

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, DECEMBER 3, 2014, 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, Trustees Bradley S. Barker, III, Brenda Lyttle, Carol Merrell, 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 Presidents James Malm and Lisa Murphy; Administrator Les Balsiger; Faculty and Staff Sher Warren, Candy Ferrall, Jeff Shmidl, Jeri Griego, and Bryan Wilson; and Legal Counsel Tara Nethercott

Visitors: Aerin Curtis (*Wyoming Tribune Eagle*), Bill Dalles (SGA Vice President), Carrisa Pollard (*Woodhouse Roden Nethercott*), Erica Klimt (*Wingspan* Co-editor) and Tamara Rodgers (*Wingspan* Online Editor)

**1. CALL TO ORDER** of the December 3, 2014, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairwoman Carol Merrell

Board Chairwoman Carol Merrell called to order the December 3, 2014, Board Meeting of the Laramie County Board of Trustees at 6:57 p.m.

**2. SWEARING IN OF ELECTED TRUSTEES** – Oaths of Office

Notary Carrisa Pollard administered the oaths of office to Bradley Barker, Brenda Lyttle, and Carol Merrell. The Trustees were sworn in in the following order.

- Trustee-elect Bradley Barker
- Trustee Re-elect Brenda Lyttle
- Trustee Re-elect Carol Merrell

**3. ELECTIONS** ([Board Officers Policy 1.2.3](#)) – Following the election of the 2015 Board Chairman, the gavel will be passed to the newly elected 2015 Laramie County Community College Board Chairman, who will oversee the remainder of the nominations. (Note: If votes are recorded on paper ballots for any nominations, legal counsel will count those paper ballots.)

Board Chairwoman Carol Merrell turned the meeting over to Trustee Erickson and Trustee Lummis who served on the nomination committee, to bring forward the nominations for Trustee Officers.

**A. Trustee Officers**

1) Chairman

Trustee Erickson nominated and Trustee Lyttle seconded the nomination of Ed Mosher for Board Chairman. No other nominations were made.

MOTION carried unanimously, and Trustee Ed Mosher was elected 2015 Board Chairman.

Board Chairman Mosher thanked the trustees and LCCC for their support, and asked for a round of applause for Trustee Merrell for all of her hard work the past few years. He then proceeded with the call for nominations and elections as recorded below.

2) Vice Chairman

Trustee Erickson nominated and Trustee Lyttle seconded the nomination of Bill Dubois for Vice Chairman. No other nominations were made.

**MOTION CARRIED** unanimously, and Trustee Bill Dubois was elected 2015 Vice Chairman.

3) Board Treasurer

Trustee Erickson nominated and Trustee Merrell seconded the nomination of Don Erickson for Treasurer. No other nominations were made.

**MOTION CARRIED** unanimously, and Trustee Don Erickson was elected 2015 Board Treasurer.

4) Secretary

Trustee Erickson nominated and Trustee Lyttle seconded the nomination of Christine Lummis for Secretary. No other nominations were made.

**MOTION CARRIED** unanimously, and Trustee Christine Lummis was elected 2015 Board Secretary.

**B. Three Foundation Board Representatives**

Trustee Erickson nominated and Trustee Lummis seconded the nominations of Trustee Merrell, Trustee Dubois, and Trustee Lyttle as representatives on the Foundation Board.

**MOTION CARRIED** unanimously.

**C. Two WACCT (Wyoming Association of Community College Trustees) Representatives**

Board Chairman Mosher is currently serving as President of WACCT, and Trustee Erickson is serving on the WACCT Board. They would both like to continue their service, but Board Chairman Mosher acknowledged that he would not seek re-election when his term ends in January.

Trustee Erickson moved, and Trustee Dubois seconded the nominations of Board Chairman Mosher and Trustee Erickson as representatives of the Wyoming Association of Community College Trustees.

