Technical Studies Dean Jill Koslosky as a co-lead partner.

Vice President Harris stated he and a team of five, including the two co-leads of the General Competency and General Education team, attended the Institute of General Education and Assessment in Salt Lake City. The team had to submit an application to be able to attend, and the application was accepted. Their participation in the Institute gained them a lot of helpful information and offered a lot of opportunity for conversation with other attendees.

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

President Schaffer introduced newly hired Athletic Director Clark Rasmussen. Mr. Rasmussen is currently residing in the residence hall. He stated he is young and excited to take on the position of Athletic Director for LCCC and is focused on continuing the success of the Athletic Department. He was raised in Boise, Idaho, is married, and has four children, who should be in Cheyenne next week for a sports' institute.

#### A. Attorney Contract

President Schaffer stated Trustee Ketcham and Trustee Soto were members of the committee who underwent a comprehensive Request for Proposal (RFP) process for the solicitation and review of bids for the Board's and the College's legal services. From that process, the firm of Woodhouse, Roden, Nethercott was awarded the attorney contract for another three years with an option to renew for two single years. He thanked Counsel Nethercott, who will continue to represent the Board and the College on behalf

of the firm, for submitting a great application and stated the Board and the College are looking forward to Counsel Nethercott's continued and well-regarded legal representation. Counsel Nethercott stated she is honored to continue to serve as legal counsel and looks forward to partnering with the College on legal advice and production, as the College continues to moves forward.

B. [AY 2018 End-of-Semester Numbers](#) – Registrar Stacy Maestas

Registrar Stacy Maestas stated she compiles the end-of-semester numbers and shares those numbers with the Learning Leadership Team and Student Services. The numbers highlight the great work of the institution and also the dedication and commitment of the Office of the Registrar's staff, who compile the numbers within four days. In summary, the number of degrees conferred, and the academic standing of students increased significantly in FY 2018. Conversely, the number of students placed on probation or suspended, dropped from those in FY 2017.

President Schaffer observed most of the programmatic and structural changes to further student completion and success were implemented during the Fall 2015 semester. Even though the enrollment numbers have flattened, the College is producing more graduates (students who are completing their program of study) than in years past, which is the focus of the College's student success and Pathway's efforts. The hope is that the completion numbers will continue to increase, and as enrollment increases, the completion numbers will also increase, which will be reaffirming to the campus that their work is continuously producing more graduates.

C. May 24-25, 2018, Meeting with Scenic West Athletic Conference Presidents

College of Southern Idaho President Jeff Fox requested a meeting with the Scenic West Athletic Conference (SWAC) presidents from Region 18 and the Wyoming community college presidents from Region 9. (The SWAC includes the states of Colorado, Idaho, Nevada, and Utah.) The SWAC has been struggling with scheduling competitive play because of the extensive travel requirements that take students out of the classrooms for longer periods of time and because the number of participating institutions in the SWAC has been reduced. The productive conversations resulted in a commitment to collaborate on the following:

- Reduce the amount of time students have to be out of the classroom
- Increase competitive play
- Find ways to benefit Region 18 and Region 9 communities
- Formalize inter-region memorandums of understanding where teams would find and/or share neutral venues for competitive play, fill out schedules, and mitigate some of the issues with which Region 18 is struggling.

President Schaffer stated an accomplishment of the above will also benefit Region 9 by providing more competitive play for Wyoming's community college teams and possibly bringing more tournaments and great teams to Wyoming. President Schaffer will keep the Board apprised of the progress on these efforts.

D. May 31, 2018, Complete College America/Wyoming Meeting

The meeting focused on the progression of the Complete College America/Wyoming goals set for completion. President Schaffer, Trustee Salazar, Vice President Hay, others were in attendance.

E. June 7, 2018, WCCC Retreat Update

The WCCC retreat specifically addressed setting community college tuition policy. WCCC Executive Director Sandy Caldwell will be organizing teams to work on tuition policy and other issues. With the help of Commissioner Bruce Brown some philosophical and policy perspectives were established.

F. June 7, 2018, UW/Community College President's Meeting

A meeting with UW President Laurie Nichols was held to discuss the possibility of establishing a statewide strategic plan for higher education that would help to close the higher education attainment gap and meet the ENDOW and Governor's attainment goal for Wyoming. The goal is to have 67% of Wyoming's working adults possess some type of meaningful post-secondary credential by 2025.

