

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, FEBRUARY 20, 2019, PETERSEN BOARD ROOM, ADMINISTRATION BUILDING, LARAMIE COUNTY COMMUNITY COLLEGE

Board Present: Board Chairman Jess E. Ketcham, Vice Chairman Wendy Soto, Secretary Bob Salazar, Treasurer Don Erickson, Trustees Brenda Lyttle, Carol Merrell, and Janine Thompson, ACC Ex Officio Butch Keadle, and Student Ex Officio Austin Babcock

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

Visitors: Benny Estrada and Zach Ward (Wingspan)

1. CALL TO ORDER of the February 20, 2019, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Jess Ketcham

Board Chairman Jess Ketcham called to order the February 20, 2019, Board Meeting of the Laramie County Community College District Board of Trustees at 7:00 p.m.

2. MINUTES – The [January 23, 2019, Board Minutes](#) – Board Chairman Jess Ketcham

Trustee Merrell moved and Trustee Salazar seconded,

MOTION: That the Board of Trustees approves the January 23, 2019, Board minutes as written.

DISCUSSION: None

MOTION CARRIED unanimously.

3. REPORTS TO THE BOARD

- A. [Staff Senate](#) – Shauna Best, President
- B. [Faculty Senate](#) – Nate Huseman, President
- C. Construction Update – Vice President Rick Johnson
 - 1) [Fine Arts Building Renderings](#)
 - 2) [EEC Renderings](#)

Vice President Rick Johnson updated the Board on the College's construction projects.

- [Ludden Library and Learning Commons](#) – A punch list of items that need to be addressed includes the following:
 - o 18 doors have uneven staining and will be replaced by the manufacturer.
 - o A couple of push bars have bad hardware.
 - o Horizontal surfaces in the west vestibule need to be installed around the planter area.
 - o Bids will be opened next week for the purchase of exterior signage. The selected signage will go to fabrication and should be ready and installed by the April 25th grand opening.
 - o Some of the landscaping will be pushed out to spring.
 - o President Schaffer stated the magnitude of the project including the additional space is wonderful, especially when considering the project's budget and credited Vice President Johnson for his exceptional handling of the change orders and stretching of the budget. Vice President Johnson added the contractor did an outstanding job of coordinating the project's construction and change orders, and the architect had a great vision for the design, aesthetics, natural light, and high

- energy for the renovated and expanded space. In addition, the completed project came in under budget with virtually every penny spent.
- Andrikopoulos Business and Technology Building
 - o Option 2 the building's façade was selected by the Board during their January 23rd meeting. The project is on track to begin early summer with a fall completion date.
 - ACC Classroom Expansion
 - o The classroom expansion is still on track with a start date the third week in May and a completion date as early as September but most likely October.
 - Residence Hall
 - o Early cost estimates for mechanical and plumbing costs were "off the charts." Some cuts have been made and the mechanical scope has been re-designed. The project will go to bid in a week or two. The hope is the project will have many bidders from which a competitive bid on mechanical and plumbing will emerge.
 - EEC Lower Level
 - o The lower level's renovation is projected to begin early April into May (pending bid submittals) with a project completion date of the end of August.
 - o Moving the IT (Integrated Technology) staff out of the Fine Arts Building will allow the Music Department to be relocated in that area while the Fine Arts Building's renovation and expansion is taking place.
 - o The project includes 7,500 sq. ft. of renovation of which 5,100 sq. ft. will be fully gutted and 2,300 sq. ft. will be given finish upgrades. The full renovation will allow for the co-location of 23 to 25 Institutional Effectiveness staff.
 - o Additional windows and a glassed-in conference room will capture more natural light.
 - o Century Link quoted \$50,000 to move a cable hub that has approximately 100 cables coming into it for paired wire for telephone (still in use for other uses). An innovative solution will allow the cable hub to remain in its current location.
 - o The entire renovated space will be sprinklered, which will help with the College's insurance premium cost.
 - Fine Arts Building and Auditorium
 - o The auditorium sits next to the library addition.
 - o Direct access from the music rehearsal studio (flexible space or "Green Room") to the auditorium has been incorporated into the design.
 - o Trustee Lyttle asked if Vice President Johnson would give her a tour of the space so she could better orient herself to the design. Vice President Johnson said he would look forward to doing so.
 - o The layout will include both a two-dimensional art studio and a three-dimensional lapidary lab.
 - o The College's server room has to stay in operation during the project and will not be included in the renovation.
 - o In response to Trustee Merrell's request to "fix the exterior," Vice President Johnson stated consideration of this is in the current design development stage. He cautioned, though, that the budget is tight, that the auditorium needs to shine, and that the Fine Arts Building needs to be functional and upgraded.
 - o Trustee Erickson asked if the music studios will be acoustically sound to which Vice President Johnson responded "yes."
 - o The auditorium will have 450 seats, acoustical shells to make the stage more intimate and project the sound forward, adjustable vertical panels, and a drop down proscenium.
 - o All of the steps that go up into the auditorium are inside a glassed-in, comfort-controlled area.
 - o The height of the building at its tallest point is nearly 50 ft. tall. For a sense of scale, the Health Science Building is also about 50 ft. tall, and the Clay Pathfinder Building is about 60 ft. tall.
 - o The inclusion of an orchestra pit was not possible, so the orchestra may be located on the side of the stage.
 - o Fine Arts faculty have been involved in the design process from the beginning.

