

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, NOVEMBER 7, 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, Trustees Jess E. Ketcham, Brenda Lyttle, and Bob Salazar, and Student Ex Officio Trustee Austin Babcock

Board Excused: ACC Ex Officio Trustee Butch Keadle

Staff Present: President Joe Schaffer; Vice Presidents Judy Hay and Rick Johnson; Associate Vice President Lisa Trimble, Faculty Member Connie Czarnecki, and Legal Counsel Tara Nethercott

Visitors: Outgoing Student Ex Officio Trustee Derek Goldfuss, Jacob Hamel (*Wingspan*), Katie Kull (*Wyoming Tribune-Eagle*), and Trustee-Elect Janine Thompson

1. **CALL TO ORDER at 6:00 p.m. (CCC 179)** of the November 7, 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 November 7, 2018, Board Meeting of the Laramie County Community College District Board of Trustees at 6:02 p.m.

2. **CONVENE EXECUTIVE SESSION TO DISCUSS A DONOR NAMING OPPORTUNITY (CCC 179)** – Board Chairman Bradley Barker

Trustee Merrell moved and Trustee Ketcham seconded,

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

**DISCUSSION:** None

**MOTION CARRIED** unanimously, and the executive session was convened at 6:02 p.m.

3. **ADJOURN EXECUTIVE SESSION (CCC 179)** – Board Chairman Bradley Barker

Trustee Merrell moved and Trustee Soto seconded,

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

**DISCUSSION:** None

**MOTION CARRIED** unanimously, and the executive session was adjourned at 6:16 p.m.

4. **RECONVENE BOARD MEETING (Peterson Board Room)** – Board Chairman Bradley Barker

Board Chairman Bradley Barker re-convened the November 7, 2018, Board Meeting at 7:00 p.m.

Board Chairman Barker congratulated re-elected Trustees Merrell and Lyttle and newly-elected Trustee Janine Thompson. He also thanked outgoing Student Ex Officio Trustee Derek Goldfuss for his work with the Board, who then introduced Austin Babcock, who will serve in as the 2019 Student Ex Officio Trustee. Mr. Babcock is the Senator for the School of Arts and Humanities and a Psychology major. He was born in

Turkey, where his parents were stationed in the Air Force. He has also lived in Okinawa, Japan. His interests are in the arts, music, and photography. He is also interested in politics and attended a couple of candidate forums, during which he visited with some of the candidates.

5. **MINUTES** – Approval of the [September 19, 2018](#), and [October 3, 2018](#), Board Minutes – Board Chairman Bradley Barker

Trustee Ketcham moved and Trustee Merrell seconded,

**MOTION:** That the Board of Trustees approves the September 19, 2018, and October 3, 2018, Board Minutes as written.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

6. **REPORTS TO THE BOARD**

A. Staff Senate – Shauna Best, President – No Report

B. Faculty Senate – Connie Czarnecki for Nate Huseman, President

Surgical Technology Program Director and Instructor Czarnecki thanked Chairman Barker for the Board's and administration's work on behalf of the faculty and their time given to the community. She also shared the following:

- A book club has been organized. Club members will be reading *Redesigning America's Community Colleges*. The book's content aligns with the Pathways Project. The goal is to complete the book's read and review in the spring.
- Faculty Senate will be implementing new processes for faculty awards and continuous improvement through Faculty Senate. Subcommittees for these will begin their work in the next couple of weeks.
- The Faculty Senate and Staff Senate held a get together at the Accomplice Brewery; the turnout was pretty good.

Ms. Czarnecki concluded her report by offering her congratulations on the successful mill levy election.

C. Construction Update – Vice President Rick Johnson

Vice President Johnson's update included the following:

