

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, MARCH 18, 2015, PETERSEN BOARD ROOM, ADMINISTRATION BUILDING, LARAMIE COUNTY COMMUNITY COLLEGE

Board Present: Board Chairman Ed Mosher, Vice Chairman Bill Dubois, Secretary Christine Lummis, Treasurer Don Erickson, and Trustees Bradley S. Barker, III, Brenda Lyttle, and Carol Merrell

Board Excused: ACC Ex Officio Trustee Butch Keadle and Student Ex Officio Trustee Keenan Carroll

Staff Present: President Joe Schaffer; Vice Presidents José Fierro, Judy Hay, and Carol Hoglund; Associate Vice President James Malm; Staff Member Candy Ferrall; and Legal Counsel Tara Nethercott

Visitors: Bill Dalles (SGA President)

**1. CALL TO ORDER** of the March 18, 2015, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Ed Mosher

Board Chairman Ed Mosher called to order the March 18, 2015, Board Meeting of the Laramie County Community College District Board of Trustees at 7:04 p.m.

**2. MINUTES** – Approval of the [March 4, 2015, Board Minutes](#) – Board Chairman Ed Mosher

Trustee Dubois moved and Trustee Lyttle seconded,

**MOTION:** That the Board of Trustees approves the March 4, 2015, Board meeting minutes as written.

**MOTION CARRIED** unanimously.

**3. REPORTS TO THE BOARD**

A. LCCC Reports – Beginning in January 2015, the following reports to the Board will be given during the Board's meeting on the third Wednesday of the month.

1) SGA (Student Government Association) – Bill Dalles, President; Danielle Kienzle, Vice President/Treasurer

SGA President Dalles reported:

- An etiquette dinner was held three weeks ago. The SGA senators dressed for a formal occasion, learned about dinner table etiquette, and heard about the etiquette of other cultures.
- SGA is working with Active Minds to organize the annual Mud Run.
- The Diversity Committee will be seeking donations for the Love Your Melon organization. The funds from this organization support the prevention of brain cancer. If the fundraising goal is met, LCCC's SGA logo will be added to the Love Your Melon website.
- The Visibility Committee is planning the end-of-the-year beginning with a dinner at a location in Ft. Collins. The focus will be on team building.
- SGA elections will be held on April 12<sup>th</sup>. Applications are being sought. Secretary of State Ed Murray has agreed to speak to the SGA on the democratic process associated with running for public office, elections, registering to vote, and the importance of voting. A date will soon be decided.

- 2) Staff Senate – Candy Ferrall, President; Amy Ehlman, Vice President-Classified Staff; Jodi Weppner, Vice President-Professional Staff; Jennifer Thompson, Secretary; Sarah Smith, Treasurer

Staff Senate Candy Ferrall reported:

- The “Unsung Hero” for March is the Integrated Technology Services (ITS) Department’s technicians.
- An ice cream social will be held Thursday, March 19<sup>th</sup>. The trustees were invited to attend.
- The theme for this year’s professional and classified staff retreat is “navigating success.” Two speakers will be addressing the staff. One person has agreed to speak, another is being sought.
- The Staff Senate elections will be held in May.

- 3) Faculty Senate – Leah Noonan, President; Seth Robbins, Vice President; Paula Belknap, Secretary

Faculty Senate President Noonan was unable to attend but stated in an email that the Faculty Senate continues to work on assigned projects and that she didn’t have anything to report.

- 4) LCCCEA (LCCC Education Association) – Meghan Kelly, President; Les Balsiger, Vice President; Maggie Swanger, Secretary; Jim Streelman, Treasurer

No report

#### **4. PRESIDENT’S REPORT – President Joe Schaffer**

An update on the University/Student Center and Flex-Tech Building projects was given by President Schaffer and Vice President Hoglund during the dinner meeting. The trustees had no additional questions about the information presented.

A town hall meeting was held last Friday, March 13<sup>th</sup>. President's Cabinet and approximately 50 to 55 employees were in attendance. Most of the discussion centered on the future of LCCC and how the College should define the LCCC experience for its students; i.e., what makes the LCCC experience different and therefore unique from that at Casper College, Eastern Wyoming College, etc.? And, how does the College brand the experience? Board Chairman Mosher suggested the trustees hold a joint discussion on the LCCC experience with the SGA leadership during a future dinner meeting. The next town hall meeting is tentatively scheduled for April 24<sup>th</sup> in the Science Building, Room SC121. The trustees will be emailed information about this meeting as soon as the meeting is finalized.

Recruitments are in process for the Dean of the School of Arts and Humanities, the Vice President of Administration and Finance, and the Director of Athletics and Campus Recreation. Four finalists for the dean’s position came to campus; references are now being checked. The vice president and director positions are in the application review stage. The Vice President of Administration and Finance position had some 55 applicants; 21 of those applications are now being comprehensively reviewed by the screening committee. The screening committee will determine next Thursday which of the 21 applicants will be interviewed via Skype or phone conference. Finalists for that position will tentatively be on campus in April and each will give a presentation to the campus. Skype interviews for 11 candidates for the Director of Athletics and Campus Recreation will be held next Tuesday with the intent of paring down the pool to three or four candidates to bring to campus.