- Hybrid floors that can serve both music and theater presentations are being considered. A compromise is being sought about the color of the floor. Semple Brown Architect has staff who specialize in this realm and also in acoustics.
- The interior walls will not be white as depicted in the schematic.
- The auditorium seating will not have a center aisle but will have two aisles running vertically along each side of the seating area. The addition of a center aisle would eliminate 27 or 30 of the 450 seats.
- Finding a solution for bridge financing is ongoing.
- The State's Construction Management Division (CMD) gave notice yesterday of the intent to award the Construction Manager At Risk (CMAR) contract to GH Phipps, who was also the CMAR for the library renovation. Phipps will be working feverishly to get construction contracts on the street in May with the hope of June or July project construction.

D. Pathways Update – Vice President Clark Harris

Vice President Harris shared the following about the progress of the Must Have teams:

- Advising Model: A team is being assembled to implement EAB (Education Advisory Board) Navigate.
- Competencies: Arts and Humanities Dean Daniel Powell stepped down and Health and Wellness Dean Starla Mason stepped up to head the Competencies Pathways Team. A manual and a glossary are nearly finished.
- Co-Requisites: Changes are being recommended for the placement of students in English and math courses. Implementation of the changes are planned for English this fall and Math next fall. President Schaffer noted an industrial approach to entrance assessment, such as the COMPASS test, has been historically used to determine the English and math courses in which students should be placed. The tests have been determined to be poor indicators of student success in college-level courses. Using the College's institutional data and testing the use of a student's high school GPA as a better predictor has placed more students directly into college-level coursework. Those students and those placed in developmental courses are achieving higher success rates. A different measure will be used for placement in calculus. Another assessment method of guided self-placement is being explored.
- Streamlined, Effective Entry: Progress is being made in mapping out an entry process. In order to consolidate the entry process for general admission and Gear-Up admission, a re-organization will move the Director of Admissions over Gear-Up. Orientation will contain two parts—online and on campus. The on-campus orientation will include a five-hour Celebration Day in the fall. The five-hour activity will include food, a resource fair, and an opportunity to explore more of the campus and meet faculty and other students.
- Excellence in Instruction: Work is taking place on the development of 23 tasks/competencies for faculty evaluation. A faculty task force is considering best practices and other proven models for the development of an assessment tool to be used for faculty evaluation. A meeting was recently held to update Faculty Senate on the task force's work to date. Additional work is taking place with Human Resources concerning an online performance management system currently under development.
- Gen Ed 2.0: The team has developed a draft procedure that is being vetted before it undergoes through the College's new procedure approval process. Two listening sessions were held on Friday and included a panel and moderators taking questions from the audience and online. A lot of the general education is being tied to Interstate Passport. The University has just announced they will also be working with Interstate Passport. Their inclusion in the Interstate Passport will meld the community colleges' and the University' general education requirements.

