

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, JUNE 17, 2015, MUSIC ROOM- FIRST FLOOR, BURNS HIGH SCHOOL, BURNS, WYOMING

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

Board Excused: ACC Ex Officio Trustee Butch Keadle and Student Ex Officio Trustee Jaime Quinones

Staff Present: President Joe Schaffer; Vice Presidents José Fierro, Judy Hay, and Carol Hoglund; Associate Vice President James Malm; and Administrators, Faculty and Staff Kari Brown-Herbst, Terry Harper, Kathy Hathaway, Dean McIntire, Jayne Myrick, Jeff Shmidl, Ty Stockton, and Maryellen Tast; and Legal Counsel Tara Nethercott

Visitors: LCSD No. 2 Superintendent Jack Cozort, Incoming Superintendent Jon Abrams, and Trustees Jack Bomhoff and Julianne Randall, Aerin Curtis and Kristine Galloway (*Wyoming Tribune-Eagle*)

1. CALL TO ORDER of the June 17, 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 June 17, 2015, Board Meeting of the Laramie County Community College District Board of Trustees at 7:16 p.m.

2. REPORTS TO THE BOARD

A. LCCC Reports – Monthly reports are suspended until September.

3. PRESIDENT’S REPORT – President Joe Schaffer

A. [Update on Academic Affairs Progress Towards Completion of Strategic Plan Goals](#) – Vice José Fierro

Vice President Fierro provided a detailed report on the Academic Affairs’ progress towards the completion of the College’s strategic plan goals. He announced Dean of the School of Health Sciences and Wellness Terry Harper has accepted the position of Interim Vice President of Academic Affairs.

Comments, Clarifications, Highlights

- The Surgical Technology Program will be up and running this fall with new Surgical Program Director and Instructor Connie Czarnecki and has nine confirmed students for the fall cohort; the program has a running application process with a target of 10 students. The enrollment is above what has been experienced in the last three years. The trustees will be invited to an open house for the Surgical Technology Program. The surgical technology opportunities are very good. Students are voicing interest in a degree completion program. However, students cannot take the national exam unless they are certified.
- A marketing tool is being filmed this week that will describe all the areas of the School of Health Sciences and Wellness. The marketing tool will be launched in July during the AHEC (Area Health Education Center) orientation of students Laramie and Albany counties who will be invited to view the College’s healthcare offerings in July.
- New Dental Hygiene Program Director Sharon Shipley will join the College the end of July. She has an extensive background in dental public health and will continue the good work Val Rodekohr, who is retiring.

- The Sonography Program has the largest cohort this year of 10 students; the College's enrollment is limited by its facilities. Adrienne Wade, who took over the program this year, was credited with the donation of sonography beds and a sonography machine.
- The College's Fire Science Program offers courses that no other Fire Science Program in the region offers and is FESHE (Fire and Emergency Services Higher Education) certified. Adjunct Instructor Nick Siemens organized a Fire Science Conference that was held at LCCC on June 12th; 100 firefighters participated.
- The Exercise Science Program has been revised and articulation agreements are in place with University of Wyoming for the Physical Education and Exercise Science programs. Three other universities are also considering articulation agreements. Exercise Science Program Director and Instructor Cindy Henning was credited with these accomplishments.
- Dental Hygiene Clinical Coordinator and Instructor Roxanne Powers and Health Information Technology and Management Instructor Dawn Puente were commended for advancements and successful outreach efforts in each of their areas.
- The Center for Teaching and Learning (CTL) had a cohort of 11 year-one faculty and 8 interim faculty during this past year. The CTL works closely with the Academic Affairs office planning the College's in-service activities. Recruitments for the fall in-service have 32 faculty and staff signed up to offer professional sessions in their areas of expertise. The CTL with the assistance of the School of Outreach and Workforce Development scheduled a seven-day Microsoft Word training class in May, during which 16 administrative assistants were certified. A Microsoft Excel training class will follow in July. A cohort of 20 is anticipated for that class. A CTL Planning Retreat was held Tuesday, June 9th, during which the definition of a world-class faculty member was imagined. In August 24 new faculty members will be welcomed to the College. By the end of next year, 40% of the College's faculty will have completed the training, part of which provides an in-depth teaching of the College's mission as it will be effected in the future.
- The Adult Basic Education Program has been redesigned due in part to changes to the Workforce Innovation and Opportunities Act effective July 1st (formerly Workforce Investment Act), which now requires each student to demonstrate they are on a technical career path.
- The Center for Secondary Students will be submitting a NACEP (National Alliance of Concurrent Enrollment Partnerships) accreditation application next week. If attained, LCCC would be the first community college in Wyoming to receive the accreditation and the second community college in the nation to receive accreditation. Workforce Development Coordinator Darlene Kaelin and Program Manager Veronica Pedersen did a phenomenal job of preparing the comprehensive package for accreditation.
- A huge "shout out" was given to the Facilities and Events staff who coordinate and finalize details of events at LCCC, the largest being the annual Thunderbirds performance—15,000 people attended that show last year. An estimated 90,000 repeat people are "touched" by a service, program, and event each year.
- Life Enrichment offerings of the SEEK programs, Fit Kids Camps, STEM camps, and Elderhostel program continue to be hugely successful planned programs serving persons of all ages.
- The Partnership Diploma Program in concert with Laramie County School District No. 1 provides an alternative for high school students to obtain a high school diploma from their respective high school through a customized learning experience. Only students with extenuating circumstances and who meet eligibility and referral requirements are admitted to the program.
- The Warren Air Force Base outreach program overseen by Program Manager Terry Cook is a power house program that accommodates the needs of a highly mobile military organization by offering classes that enable military personnel and their families to further their educational goals and do so as flexibly as possible. A special project this year in partnership with the WAFB is helping to transition military personnel to civilian life.