## 5. BOARD REPORTS

### A. Board Member Updates – Board Chairman Ed Mosher (*Standing Agenda Item*)

Board Chairman Mosher announced WACCT Executive Director Steve Bahmer resigned effective the end of May. He and his family will be moving to Florida. April 10<sup>th</sup> is the closing date for applications for the executive director's position. Board Chairman Mosher stated Mr. Bahmer will be missed and wished him and his family well. Future WACCT Board meeting dates are:

- April 16<sup>th</sup> – Central Wyoming College – 7 a.m. – Followed by the Wyoming Community College Commission meeting.
- June 26<sup>th</sup> – Sheridan College – 7 a.m. – Followed by the Wyoming Community College Commission meeting.
- End of September or First of October – Community College Summit – Cody, Wyoming

The April 15<sup>th</sup> Board meeting will begin at 5:30 p.m., so that those driving to Riverton for the WACCT and WCCC meetings the next day can leave as early as possible.

### B. Finance and Facilities Committee – Don Erickson, Carol Merrell

Trustee Merrell represented the trustees at the Finance and Facilities Committee meeting. Building projects, investment of monies, an anticipated flat FY 2016 budget were among the discussion topics. Priorities during FY 2016 will be funded through internal allocations. Conversations are being held on the high tech fee and the ability to tie fees and expenditures. Any proposed fee adjustments will be presented to the SGA.

For Board Chairman Mosher, who noted the distance education (online course) fees have been pretty constant for a number of years, President Schaffer stated these fees are part of a broader conversation on technology costs. Technology now supports all courses, not just the online courses. The high tech fee revenue has not kept up with the expenditures for wireless networks, technology upgrades, and classroom software upgrades. Consideration is being given to eliminating the online fee and adjusting the high tech fee. Vice President Fierro stated for Board Chairman Mosher that few computers are available for students to checkout at the library, and that the fishbowl concept was introduced to assure students have connectivity on campus.

Trustee Erickson moved and Trustee Merrell seconded,

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

- 1) [March 2015 Current and Auxiliary Fund Balance Sheet Reports](#)
- 2) [FY 2015 Current and Auxiliary Fund Budget Reports](#)
- 3) [Contracting and Procurement Report](#)

**MOTION CARRIED** unanimously.

## 6. BOARD POLICIES – 2ND READING

- A. [Curriculum Development and Approval Policy 2.3](#) (*Revised with input from 3/4/15 Board Meeting discussion.*) – José Fierro
- B. [Student Discipline Adjudication Policy 3.16 Revised](#) – Judy Hay
- C. [Naming of College Spaces Policy 5.5](#) – Lisa Murphy

Trustee Dubois moved and Trustee Lyttle seconded,

**MOTION:** That the Board of Trustees approves *Curriculum Development and Approval Policy 2.3*; *Student Discipline Adjudication Policy 3.16* as revised; and *Naming of College Spaces Policy 5.5*.

**DISCUSSION:** President Schaffer stated the language recommended by the Board during their March 4, 2015, meeting for inclusion in *Curriculum Development and Approval Policy 2.3* was inserted. Language was also added stating new degree and certificate programs “shall also be submitted as necessary to the Higher Learning Commission, the College’s regional accrediting agency” at the recommendation of Institutional Effectiveness Associate Vice President Kim Bender.

**MOTION CARRIED** unanimously.

## 7. APPROVAL ITEMS

None

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

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

No report

B. LCCC Student Trustee Ex Officio – Mr. Keenan Carroll

SGA President Dalles reported the Livestock Judging Team competed in Houston, toured the Tic Tac Toe Ranch that is famous for producing Brahman cattle, and saw the Galveston beach. In addition, Texas A&M held a mock contest prior to the Houston contest to help prepare the students. LCCC’s Ranch Horse Team is currently leading the region, which includes Colorado State University and the University of Wyoming. Trustee Lummis shared she went to college on a livestock judging scholarship and truly appreciates the education and competitive nature needed to be successful. Trustee Erickson added the College has a heritage of excellent judging teams.

## 9. NEW BUSINESS – Board Chairman Ed Mosher

Trustee Erickson stated he heard on National Public Radio that Starbuck’s is introducing a promotion called “Race Together.” College Counsel Tara Nethercott shared a Starbuck’s employee will write on a patron’s cup the words “Race Together” along with the patron’s name. The intent is to encourage people to sit down and talk about racial issues over coffee. The promotion will be launched in certain regional areas when racially-fired events are taking place.

Trustee Merrell said the trustees will receive President Schaffer’s evaluation survey in their postal service mail boxes by April 1<sup>st</sup>. Their completed evaluations are to be turned into Trustee Merrell at the April 15<sup>th</sup> Board meeting. President Schaffer will also receive a packet.

## 10. ADDITIONAL ITEMS – Information Only

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

**11. NEXT MEETINGS/EVENTS**

- **April 1 (Wednesday)** – Board Meeting and Dinner: Dinner – 6 p.m. – CCC 178/179; Meeting – 7 p.m. – Petersen Board Room NOTE: THE APRIL 1<sup>ST</sup> OR 15<sup>TH</sup> MEETING MAY BE HELD IN BURNS OR PINE BLUFFS.
- **April 15 (Wednesday)** – Board Meeting and Dinner – The time and location were changed to 5:30 p.m. – CCI 129 – First Reading of Budget

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

None

**13. ADJOURNMENT** of the March 18, 2015, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Ed Mosher

Board Chairman Ed Mosher adjourned the March 18, 2015, Board Meeting of the Laramie County Community College District Board of Trustees at 7:50 p.m.

**14. EXECUTIVE SESSION** – *No executive session was held.*

Respectfully submitted,

Vicki Boreing  
Board Recording Secretary