“Interstate Passport is the only nationwide network of two-year and four-year non-profit colleges and universities dedicated to the block transfer of lower-division general education attainment

based on multi-state, faculty-developed learning outcomes and proficiency criteria. This national program is based at the Western Interstate Commission for Higher Education (WICHE), a 501c3 nonprofit organization, headquartered in Boulder, Colorado. Students of member institutions experience a seamless, efficient and economical transfer process.”

www.interstatepassport.wiche.edu/

The LLT (Learning Leadership Team), whose members are Vice President Harris and the deans, identified general education priorities they believe are the best fit with the gen ed requirements and expectations set to date. The Academic Standards Committee (faculty-driven curriculum committee) established an ad hoc committee that will develop a priority list of meaningful gen ed courses, taking into consideration recommendations from LLT and Registrar Stacy Maestas. Cultural Awareness, which has 53 different courses, will no longer be part of the general education curriculum. Gen Ed status will be taken away from every course in the 2020-2021 college catalog.

- Program Maps: The team is working with faculty in the different academies to develop the general education processes. Public Relations will assist with rolling out and promoting the website. Another meeting will be held with the co-leads of all the Pathways teams on Friday.

Trustee Erickson commended the administrators' and faculty's comprehensive work, but added he remains a strong advocate for financial literacy to be included in general education. Trustee Salazar said he attended a meeting where the conversation debated how financial literacy would be applied when students do not need that particular training. Vice President Harris stated discussions are taking place about which courses of the many being considered are critical for the COLS class.

For Ex Officio Babcock, who asked about SGA's involvement in the fall Celebration Day, Vice President Harris stated SGA will have a table during the resource fair. New students will be invited, but current students, especially the residence hall students are welcome to attend. President Schaffer reiterated student leadership will definitely have an involvement during Celebration Day. The expectation is to capture the vast majority of incoming students during the second part of a two-part, streamlined orientation process—the first online (student can complete this at any time) and the second on campus. Vice President Harris added the prerequisite of having an official transcript on file before the entrance process could begin will be altered, allowing the receipt of an unofficial transcript to trigger the entry process until the official one becomes record.

4. PRESIDENT'S REPORT

A. February 7th WACCT Conference and February 8th WCCC Meeting

President Schaffer expressed his appreciation for those involved in the many aspects (from preparation to participation) of the WACCT event and WCCC meetings. He also expressed his extreme pleasure about John Clay receiving the Foundation Volunteer of the Year, noting the award was well-deserved. In addition, he thanked the trustees for attending the lunch with the WCCC commissioners.

Noting Trustees Erickson and Salazar will be sharing information about the February 7th and 8th meetings, he moved the discussion to Item C. Progress Report on President's FY 2019 Term Goals.

B. Legislative Update

President Schaffer reported \$2.7 million will be allocated for health insurance and will fix the majority of the funding problem through the biennium. A solution will be discussed during the building of the next biennium budget. Trustee Lyttle stated the community colleges need someone to lead the finding of a long-term solution. President Schaffer explained the Commission is charged with allocating the funds

and those allocations take place outside of the general block grant. He also stated he will do his part in the development of a solution and was certain that NWC President Stefanie Hicswa will do the same, when she assumes the position of president of the Presidents' Council. He noted part of the health insurance issue is due to how the Wyoming Community College Commission chose to handle the 2016 budget cuts. However, if the reductions had been handled differently, the community colleges would probably have had to take additional cuts. President Schaffer went on to say the community colleges may be asked to take an additional cut of \$5.6 million during the next budget cycle, if significant improvement in the State's revenue picture is not seen. He added the community colleges believe strong arguments would support a budget cut amount of \$1.9 million instead of \$5.6 million.