- **Ludden Library**– A fire code challenge will delay the project's completion two weeks. A wall will need to be upgraded to a fire wall. Project work is taking place weekdays, evenings, and weekends.
- **Fine Arts Building** – The project will have a phased plan with the renovation part of the project beginning mid-May. The auditorium's construction will begin in July. The College will be working closely with Architect Simple Brown and the State's Construction Management Division (CMD). The mill levy funds for the project will begin to flow September 2019. A bridge financing plan will need to be in place to cover costs during the interim. That interim financing will need to be secured via an RFP. A meeting with campus stakeholders (those that will be displaced during the renovation and expansion) will take place on November 19<sup>th</sup> to begin developing a swing plan. Course schedules will need the "swing" room locations.
- **ACC Classroom Project** – Construction bids are due November 28<sup>th</sup>.
- **Crossroads Building** – The project is complete with the exception of one piece of furniture.
- **Residence Hall** – The State Land and Investment Board (SLIB) approved the loan on October 4<sup>th</sup>. Title work is complete. A closing date of October 30<sup>th</sup> was anticipated. However, the SLIB office

staff are requesting the two-way safe keeping agreement between the College and Wyoming Bank and Trust be expanded to a three-way agreement. As of this date, SLIB staff have not provided an update to that request. The hope is that an end-of-November closing date will be determined. Counsel Nethercott was able to add that she met with an attorney general counsel on areas of concern in the agreement and learned the goal is to assure the agreement is sufficient for all parties. She is confident an updated draft will be presented in the next couple of weeks. One major area of concern may require additional time and that is the safe keeping portion and the rules associated with that.

D. Pathways Update – Vice President Clark Harris and Vice President Judy Hay

Vice President Hay updated the Board on the following:

- Teams are aware outcome deadlines are approaching and are working hard toward that end.
- The Eagles' Academies group is holding open forums with faculty and the deans of the schools. As of this week, general agreement was reached on the establishment of seven academies and the logical grouping of programs. Naming of those academies is next. A presentation of the academies is targeted for January, which would meet the Pathways' first deadline.
- A couple of teams have found their work is overlapping and decided to collaborate now rather than later on the areas that are overlapping. One example is early advising and a streamlined entry process.
- Civitas and EAB Navigate presented technology solutions for an advising model. Their presentations are being examined. The advising model team has a structured list of requirements and costs from each vendor and should be making a recommendation soon.
- An FAQ is being developed that will answer regularly-asked questions about the Pathways projects and serve as a project management tool for all projects that are underway. The FAQ is housed on myLCCC.
- myLCCC now has a Pathways public share point site that provides a description of the Pathways Model, Must Haves, and timeline. A list of the nine Pathways projects and each project's team members and co-chairs is also on the share point site.

**7. PRESIDENT'S REPORT**

A. Election Recap – President Joe Schaffer

President Schaffer recognized the good work and leadership of Associate Vice President Lisa Trimble who in many ways was responsible for the success of the campaign. West Edge Collective was contracted to assist with the campaign and introduced strategies that reached new audiences in non-traditional ways, such as the use of social media. Associated Vice President Trimble stated a lot of community members supported the campaign and pushed the message out into their social circles and networks—a pebble in the pool effect. For example, MOPS (Mothers of Preschoolers) were more than willing to share the message. She emphasized the Board's voice in the community was very important and thanked them for their support.

B. October 16<sup>th</sup> WCCC Meeting – WWCC, Rock Springs – President Joe Schaffer

President Schaffer stated a very robust conversation was held about tuition policy, changes, and philosophical position. A solid discourse also took place about the student's share of the cost of education. President Schaffer is hopeful that the level of progression observed on October 16<sup>th</sup> will continue under Commission Executive Director Sandra Caldwell.

C. October 30<sup>th</sup> Budget Hearing with Governor Mead – President Joe Schaffer

- 1) [Letter from CC Presidents Requesting Employee COLA](#)

On October 30<sup>th</sup> Dr. Caldwell and some of the community college presidents met with Governor Mead to review the supplemental budget components for the Wyoming Community College Commission. That budget will be presented to the JAC (Joint Appropriations Committee) in December. Governor-elect Gordon will have the opportunity to consider Governor Mead's budget and will then have the option of submitting his own budget to the JAC in February. The community college presidents want to assure Governor Mead's and Governor-Elect Gordon's budgets reflect the community colleges' priorities. Being watched closely is a supplement budget request to ensure adequate health insurance reimbursement is appropriated for the increasing number of community college employees. In addition, the community colleges made a formal request for cost of living adjustment within the supplemental budget. The Governor asked for additional information detailing the community colleges' request. A letter in response to that request was submitted today identifying the two inflationary pressures employees are feeling and what the colleges and the State have been able to do since FY 2010 to offset those pressures. An eight percent gap still exists between inflationary rates and what the colleges were able to do through cost of living adjustments. President Schaffer stated 41% of the College's turnover last year was due to compensation issues. The community colleges and the WACCT will be finalizing the legislative priorities. Trustee Erickson said the WACCT Board has started the process and are now waiting for a list of priorities from the presidents.