- The development of general education courses along with the courses and services already provided in Eastern Laramie County are a priority.
- “ACT (Achieve Career Training) Now!” funded by a grant from the Wyoming Department of Workforce Services offers short-term technical training in certificate programs such as Pharmacy Technician, Certified Medical Assistant (CMA), Dental Assistant. Students completing the CMA and Pharmacy Technician certifications had a 100% pass rate on their respective national certification exams.
- Workforce and professional development training enrollment are expected to reach 3,800 students in these non-credit courses.

Board Chairman Mosher told Vice President José Fierro he will be missed and hopes to hear about his success as president of Cerritos College in Norwalk, California. Dr. Fierro stated he leaves with a very positive experience on which to draw as he begins his new duties.

4. FY 2016 BUDGET – 2nd READING – Vice President of Administration and Finance Carol Hoglund

Vice President Hoglund reported no changes have been made to the budget since the update was given during the May 27th Board meeting. The budget includes funding for a 1% COLA (effect with the July payroll) and to cover the employee’s share of the retirement contribution. President Schaffer pointed out approving the budget on the third Wednesday of the month, which used to be set by statute, is problematic for such administrative functions as advertising and filling vacancies approved in the budget. Vice President Hoglund stated further that a statutory change now allows the budget to be approved anytime beginning the first of July. However, because monies are being spent through June 30th, the carryover funds would have to be estimated and this would not be preferred. Board Chairman Mosher said he would like a recommendation for approving the budget in the first week of July or as early as possible. President Schaffer will work with staff to bring forward a recommendation.

Trustee Erickson commended Vice President Hoglund, noting that during his six months as Board Treasurer, he has been pleased with her diligence and competence for the overall management of the institution. Vice President Hoglund thanked Trustee Erickson and said her six years with the College has been her pleasure and a great experience

5. BOARD REPORTS

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

Board Chairman Ed Mosher reported the Joint Education Interim Committee met Thursday and Friday, June 4th and 5th in Saratoga. Most important to the community colleges, were the updates on the educational data systems and school safety and security. Wyoming Community College Commission Executive Director Jim Rose emphasized the community colleges cannot wait on a statewide longitudinal data system and is already working toward some kind of data collection through the Commission. Safety and security discussions did not include references to HB 114 Gun Free Zones Act, which failed during the 2015 legislative session. Campus Safety and Security Director James Crosby was also present during these discussions. WACCT Executive Director Erin Taylor attended the sessions and was effectively working with members of the Joint Education Interim Committee.

The Wyoming Association of Community College Trustees (WACCT) Board will meet on Thursday, June 25th, at 2 p.m. in Sheridan. Board Chairman Mosher and Trustee Erickson will attend that meeting and are voting members. They will also attend the Wyoming Community College Commission meeting the following day.