**MOTION CARRIED** unanimously.

**D. Additional Committees**

The following individuals were appointed by Board Chairman Mosher to the committees noted below:

- Facilities and Finance Committee – Trustee Merrell, Trustee Erickson
- WACCT Advocacy Committee – Trustee Erickson
- National Legislative Committee – Open
- University/Student Center Committee – Trustee Merrell
- Flex-Tech Building Committee – Trustee Erickson
- Fine and Performing Arts Planning Committee – Trustee Dubois, Trustee Lyttle
- Physical Education Remodel Committee – Trustee Erickson
- BOCHES Taskforce – Board Chairman Mosher, Trustee Erickson
- Accreditation – Board Chairman Mosher
- President Schaffer's Evaluation – Trustee Merrell

Board Chairman Mosher emphasized that Trustees are welcome to attend all of the above meetings. Trustee Barker will look over the committees to determine where he would like to serve.

## 2. REPORTS TO THE BOARD

### A. LCCC Reports

- 1) SGA (Student Government Association) – Jackson Craft, President; Bill Dalles, Vice President

SGA Vice President Bill Dalles described a de-escalation training that was completed recently. Jason Ostrowski led them through different scenarios that could potentially occur on campus and gave them valuable tools to use to diffuse the situation. Additionally, SGA is currently sponsoring two individuals from the Giving Tree, as well as two families from Arp Elementary School. Members of SGA will be volunteering at the Gala on Friday evening and will be hosting their own holiday party the following night. They will begin by cheering on the Basketball team and will follow up with a celebration at Two Doors Down. SGA held a carnival today that was wonderful.

President Schaffer commented that it has been an interesting fall with many unexpected incidents in the residence halls, as well as a difficult agenda. He commended the students on their exceptional work, and thanked Bill and Keenan for everything they have done. He also requested that they pass his appreciation along. At Jeri Griego's request, Bill shared what SGA has done for the food pantry this semester. SGA teamed up with the cafeteria to raise money and collect food donations to be given to the food pantry. They held \$5 Fridays, as well as other specials and were very successful! Great job!

- 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 President Candy Ferrell reported on the status of the door decorating contest. There are two individuals and ten groups that are participating in the contest, and judging will take place during the third week in December. Additionally, Staff Senate plans to begin an Unsung Heroes program to recognize different groups on campus. This will start in January with recognition of the College's custodial staff.

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

Next report will be in January.

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

Vice President Les Balsiger remarked that LCCCEA has been meeting on a monthly basis with Dr. Schaffer and thanked him for all of his work. Other than that they had nothing new to report.

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

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

### A. Legislative Agenda

Yesterday the Foundation hosted a breakfast and lunch for legislators to discuss the upcoming legislative session and specifically how it may impact community colleges. The main issues that will be addressed this year are:

- Reconciling the funding approach in regards to enrollment growth funding
- Request for additional money through the Endowment Fund

- Transfer – This year LCCC will be an active participant.
- De-funding Developmental Education
- Statute change dealing with community colleges.

President Schaffer will keep the Board apprised throughout the session.

#### B. ACC/UW Building

ACC has been working on a plan to purchase some land that is adjacent to their current campus. President Schaffer believes that it would be prudent for us to consider purchasing this land, and it may be time to meet with the City of Laramie. A letter has been submitted to the city manager, and President Schaffer will keep the Board informed as this moves forward. Additionally, LCCC has been working with UW to construct a joint building on their campus. President Schaffer remarked that the preference would be to have the building on the UW campus. A year ago, a level I planning session was held to look into this. The Trustees advanced a request to the legislature for a Level II study that was not approved. Since then there has been leadership turnover and a variety of change at UW. At this point President Schaffer does not have a feel for where they stand. So, while he knows there is interest, he isn't sure how hard they will push. With that in mind, and the growth ACC is experiencing, it seems like a good time to expand the College's current Albany County Campus location.

#### 4. BOARD POLICIES 1<sup>st</sup> READING

##### A. [Scholarships and Waivers Policy 3.2](#) (replaces 5510) – No Feedback Received – President Joe Schaffer

There was no feedback given on this policy. President Schaffer requested comments from the Board. Trustee Merrell did find a grammatical error in the third sentence. She requested that the language be changed to read, "...but also provides richness in the variety of cultures, aspirations, and talents that it can bring." She also requested to strike the words, "at all times" from the paragraph above Revision History, as well as strike the word "to" at the end of that sentence. Trustee Erickson requested definitions of scholarship and waiver and the difference between the two. President Schaffer explained the difference is that the policy defines what students are qualified to receive scholarships, while waivers are normal costs for students the College opts to waive. A scholarship equates to the College providing students with direct financial resources. For example while the College cannot waive the cost of books, it can provide students with financial assistance to pay the costs. Trustee Erickson inquired as to who makes this determination. President Schaffer noted that in most cases it would be Julie Wilson, our Director of Financial Aid.