D. Scheduling Trustee Dinners with Faculty, Staff, Students, etc. – President Joe Schaffer

Dinners with faculty, staff, and students will be scheduled in the spring as requested by the Board. More information will be shared as plans for the dinners are finalized.

On another subject, President Schaffer reminded the trustees a nominee for the WACCT annual awards is needed and asked that nominee(s) be submitted through Board Chairman Barker, who added he will be in touch with the trustees tomorrow.

## 8. APPROVAL ITEMS

A. Consideration of Naming College Spaces – President Joe Schaffer, Associate Vice President Lisa Trimble

President Schaffer stated the Foundation is bringing forward two wonderful proposals and recommends they be approved.

- 1) [Naming of Exterior Library Patio](#)
- 2) [Naming of Library Family Study Room](#)

Trustee Erickson moved and Trustee Soto seconded,

**MOTION:** That the Board of Trustees approves the naming of the Exterior Library Patio the Platte Valley Bank Patio and the naming of the Library Family Study Room the Strickland Family Study Room.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

## 9. BOARD REPORTS

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

- 1) October 17<sup>th</sup> and 18<sup>th</sup> WACCT Annual Fall Conference – CWC, Riverton – Trustees Don Erickson and Bob Salazar

Trustee Erickson and Trustee Salazar reported the following:

- The WACCT accomplished a change in the bylaws that now stipulates two trustees from each of the seven community colleges will serve two-year terms and is effective with the elections for WACCT representatives elected in December. Trustee Erickson and Trustee Salazar are the College's current representatives and expressed their interest in continuing.
- The WACCT instituted a logo change. The new logo will be all the same color. As before, the logo will also have a picture of the state with point designations for the seven community colleges.
- During the February annual conference, the attendees will learn more about the Wyoming Community College Commission's responsibilities and role and also about Executive Director Caldwell, who was at one time at Western Wyoming Community College.
- The WACCT will be working with the Wyoming Public Broadcasting System (PBS) to produce an orientation video for the trustees. As part of the development of that video, PBS staff will be videoing the education conference, legislator interactions, and the reception and awards. The final video will be placed on the WACCT website.
- A presentation was given by the Wyoming Association for Career and Technical Education, who are pushing for monies to be available for career and technical education. They will be seeking the introduction of a bill in support of that interest and will probably return to the WACCT for an endorsement.
- The conference topic was "Smart Decisions – Bright Futures – Providing Safe & Healthy Campuses in Wyoming!" The underlying theme was "You cannot have student success without student safety." The following were of particular interest.
  - o Exposure for sports teams when they travel and how is their safety ensured
  - o Practice scenarios
  - o Incident response plan and command structure (required for federal grant opportunities)
  - o Continuity of operations in the event of an incident
  - o Campus carry and college liability
  - o Red Flag Law, 4<sup>th</sup> Amendment on Search and Seizure
  - o How to assess campus security
- A sobering video with an active shooter was shown.
- The importance of the trustees being fully knowledgeable about the College's safety and security procedures and practices became very clear. As a result, Trustee Erickson spoke with Campus Safety Director James Crosby, who shared the College has a campus safety committee that has held two organizational meetings to identify the committee's mission and purpose relative to all aspects of campus safety. Trustee Erickson attended one of the Committee's recent meetings and is now a member. He will report on the Committee's development and determinations. He added the State's Homeland Security Office has \$600,000 in grant monies available for projects, planning, training, and equipment; the monies do not require a match. Of the \$600,000, \$300,000 has been allocated for the "Safe to Tell" program. The application period is February 1<sup>st</sup> through March 3<sup>rd</sup>.

Board Chairman Barker stated an item on campus safety and security should be added to the Board's next retreat agenda.

- 2) October 24<sup>th</sup>-27<sup>th</sup> ACCT Leadership Congress – New York –Trustees Jess Ketcham, Brenda Lyttle, Bob Salazar, and Wendy Soto

The trustees offered the following from their experiences during the Congress:

- An election of a Western Region director took place; San Jacinto Board Chairman Dan Mims was elected. LCCC resides in the Western Region. Each region also had meetings. One of the topics

explored whether the ACCT should reinstate regional conferences. A proposal will be developed in support of the reinstatement.