President Schaffer stated for Trustee Lyttle that conceptually the community college presidents agree with the idea of a strategic plan for higher education attainment. Currently, a variety of initiatives are in process with the purpose of achieving a higher education attainment goal—Complete College America, Complete College Wyoming, ENDOW, WICHE/Lumina Task Force, and a legislative mandate issued during the 2017 session. However, no consensus or coherence has been reached among the different factions about what is the most important and will generate the most desirable result. With this in mind, the community college presidents are in agreement that a statewide strategic plan needs to be developed that will establish goals for all factions, including K12, that will jointly work together toward one overall goal—higher education attainment for Wyoming.

President Schaffer also reported on work with the Ellbogen Foundation and a new pilot program called Rediscover LCCC, which provides needs-based scholarships for a target population of adults, who are 25 years of age and older and have lived in Wyoming for at least three years. The Ellbogen Foundation funded the program at \$600,000 for the next three years. The LCCC Foundation is adding \$200,000 for a total of \$800,000 to fund the program. The pilot program's primary purpose is to provide data on how an adult-focused, needs-based program would work for the state of Wyoming. The hope is that the program will produce solid data that justifies the program that can be shared with the Legislature during the next budget session. The long-term goal is for Wyoming to have both the Hathaway Scholarship that is a merit-based, high school-focused program and some type of rediscover Wyoming program that is a need-based, adult-focused program. The end result will be to have both programs move Wyoming's population closer to achieving the higher education attainment goals. Associate Vice President Trimble reported the program, which launched on Monday, June 18<sup>th</sup> and has a cap of 80 students for the Fall 2018 semester, already has 11 applicants.

#### 4. BOARD REPORTS

A. Board Committee Reports – Board Chairman Bradley Barker

1) June 6 WACCT Meeting and June 7 WCCC Retreat – Trustee Erickson, Trustee Salazar

Trustee Salazar reported on the June 6<sup>th</sup> WACCT meeting in Powell. Discussion was held concerning the WACC's 2018-2019 budget and the inclusion of funding for a new logo, a more interactive website, and a trustee orientation video.

The WACCT will request WWCC President Karla Leach give a presentation on "The New Normal" during the WACCT's annual fall conference in October. The 2019 WACCT conference, awards, and legislative reception will be held on February 7, 2019, on LCCC campus. Northwest College will host the event.

The WACCT Board is seeking membership on each of the four WCCC committees that will be pursuing a tuition and tuition cap policy. The WCCC's four committees are (1) Strategic Scholarship, (2) Dollars for Workforce Innovation, (3) Affordability and Access, and (4) Retention, Completion Attainment, and Student Success. The Commission postponed removal of the tuition cap from fall 2018 to fall 2019 during their February meeting this year.

Trustee Erickson also reported on the WCCC Retreat and Dr. Rose's farewell. President Schaffer presented a white paper on the community college presidents' views on a tuition policy. Trustee Erickson stated he was very proud of President Schaffer's work and collaboration on the white paper's content. Without the white paper, much extraneous conversation would have been held. Trustee Salazar stated trustees from across the state will have the opportunity to serve on the four committees being organized by the WCCC. A report is due back to the Commission in October. Trustee Salazar stated a policy statement was drafted and included key points from President Schaffer's white paper, such as students should share the cost of education, tuition revenue is an essential resource of quality education, tuition should be as nearly free as possible, and tuition should be used to achieve strategic goals.

Dr. Rose had a lovely send-off during a nice reception held at NWC President Stephanie Hicswa's home. Dr. Rose has moved to Ft. Collins to pursue other interests.

2) Finance and Facilities Committee (June 13, 2018) – Trustee Erickson, Trustee Ketcham

Trustee Erickson stated the following were items of discussion during the June 13<sup>th</sup> Finance and Facilities Committee meeting.

- Building Forward Update
- A presentation by Physical Plant Director Bill Zink on the difference between State-funded major maintenance and College-funded small maintenance budgets – Funded projects are listed in the College's fiscal year budget document.
- Residence Hall Update
- An advisement by Wayne Herr of McGee, Hearne, and Paiz on the FY 2018 audit – The Finance and Facilities Committee serves as the Audit Committee for the Board.
- Procurement and Contract Report Review – Table III lists the enrollment software for the College's student experiences and analytics. The exact cost is pending the community colleges' decision on whether they will participate in the use of the software.
- May Financial Reports

Trustee Erickson moved and Trustee Ketcham seconded,

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

- a. [Current and Auxiliary Fund Balance Sheet Reports as of May 31, 2018](#)
- b. [Current and Auxiliary Fund Budget Reports as of May 31, 2018](#)
- c. [May 2018 Procurement and Contracting Report](#)

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

The next Finance and Facilities Committee meeting is scheduled for Wednesday, July 11<sup>th</sup>, at 11 a.m. in the Administration Conference Room.