Trustee Erickson said a thorough discussion was held during the WACCT conference about the health insurance shortfall and whether the Legislature is serious about community colleges achieving attainment goals and pursuing economic development, when at the same time they are being asked to not grow the number of employees and to submit additional budget cuts. President Schaffer said the community colleges will need a policy position, at least philosophically, from the legislative leadership and the Governor as to their expectations for economic diversification, if the number of community college employees do not grow. If not growing the number of employees is their policy position, then the community colleges would have to accomplish this through re-allocation; i.e., eliminate one thing, so another can be added. If their policy position is the community colleges may have a modest growth in the number of employees and those who participate in health insurance, then under what circumstances would the community colleges be allowed to increase the number of its employees? Currently, the informal messaging is that the community colleges should not be growing employee numbers.

Trustee Lyttle proposed the community colleges hold a summit specifically for legislators to better inform them of what the community colleges are doing to increase student success, to better the lives of their constituents, and to share what is needed from the Legislature to continue to accomplish this. President Schaffer acknowledged this is a possibility, adding the community colleges have done a good job of gaining legislative understanding and support for the work the community colleges are doing, and that a building consensus is emerging in legislation. He stated further that this could possibly be done better by having a unified strategic plan that focuses on higher education, and this is one of the charges of the HEAC as they develop their five-year and ten-year plans. He added that during the seven years he has been with the College, the Legislature has become much more informed, engaged, and supportive of the community colleges.

Of particular interest to LCCC are the following:

- HB 58 *Wyoming investment in nursing* – would remove the sunset clause—signed by the Governor.
- HB 78 *Major maintenance funding* – would increase the major maintenance funding threshold (reserve) to from 8% to 15% and raise the project's cost requiring legislative approval to \$1.5 million. If passed, the Business and Technology Building's façade upgrade project can go forward. Another change in the law would have the community colleges receiving major maintenance fund quarterly payments instead of one annual allocation. Signed by the Governor.
- HB 183 *Repeal gun free zones and preemption amendments-2* – Died in Committee; Returned Bill Pursuant to HR 5-4
- HB 204 *Common college transcript-implementation* – The intent is for the community colleges and the University to have a common transcript that will address transferability of certain courses. – Passed First Reading in the Senate.
- HB 203 *Community colleges-safety and security* – The legislation would provide campus safety and security matching funds. The bill was stripped of all funding and died.
- HB 310 *Wyoming's tomorrow* – The bill would set the stage for the WACCT's number three priority to bring a proposal for the development of a large-scale, adult need-based program like the College's Rediscover LCCC program. The bill will be up for second reading in the Senate tomorrow.

- SF 43 *Hathaway scholarship eligibility* – The bill would provide a pathway for the CTE program – Signed by the Governor.
- SF 162 *State-funded capital construction* – The bill was passed by the Senate after being pared down and was sent to House Appropriations, where it was amended. One of the amendments included the addition of \$4.5 million for the LCCC RAC. The bill will go to conference committee.
- SF 111 *Community Colleges-bachelor of applied degree* – The bill is on general file in the House and has enough votes to pass in the House due to considerable pressure from business communities.

Today is the last day for bills to come out of conference committee; tomorrow is the last day for bills to come off of general file. The Legislature is expected to adjourn next week.

C. [Progress Report on President’s FY 2019 Term Goals](#)

Per the Board’s Procedure 3.1.2P, which states the President shall provide the Board an update describing progress that she/he has made on their annual goals, President Schaffer stated the progress report is linked to the agenda for the Board’s perusal and that he is happy to answer any questions. The trustees had no questions. Trustee Merrell commented she liked the “...will continue to provide 110 percent effort” quoted by President Schaffer in the update.

President Schaffer moved the conversation back to Item B. Legislative Update.