President Schaffer has made the changes requested by Trustee Merrell, and the corrected policy will be brought forward at the next meeting.

#### 5. APPROVAL ITEMS – None

#### 6. ADDITIONAL ITEMS

Vice President Judy Hay updated the Board on changes that have occurred with the Student Health Clinic. The clinic has now been moved into the counseling center. They are currently attempting to hire a part-time nurse to work on campus to be able to see students on a more frequent basis. A sink has been added into one of the counseling offices, and a position has been repurposed to accommodate this addition. Trustee Barker requested additional information about the Student Health Clinic, as he has not yet heard about it. Vice President Hay described how all students pay a wellness fee, and this clinic provides students an opportunity to be seen on campus at no charge. Additionally, LCCC has been assigned doctor residents, who then fulfill their residency through the College's clinic. This allows them an opportunity to enhance their skills, and even earn a little extra money. The highest number of students they see during the clinic is roughly eight or nine. In

addition, a family planning clinic is held once a month. President Schaffer commented that we also have a relationship with the UW Family Practice Center, and when our clinic is not available, students can travel over there to be seen. Payment for services is based on a sliding fee scale.

**7. NEXT MEETINGS/EVENTS**

- **December 17 (Wednesday)** – No Meeting
- **December 17 – President and Mrs. Schaffer’s Holiday Party for the LCCC Board of Trustees, Foundation Board Members, and President’s Cabinet – 6 to 8 p.m.**
- “Meet and Greet” with staff will be scheduled in early 2015.

**8. NEW BUSINESS** – 2015 Board Chairman Ed Mosher

- President Schaffer advised the Board that Justin Dreslinski has taken a job as a food director in Ohio to be closer to his family. His last day will be Friday, December 12. Vice Chair Dubois recommended to the chair that a letter be sent to Justin to thank him for what he has done personally for the Board of Trustees. Board Chairman Mosher appreciated the idea, and the trustees all agreed to sign the letter individually. Trustee Lyttle voiced her appreciation of Justin and everything that he has done for her. Trustee Erickson noted Justin also served many charities in Cheyenne and will not only be a loss to LCCC but the entire community. President Schaffer agreed to draft the letter for the trustees’ signatures.
- Trustee Erickson mentioned that the Staff “Meet and Greet” will be held in early 2015. He would like to request a more private area for this event. While the lounge worked well for the students, it may not be best for college employees. Board Chairman Mosher agreed to take this under consideration.
- After a short discussion, the Board Retreat was scheduled for January 9, 2015, from 9:00 a.m. to 2:30 p.m. A Trustee education session will be held, and Counsel Tara Nethercott will be present to discuss Board duties, the Open Meetings Law, and various other topics. Additionally, the trustees will review the Strategic Plan, as well as the impact of the Strategic Plan on the budget. Trustee Erickson requested an update on progress made in each of the Strategic Plan’s four categories and their priorities. President Schaffer commented that he will have members of President’s Cabinet present to discuss these items. Trustee Lyttle requested time to discuss the status of the building plans. President Schaffer remarked that the buildings fall under the Strategic Plan, Goal Four, and thus will be addressed during that portion.
- Board Chairman Mosher invited the Trustees to attend the Facilities and Finance Committee meeting scheduled for December 19 at 10:00 a.m.

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

No public comment was given.

**10. ADJOURNMENT** of the December 3, 2014, Board Meeting of the Laramie County Community College District Board of Trustees – 2015 Board Chairman Ed Mosher

Board Chairman Ed Mosher adjourned the December 3, 2014, Board Meeting of Laramie County Community College District Board of Trustees at 8:02 p.m.

**11. EXECUTIVE SESSION** – *An executive session was held.*

Prior to the adjournment of the December 3, 2014, Board Meeting, Trustee Lyttle moved and Trustee Merrell seconded, convening an executive session to discuss a personnel matter.

**MOTION CARRIED** unanimously.

Respectfully submitted,

Jennifer Thompson  
Board Recording Secretary for Vicki Boreing