5. APPROVAL ITEMS

A. [One Mill Levy Recommendation and FY 2019 One Mill Budget](#)

Trustee Ketcham moved and Trustee Lyttle seconded,

**MOTION:** That the Board of Trustees approves the continuation of the one mill levy authorized by W.S.21-18-303(b) for an additional two-year period beginning July 1, 2018, and ending June 30, 2020.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

B. [FY 2018 Budget Amendment](#) – Vice President Rick Johnson

President Schaffer stated the amendment is for adjusting the budget and for accounting of budget changes that occur as planned and sometimes unplanned. This particular amendment is a result of the recapture/redistribution's decrease in the State appropriation of \$157,410 and increase of \$191,410 in Local Appropriation for a net increase of \$34,000 that will be distributed throughout the College's budget as needed. Additionally, the Auxiliary Fund needs to be increased by \$75,000 to cover the expenses of Method Studio, the architect for the proposed new Residence Hall.

Trustee Erickson moved and Trustee Soto seconded,

**MOTION:** That the Board of Trustees approves the amendments to the FY2018 Annual Budget as presented.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

C. [Employee Email Policy 8.1](#) and [Student Email Policy 8.5](#) – 2<sup>nd</sup> Reading – President Joe Schaffer

Trustee Ketcham moved and Trustee Merrell seconded,

**MOTION:** That the Board of Trustees approves the adoption of Employee Email Policy 8.1 and Student Email Policy 8.5 as presented on 2<sup>nd</sup> Reading.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

D. President Schaffer's Contract – Board Chairman Bradley Barker

Trustee Ketcham moved and Trustee Merrell seconded,

**MOTION:** That the Board of Trustees recommends approval of President Schaffer's contract.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

E. [Naming of the LCCC Food Pantry](#) – President Joe Schaffer, Associate Vice President Lisa Trimble

Associate Vice President Lisa Trimble stated the Foundation Board would like to bring forward a recommendation to name the LCCC Food Pantry the Western State Bank Food Pantry at LCCC. Western States Bank recently extended a very generous offer to create an endowed fund that will provide long-term support for the purchase of food items and/or equipment throughout the duration of the program.

Trustee Lyttle moved and Trustee Soto seconded,

**MOTION:** That the Board of Trustees recognizes Western States Bank for their financial support and engagement with the College by naming the LCCC Food Pantry as the Western States Bank Food Pantry at LCCC.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

6. **ADDITIONAL ITEMS** – Information Only

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

Board Chairman Barker asked outgoing Student Ex Officio Trustee Derek Goldfuss to introduce incoming Ex Officio Tylor Ricciardelli, who will serve as the 2018-2019 Student Ex Officio Trustee. Mr. Ricciardelli stated he was born and raised in Cheyenne and is pursuing a major in psychology and social work. President Schaffer thanked Mr. Goldfuss for his service, who he said has his sights set on higher offices.

7. **NEXT MEETINGS/EVENTS**

- **July 11 (Wednesday) – Board Dinner and Meeting (Dinner, Public Hearing, and Meeting: 5 p.m. – CCC 178/179)** – Public Budget Hearing and Budget Approval
- **August 15 (Wednesday)** – Board Retreat (5 p.m., Board Room)  
Possible Topics: Academic Program Strategic Planning, Higher Education Attainment, WCCC Tuition Policy, Canvas Learning Management System
- **September 19 (Wednesday)** – Joint Dinner Meeting with the Foundation Board: – 5:30 p.m. – Clay Pathfinder Building, Room 108; LCCC Board Meeting – 7 p.m. – Petersen Board Room

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

The Board considered live streaming their meetings on Facebook. This possibility will be researched further.

9. **PUBLIC COMMENT** (Public comment may be made on anything not on the agenda. Comments will be limited to five minutes.)

No one from the public requested an opportunity to speak.

10. **ADJOURNMENT** of the June 20, 2018, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Bradley Barker

Trustee Merrell moved and Trustee Lyttle seconded,

**MOTION:** That the Board of Trustees adjourns the June 20, 2018, Board Meeting of the Laramie County Community College District Board of Trustees at 8:17 p.m.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

Respectfully submitted,

Board Recording Secretary  
Vicki Boreing