5. **WORK ITEMS**

A. Reconsideration of Tabled Motion – Board Chairman Jess Ketcham

Board Chairman Ketcham moved and Trustee Lyttle seconded,

MOTION: That the Board of Trustees unanimously approves taking the tabled motion off the table.

TABLED MOTION: That the Board of Trustees directs the Board’s Legal Counsel Tara Nethercott and President Schaffer to develop a draft policy on residency requirements for senior employees and to bring back for the Board’s consideration. Following that review, the Board may act to move forward or vote down advancing the policy.

DISCUSSION: None

MOTION CARRIED unanimously.

Trustee Erickson thought the motion should come from the trustees and not the chairman. No objection was heard from the other trustees, therefore Chairman Ketcham’s motion to approve stood.

President Schaffer clarified the discussion would take place on the tabled motion (included on the agenda below for information) and that the Board would have the ability to vote it up, vote it down, or amend it.

Trustee Soto suggested the Board approve the tabled motion and then wait to see the policy’s content before moving forward. Trustee Erickson stated, reading from the January 24, 2019, minutes, “If the Board chooses to move forward with this policy, their rationale must be stated. Proclaiming too many tax dollars going out of the county would not be sufficient justification.” Another justification that has been voiced is the need for community involvement. Trustee Erickson stated he finds it hard to move forward, because he believes a residence requirement could be perceived as somewhat discriminatory, even if lawful. With that said, Trustee Erickson asked why the trustees should direct the College’s staff to spend time developing a policy for which the Board has not provided a justification that would hold up in a

court of law. He quoted from Counsel Nethercott's memo: "It is my opinion that it can be lawful for the College to advance a policy with a residency restriction on certain employees. This does not mean the policy may not be challenged as being unlawful. In order to survive a challenge, it is critically important that the Board of Trustees fully weigh and articulate in policy the reason and purpose the requirement that certain employees must stay within the State or County." Based on this, Trustee Erickson stated he will vote against the motion.

Board Chairman Ketcham offered the following friendly amendment.

FRIENDLY AMENDMENT: That the reasons for the policy be added. The reasons are: 1) community involvement and 2) safety.

Trustee Merrell asked that the term "senior employees" be defined. Board Chairman Ketcham equated "senior employees" as being directors and up. President Schaffer clarified "director and up" would include directors, deans, and above. Executive Director Maas stated the number of employees that fall into the category of administrator and managerial is 64; 6 of those live out of state. Referring back to his friendly amendment, Board Chairman Ketcham stated the amendment should also include language that states all current employees will be grandfathered.

A question was raised as to where the discussion was procedurally, to which Vice Chairman Soto stated in order to vote on the friendly amendment, Trustee Merrell would need to accept the friendly amendment at which time Trustee Merrell stated she accepts the friendly amendment.

Trustee Salazar asked that the friendly amendment be re-stated. Board Chairman Ketcham re-stated the friendly amendment:

FRIENDLY AMENDMENT RE-STATED: That the Board of Trustees directs the Board's Legal Counsel Tara Nethercott and President Schaffer to develop a draft policy on residency requirements for ~~senior employees~~ employees who are classified as director and above and exempting those who are grandfathered with the reasoning of 1) community involvement and 2) safety, and to bring back for the Board's consideration. Following that review, the Board may act to move forward or vote down advancing the policy.

President Schaffer stated Executive Director Maas brings up a good point that the friendly amendment is referring to titles of positions. The College has classifications of positions and within those classifications are title chains, such as administrative, managerial, professional, faculty, and classified staff. The title of director exists in both the managerial and professional classifications. He suggested consideration be given to using employee classifications instead of titles, knowing that if titles are used, the number of employees will be increased, because the use of title spans three classifications. President Schaffer recommended using "administrator" as that reference would capture vice presidents, executive directors, and deans, but not necessarily all of the directors.

Board Chairman Ketcham noted from this clarification that "director" should probably be replaced with "administrator." Trustee Merrell also noted that employees who advance into a residence-restricted position should also be grandfathered. Board Chairman Ketcham stated if an employee moved from their grandfathered position, they would lose legacy status.