- Most of the states have a statewide coordinator who attends the ACCT meetings. In addition to attending the annual ACCT conference, the coordinator's responsibilities would include a couple of reports, three conference calls, and two meetings per year. A Wyoming statewide coordinator would also work with WACCT Executive Director Erin Taylor and the community colleges' board chairs. Trustee Erickson offered to add the possibility of a statewide coordinator to the February WACCT Board agenda. Trustee Lyttle, who proposed the establishment of a statewide coordinator, said she would be open to that suggestion.
- Other session topics included:
  - o Using a retreat for the Board's and the President's evaluations
  - o Public benefits such as those from programs like SNAP and other revenue generators that could assist community colleges
  - o Onboarding of a new president and re-occurring issues of president retainment – ACCT can help with these.
  - o "In the Know Podcasts" <https://www.acct.org/article/podcast-know-acct>

3) Forward Greater Cheyenne Implementation Committee Update – Trustee Jess Ketcham

Trustee Ketcham, who is the College's representative on the Committee, stated the Committee has had two organizational meetings. Team leaders for each of eight strategic initiatives have been appointed. Trustee Ketcham and President Schaffer are assigned to **Initiative No. 3 Community College—LCCC Expansion: Baccalaureate Degrees**, which is in the discovery process.

Trustee Erickson is a member of the Cheyenne Regional Air Focus Team (CRAFT) and expressed his concern that the Forward Greater Cheyenne report did not contain information about air service to Cheyenne, because air service is an area of economic development. Trustee Ketcham thought **Initiative No. 8 Regional Assets and Infrastructure** may include a component on air service. Counsel Nethercott thought perhaps an information disconnect may be providing different information in the reports that have been made available to the public. (POSTSCRIPT TO MINUTES: The following in an excerpt from Initiative No. 8.)

AIR AND RAIL CONNECTIVITY: Survey respondents rated passenger air connectivity by far the lowest of all business climate aspects, with 87 percent indicating that they believe this is a disadvantage or significant disadvantage and only 3.0 percent selecting advantage or significant advantage. With respect to the Cheyenne Regional Airport, stakeholders noted that they would like to see more frequent, affordable, and reliable options but understand the limitations of the market. In terms of Denver International Airport, several respondents noted that travel between Denver and Cheyenne can be particularly difficult at times, especially when there is an accident on the interstate. <https://www.forwardgreatercheyenne.org/infrastructure-1/2019/1/12/community-assessment-infrastructure>

B. Finance and Facilities Committee (November 5<sup>th</sup> Meeting) – Trustees Don Erickson and Jess Ketcham

Trustee Erickson shared the following points of discussion that took place during the November 5<sup>th</sup> Finance and Facilities Committee meeting:

- Auditor Wayne Herr presented a draft of the FY 2018 audit. He will present an overview of the audit during the December 5<sup>th</sup> Board meeting. He noted changes dealing with certain liabilities have taken place but do not affect the College's audit in terms of management notes. However, the changes do affect the College's budget's bottom line.



- An update was given on building activities.
- Chief Technology Officer Chad Marley presented information on the software vendors for an advising model, noting the selection is a work in progress. He also provided a forecast of the expense for the purchase of either the Civitas (\$595,000) or EAB Navigate (\$794,000) software (costs are for a five-year period). An ongoing cost will also be assessed. Another possible vendor has surfaced and is in the mix. The advising model is essential to the advising portion of the Pathways initiative because it will assist with caseload management.
- The financial reports are through September 30 rather than October 31, because the meeting occurred too early in the month to acquire data for October.
- The next Finance and Facilities Meeting will be held on December 5<sup>th</sup>.

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 September 30, 2018](#)
- 2) [Current and Auxiliary Fund Budget Reports as of September 30, 2018](#)
- 3) [Procurement and Contracting Report October 2018](#)

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

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

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

Ex Officio Trustee Keadle could not attend due to winter conditions.