B. Finance and Facilities Committee (June 9th) – Don Erickson, Carol Merrell

Trustee Merrell thanked Vice President Carol Hoglund, Budget Director Jayne Myrick, and Accounting Services Director Herry Andrews for the information shared during the June 9th Finance and Facilities Committee meeting. Vice President Hoglund stated that because the wayfinding mockups were disappointing, the mockups will be redone and re-presented tomorrow, June 18th, at 10:30 a.m. President Schaffer added the wayfinding timeframe for the project's completion has not changed. The purchase of the two marquees was also discussed.

Trustee Merrell moved and Trustee Erickson seconded.

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

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

MOTION CARRIED unanimously.

6. BOARD POLICIES – 2nd READING

- A. [Americans with Disabilities Act \(ADA\) Student Grievance Policy 3.20 – No Feedback Received](#) – President Joe Schaffer

Trustee Erickson moved and Trustee Merrell seconded,

MOTION: That the Board of Trustees approves Americans with Disabilities Act (ADA) Student Grievance Policy 3.20.

MOTION CARRIED unanimously.

- B. [Non-Academic Program Review Policy 10.3 – No Feedback Received](#) – President Joe Schaffer

Trustee Dubois moved and Trustee Merrell seconded,

MOTION: That the Board of Trustees approves Non-Academic Program Review Policy 10.3.

MOTION CARRIED unanimously.

7. APPROVAL ITEMS

- A. [FY 2015 Budget Amendment](#)

After the redistribution of funds in August 2014, the College's State appropriation was decreased by \$505,304, and the local appropriation was increased by \$473,625 for a net decrease of \$31,679. Additional revenues have been collected as follows:

- \$60,000 – Community Services – Unrestricted Operating Fund
- \$56,700 – WICHE-Interstate Passport Initiative Grant – Federal Fund

Budget authority for Facilities Rental will be increased by \$55,000 to cover increased contract food expenditure and other miscellaneous expenditures. The monies to cover the increase will come from the Facilities Rental Fund balance (\$40,000) and increased revenue collections for FY2015 (\$15,000).

Trustee Lyttle moved and Trustee Erickson seconded,

MOTION: That the Board of Trustees approves the amendments to the FY 2015 Annual Budget as presented.

MOTION CARRIED unanimously.

B. [Recommendation for Approval for the Purchase of Two Marquees](#) – Vice President Carol Hoglund

Vice President Hoglund stated the marquees are 12 years old and no longer have hardware or software support. The new marquees will have brighter displays in color and will look much like those that appear on the marquees located at the new Wyoming information center south of town. The new marquees will be placed in the same location as the old marquees.

Trustee Merrell moved and Trustee Barker seconded,

MOTION: That the Board of Trustees approves the purchase of two (2) marquees in the amount of \$68,862.00. Funds for this purchase will come from the Current Fund.

DISCUSSION: The Current Fund will be reduced to about \$114,000 after the purchase of the marquees. President Schaffer clarified that unspent funds are carried over to the next fiscal year. Public Relations Director Ty Stockton said the resolution will be about twice that of the current marquees, and the new marquee software will have the capability to do much more.

Trustee Lummis called for the question.

MOTION CARRIED unanimously.

- 8. EX OFFICIO TRUSTEE UPDATES** (*Standing Agenda Item*)
- A. ACC Advisory Board Ex Officio – Mr. Butch Keadle – None
 - B. LCCC Student Trustee Ex Officio – Jaime Quinones – None

9. NEW BUSINESS – Board Chairman Ed Mosher

The Board agreed to not hold a meeting on the first Wednesday in July.

10. ADDITIONAL ITEMS – Information Only

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

11. NEXT MEETINGS/EVENTS

- **July 15 (Wednesday)** – Board Dinner, Public Budget Hearing and Meeting (Catered Dinner – 6 p.m. – CCC 178/179; Public Budget Hearing – 7 p.m. – Board Room; Meeting – Upon Adjournment of Public Budget Hearing – Board Room)
- **August 19 (Wednesday)** – Board Meeting and Dinner: Dinner – 6 p.m. – CCC 178/179 (*Dinner will be catered.*); Meeting – 7 p.m. – Petersen Board Room

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

No public comment was offered.

13. ADJOURNMENT of the June 17, 2015, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Ed Mosher

Trustee Dubois moved and Trustee Erickson seconded the meeting be adjourned.

MOTION CARRIED unanimously, and the June 17, 2015, Board Meeting of the Laramie County Community College District Board of Trustees adjourned at 8:48 p.m.

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

Respectfully submitted,

Vicki Boreing
Board Recording Secretary