Continuing the discussion on the amendment, Trustee Erickson stated he believed all employees should be involved in the community, its churches, schools, and organizations; that's citizenship and part of being involved with Laramie County Community College. However, stating the purpose of the policy is community involvement and safety does not meet the concern of Counsel Nethercott when she said

“...fully weigh and articulate in policy the reason and purpose the requirement that certain employees must stay within the State or County.” He did not believe the Board has done this, because the reasoning is too vague. For example, if “safety” were defined as a first responder, that term would be much less vague. In addition, the discussion of title versus classification is confusing, and as he previously stated, “administrator” is discriminatory. Therefore, he is not eager to charge the staff with developing a policy on which the Board has not given complete direction on its content. He will be voting against the amendment.

Trustee Salazar said the discussion has raised a lot of questions regarding the College’s operations. For example, when President Schaffer has someone acting in his absence, that person is in charge of the College’s operations. He believed the policy’s intent is talking about a sustained presence rather than a temporary presence. Referring to the need to be close enough to respond, he stated a myriad of circumstances exist where a person would not be close enough to respond and that would be an issue for him. The second issue would be from a procedural aspect and asked if the College going to give incentives to re-locate. Noting the recent situation with the gubernatorial race, he asked what if an employee lives a block outside of Laramie County. How would an employee prove they live in Laramie County—by affidavit, self-reporting? Does the employee have an address of a rental in Laramie County but they live somewhere else? He added that he also agrees with Trustee Erickson’s comments.

Trustee Soto called for the question on the original motion.

ORIGINAL MOTION CARRIED with four yeses from Trustees Lyttle, Merrell, Soto, and Thompson and two noes from Trustees Erickson and Salazar.

FRIENDLY AMENDMENT AS A RESULT OF THE ABOVE ADDITIONAL DISCUSSION:

That the Board of Trustees directs the Board’s Legal Counsel Tara Nethercott and President Schaffer to develop a draft policy on residency requirements for employees who are classified ~~as director and above~~ as administrator and exempting those who are grandfathered with the reasoning of 1) community involvement and 2) safety, and to bring back for the Board’s consideration. Following that review, the Board may act to move forward or vote down advancing the policy.

FRIENDLY AMENDMENT TO THE MOTION CARRIED with three yeses from Trustees Lyttle, Merrell, and Thompson and three noes from Trustees Erickson, Salazar, and Soto, and a tiebreaking vote from Board Chairman Ketcham.

Counsel Nethercott stated the trustees will see a copy of the policy on which the trustees will be asked to comment and approve its proposed content before the policy moves forward through the College’s approval process. Trustee Erickson reiterated his objection to asking the staff to draft a policy on which the Board does not have a majority vote and stated he will bring up his objection again.

6. BOARD REPORTS

A. Board Member Updates – Board Chairman Jess Ketcham (*Standing Agenda Item*)

1) February 7th WACCT Board Meeting and Conference – Trustees Erickson and Salazar

Trustee Erickson reported the following:

- The WACCT board elected the following officers: President Ernie Over, Vice President Sue Schilling, Secretary Regina Clark, and Treasurer Don Erickson.
- As stated earlier, the trustees had a robust conversation about legislative action to date.

- Wyoming Public Television will be producing a video about WACCT during the February 7th conference and during the Legislature. The video's audience is intended to be anyone interested in learning more about the trustees' association, which includes trustees from all of the seven community colleges.
- Trustee Lyttle was appointed the WACCT's State Coordinator, which will require her travelling to national meetings, the cost of which will come from LCCC's trustee travel budget.
- WACCT Executive Director Erin Taylor has requested her contract be reviewed. An increase in her compensation is anticipated, which will be followed by an increase in the community colleges' membership dues for the next fiscal year.
- The conference consisted of two morning presentations given by Commission Executive Director Sandy Caldwell—the first on the roles and responsibilities of the Commission and the second on the difference between advocacy (the transfer of information) and lobbying (speaking in support of a bill that has been introduced). Dr. Caldwell pointed out lobbying is part of advocacy but not all advocacy is lobbying. The trustees visited the Legislature during the afternoon.
- The evening reception had at least 15 legislators in attendance along with Governor Mark Gordon and Superintendent of Public Instruction Jillian Balow.