##### B. Student Ex Officio Trustee – Mr. Austin Babcock

Outgoing Student Ex Officio Trustee Derek Goldfuss gave one final report on the following:

- SGA now has its committees formed.
- A Meet and Greet survey received 66 replies during the two hours the survey was available. The response was better than in previous years. The SGA president is reviewing the response data. A summary of the data will be submitted to President Schaffer and Vice President Hay.
- Four food drives are running simultaneously. Donations from those food drives will partially benefit the Food Pantry. The Pantry has been used 182 times. The Food Pantry is being maintained very well by volunteers.
- SGA welcomes trustees to attend meetings. Trustees are asked to leave a message with Zeke Sorenson that they are planning to attend so they can be added to the agenda as a matter of information for the senators. President Schaffer suggested he work with Mr. Sorenson and Mr. Babcock to identify which meetings may be the best for the trustees to attend during the spring and provide those dates to the trustees.
- The SGA will be establishing three goals for 2019. Student involvement and collaboration between all student organizations will be considered.

#### **11. NEW BUSINESS** – Board Chairman Bradley Barker

##### A. Policy Discussion: Residency Requirement for LCCC Employees – Trustee Jess Ketcham

Trustee Ketcham stated the policy would not affect current staff or faculty. He also clarified the policy would affect employees with a director or higher status. Discussion was held concerning the necessity of such a policy and its motivation and whether the concept is a lawful one. Counsel Nethercott stated such a policy would be a lawful one. She suggested the trustees give Trustee Ketcham some direction on how to proceed. The Board could make a motion and direct Counsel Nethercott to draft a policy. An ad hoc committee could be created, the members of which could work directly with Counsel Nethercott to flush out what the Board specifically wants in the policy. As an alternative, a Board meeting, dinner meeting or retreat could be held in consultation with Human Resources Executive Director Tammy Maas to discuss best practices for the policy and its potential applications for the College based on some general parameters. How the Board wishes to proceed should be placed in a motion and voted on by the Board.

Trustee Lyttle moved and Trustee Soto seconded,

**MOTION:** That the Board of Trustees schedule an informational meeting during a Board Dinner meeting and ask HR Executive Director Tammy Maas to advise the Board on where a residency requirement has and has not worked, what the implications would be, and what data would be important in order for the Board to move ahead.

**DISCUSSION:** Trustee Merrell asked to have a written materials. Counsel Nethercott stated written materials will be provided.

President Schaffer suggested the trustees individually share their preferences for the policy's content with Counsel Nethercott. Counsel Nethercott suggested some of the topics could include: to whom does the policy apply, any geographic limitations, what a waiver exception, if any, would look like.

Trustee Lyttle called for the question.

**MOTION CARRIED** unanimously.

Board Chairman Bradley Barker suggested not limiting the discussion to a dinner session. President Schaffer suggested the Board's retreat might be a better venue for a more lengthy discussion and gives adequate time to organize a presentation. Discussion of a residency requirement and a presentation on campus safety would be adequate for that retreat. Counsel Nethercott stated for Trustee Merrell that she would like the trustees' feedback within the next two weeks.

## **12. ADDITIONAL ITEMS – Information Only**

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

## **13. NEXT MEETINGS/EVENTS**

- **November 28 (Wednesday) – Academic Affairs and Student Services Ad Hoc Committee – 12 Noon, Board Room**
- **December 5 (Wednesday) – Board Meeting and Dinner** (Dinner: 5:30 p.m. – CCC 178/179; Meeting: 7 p.m. – Board Room)
  - Oaths of Office (Newly Elected Trustees) and Election of Officers
  - Audit

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



Board Chairman Bradley Barker called for public comment. Mr. Goldfuss inquired about the discussion topic(s) for the Academic Affairs and Student Services Ad Hoc Committee meeting. President Schaffer stated the Committee will be presented a draft of an Academic Programming Plan that would take place over the next five years. Students and the other trustees are welcome to attend.

**15. ADJOURNMENT** of the November 7, 2018, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Bradley Barker

Trustee Merrell moved and Trustee Ketcham seconded,

**MOTION:** That the November 7, 2018, Board Meeting of the Laramie County Community College District Board of Trustees be adjourned.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

Board Chairman Bradley Barker adjourned the November 7, 2018, Board Meeting of the Laramie County Community College District Board of Trustees at 9:03 p.m., as so moved.

Respectfully submitted,

Board Recording Secretary  
Vicki Boreing