Trustee Salazar added to Trustee Erickson's summary that Dr. Caldwell also spoke about the Wyoming Longitudinal Education System. A Memorandum of Understanding will be signed authorizing the integration of K12, community college, and UW data. The integration of data will be beneficial for tracking and examining student success throughout the entire Wyoming educational system.

2) February 8th WCCC Meeting – Trustees Erickson and Salazar

Trustee Salazar reported the LCCC programs were approved and received a lot of accolades. The PBS video produced the day before was shown and was fun to watch. Trustee Erickson stated the Senate has received nominations for three commissioners from the Governor. The nominations are still confidential.

3) February 10-13 NLS Meeting – Trustee Erickson

Trustee Erickson stated the NLS (National Legislative Summit) exceeded his expectations. The high points were:

- The Education Commission of the States distributed a survey after the last election to all governors asking what they wanted to see in higher education. Their responses were more workforce development and the ability to retain their students in their states.
- CBS Face the Nation Moderator Margaret Brennan was impressive in her answers about the current administration.
- The following legislative priorities were reviewed: reauthorization of the Higher Education Act, strengthening of Pell grants, investment in education, workforce development, and supporting the dreamers.
- During one afternoon the trustees met with all three of Wyoming's congressional delegation—Senator Barrasso, Senator Enzi, and Congresswoman Cheney.

Trustee Erickson distributed copies of "Board and Trustee Micromanagement" as a resource for the trustees. Referring to the article's content on how to limit micro-management behaviors, Trustee Erickson told the Board that Campus Safety Director James Crosby asked him to become a member of the resurrected Safety Committee, and he accepted the invitation. In retrospect, however, he thought the Board's approval might be necessary as was done with Trustee Merrell's appointment as the Board's student liaison. He noted the Safety Committee is an advisory committee and does not make decisions. In response to Trustee Erickson's advisement, Board Chairman Ketcham appointed

him to the Safety Committee. President Schaffer stated the trustees will often be asked to engage as individuals representing the Board on committees. The distinction should be made whether a trustee is representing his position on the Board of Trustees or whether the trustee is representing himself/herself and not speaking for the Board. For example, Trustee Salazar was formally appointed to serve on Pathways' Academic Master Planning, representing the Board of Trustees. Trustee Erickson stated he sees himself as representing the Board. Board Chairman Ketcham reiterated his earlier appointment of Trustee Erickson to represent the Board on the Safety Committee. Trustee Erickson then stated Board Chairman Ketcham's appointment was with the approval of the rest of the trustees, and Board Chairman Ketcham said, "Yes."

B. Finance and Facilities Committee (February 13th Meeting) – Trustees Don Erickson and Janine Thompson

On behalf of Trustees Erickson and Thompson, who could not attend the Finance and Facilities Committee meeting, Trustee Merrell reported:

- Vice President Johnson and Physical Plant Director Bill Zink provided a construction update.
- First Interstate Bank's David Kling, who is the bank's Vice President and Wealth Advisor, shared information on bond funds.

Trustee Merrell moved and Trustee Lyttle seconded,

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

- 1) [Current and Auxiliary Fund Balance Sheet Reports as of January 2019](#)
- 2) [Current and Auxiliary Fund Budget Reports as of January 2019](#)
- 3) [Procurement and Contracting Report January 2019](#)

DISCUSSION: None

MOTION CARRIED unanimously.

The next Finance and Facilities Committee meeting will be held Wednesday, March 13th, at 11 a.m. in the Administration and Finance conference area. (POSTSCRIPT TO MINUTES: The Finance and Facilities Committee meeting was moved to Tuesday, March 19th, 11 a.m., Administration Conference Room, due to the College's snow closure.)

Trustee Erickson explained the expenditures in the Board's travel budget and encouraged more trustee involvement in the ACCT meetings, stating the meetings provide good training. For budget purposes, Trustee Lyttle will compile a list of the meetings she will be attending as the WACCT State Coordinator.

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

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

Ex Officio Keadle stated the Albany County Campus's advisory board held a meeting during which the ACC's expansion was discussed. Associate Vice President Hammond updated the advisory board on programs such as fermentation science. A BOCES was also a topic of discussion with ACSD1's Superintendent Jubal Yenne. The conversation extended post-meeting about a campaign strategy, and a meeting to follow up on the BOCES discussion will be held on March 6th. ACC Ex Officio Keadle will update the Board on the strategy conversation.

B. Student Ex Officio Trustee – Mr. Austin Babcock

Student Ex Officio Babcock told the Board the SGA’s meetings beginning this evening will be held on Wednesdays from 5 to 7 p.m. in the Crossroads Building, Room CR 104. Changes in officer positions include Derek Goldfuss, President, and Austin Babcock, Vice President. SAFAC (Student Activity Fee Allocation Committee) will be accepting fee requests February 1 through March 1. A blood drive will be held Thursday, February 28th, from 10 a.m. to 1 p.m. in the Student Lounge. Persons, who wish to donate blood, are encouraged to sign up but may drop in. Mr. Babcock will be visiting a COLS class on Friday to share information about the SGA elections. The goal is to create an awareness of the SGA’s purpose and activities and to stimulate an interest in the SGA’s elections.

8. **NEW BUSINESS** – Board Chairman Jess Ketcham

A. Officer Terms and Selection (*Brought forward from the 1/23/19 Board meeting.*) – Chairman Jess Ketcham

Board Chairman Ketcham requested a policy be written to establish a two-year term for the Board’s chairman and vice chairman. Discussion followed about whether elections should continue to be held every year, should the continuation of a trustee in the position of chairman and vice chairman be assumed, or should an election be held to retain the trustees in those positions. The policy would be effective for the current chairman and vice chairman. The change would bring the chairman and vice chairman terms in alignment with that of the Foundation officers and would be effective immediately for the current chairman and vice chairman. During later discussion, the Board agreed that all four officer positions should be two-year terms. President Schaffer referred to W.S. 21-18-302, which states “...the Board shall meet and organize by electing one of its members as president, one as treasurer, and one as secretary.” So, by statute the Board has to elect those three every year. In response to Trustee Lyttle who suggested the election could be one to retain, President Schaffer stated the statute does not prescribe the election approach.

Trustee Erickson noted the iPads are slow and suggested they may need to be updated.

9. **ADDITIONAL ITEMS** – Information Only – Board Chairman Jess Ketcham

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

10. **NEXT MEETINGS/EVENTS** – See Google Calendar for details.

- March 20 (Wednesday) – Board Meeting
- April 17 (Wednesday) – Board Meeting
- May 15 (Wednesday) – Board Meeting
- June 19 (Wednesday) – Board Meeting

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

No member of the public requested an opportunity to address the Board.

12. **EXECUTIVE SESSION** – An executive session was held to discuss a personnel matter.

Prior to the adjournment of the February 20, 2019, Board meeting,

Trustee Soto moved and Trustee Merrell seconded,

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

DISCUSSION: None

MOTION CARRIED unanimously.

13. ADJOURNMENT of the February 20, 2019, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Jess Ketcham

Following the adjournment of the February 20, 2019, Executive Session, Trustee Soto moved and Trustee Thompson seconded,

MOTION: That the Board of Trustees adjourns the February 20, 2019, Board Meeting of the Laramie County Community College District Board of Trustees.

DISCUSSION: None

MOTION CARRIED unanimously, and the February 20, 2019, Board Meeting was adjourned at 10:16 p.m., as so moved.

Respectfully submitted,

Board Recording Secretary
Vicki Boreing