

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, JUNE 3, 2015, PETERSEN BOARD ROOM, ADMINISTRATION BUILDING, LARAMIE COUNTY COMMUNITY COLLEGE

Board Present: Board Chairman Ed Mosher, Vice Chairman Bill Dubois, Treasurer Don Erickson, Secretary Christine Lummis, Trustees Bradley S. Barker, III, Brenda Lyttle (attended by conference phone for the approval of President Schaffer's contract) and Carol Merrell, and ACC Ex Officio Trustee Butch Keadle and Student Ex Officio Trustee Jaime Quinones Trustee

Staff Present: President Joe Schaffer; Vice Presidents José Fierro, Judy Hay, and Carol Hoglund; Associate Vice President James Malm; Administrators and Faculty Daniel Powell and Leah Noonan; and Legal Counsel Tara Nethercott

Visitors: None

1. CALL TO ORDER of the June 3, 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 3, 2015, Board Meeting of the Laramie County Community College District Board of Trustees at 7:02 p.m.

2. PRESIDENT'S REPORT – President Joe Schaffer

President Schaffer introduced School of Arts and Humanities Dean Daniel Powell who is joining the College from Chipola College in Marianna, Florida, where he served as Associate Dean of Fine and Performing Arts. Dr. Powell expressed his appreciation for the warm welcome he has received and stated he is excited to be at Laramie County Community College and to be a part of the direction the institution is going. Dr. Powell's credentials include a Doctorate of Music from Florida State University, a Master of Music degree from Arizona State University, a Bachelor of Music degree from West Texas A&M University, and a Master of Business Administration degree from Troy University.

President Schaffer also introduced Student Ex Officio Trustee Jaime Quinones, who is the second Student Ex Officio Trustee to serve on the Board. He explained for Mr. Quinones that the Chairman will give the privilege of the floor to the ex officio trustees and that Mr. Quinones will have a standing opportunity to give a report to the Board. Trustee Merrell will serve as Mr. Quinones' mentor.

President Schaffer stated the College just learned that two of its projects, the Fine and Performing Arts Building and the Ludden Library and Learning Commons Renovation, ranked first and second respectively from the information generated by the Wyoming Community College Commission's capital construction data base model. He explained the Wyoming Community College Commission's capital construction data base model compiles information submitted by the community colleges on their capital construction project requests. The information from that compilation is used to generate a prioritized list of projects based on 13 capital measures. The College's projects are well-positioned in the first step of a long process toward the projects' completion as a result of the rankings. The Commission will act on the prioritizations during their June 26th meeting. From there the projects will be considered by the Construction Management Division, the State Building Commission, the Governor, and the legislature.

President Schaffer reflected on the Flex-Tech Building's groundbreaking ceremony held today, stating the celebration was heightened by the spot on comments of Governor Mead, LCCC Board Chairman Mosher and Foundation President George McIlvaine. The energy and excitement from those present added to the celebration. Bid openings for the project were held yesterday. Vice President Hoglund reported the six bids

received were all very favorable. The difference between the lowest and highest bid was \$1.7 million. The College will be working with the Construction Management Division to make a decision on the contractor. That decision may be made as early as tomorrow, June 4th.

A. [Credential Tracking Progress Report](#) (Report was emailed 6/1/15.)

President Schaffer presented the dashboard being used for credential tracking that marks out the number of credentials the College must award each year in order to meet the five percent goal established by the Board. The data presented showed the College awarded 840 credentials last year and 843 this year, which exceeded the five percent goal. If this rate of credentialing continues, the College will outpace the goal of increasing credential awards by five percent each year through 2022 and will do so in an environment in which enrollment is decreasing. He cautioned, however, that the goal of 1,100 credentials in the year 2022 is a doable but big number. He also pointed out that the results from the implementation of campus projects that will help students succeed are not yet known and credited the exceptional work of the faculty and staff with the number of credentials being awarded. Board Chairman Mosher commented that he is pleased with the increased number of certificates being awarded. He added he is also pleased that certificate awards have not supplanted the number of degrees being awarded. President Schaffer explained the College is not experiencing a shift from one credential to another but rather are finding the certificates and degrees are serving two different student populations. Next year, in conjunction with the General Education transfer block, the number of AAS certificates may increase. Most importantly, the College wants its students to be directed to the credential that most aligns with their educational plan.

3. BOARD REPORTS

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

At Board Chairman Mosher's request Board Recording Secretary Boreing placed a call to Trustee Lyttle so she could participate in the discussion and approval of President Schaffer's contract.

Trustee Merrell reported the next Finance & Facilities Committee meeting will take place on Tuesday, June 9th, at 10 a.m. Trustee Merrell will chair that meeting in Trustee Erickson's absence.

Trustee Lyttle confirmed the next Academic Affairs and Student Services Ad Hoc Committee meeting will be held Monday, June 22nd, at 5:30 p.m. in CCC 178. President Schaffer advised that the Addictionology Certificate that was to be brought to the Board today will be first-presented to the Academic Affairs and Student Services Ad Hoc Committee on June 22nd, in keeping with procedure.

4. [PRESIDENT JOE SCHAFFER'S CONTRACT](#) – Board Chairman Ed Mosher

Counsel Tara Nethercott stated President Schaffer's final contract is before the Board this evening for consideration of approval. She pointed out the essential terms concerning compensation and benefits are on pages 3 through 6 and offered to answer any questions of which there were none.

Trustee Erickson moved and Trustee Dubois seconded,

MOTION: That the Board of Trustees approves President Joe Schaffer's contract effective July 1, 2015. The contract is automatically extended on July 1st of each year commencing on July 1, 2015, for an additional year, for a three (3) year term.

DISCUSSION: Counsel Nethercott stated for Trustee Lyttle that the contract is the same as discussed during the Board's executive session on May 27th.

MOTION CARRIED unanimously.

President Schaffer thanked the Board for their illustration of the confidence they have placed in his ability to lead the institution and stated he is looking forward to another three years of excellent outcomes and partnership. He stated there are great things to come and he is excited to be a part of that.

5. 2016 LEGISLATURE – Board Chairman Ed Mosher, President Joe Schaffer

President Schaffer introduced newly hired WACCT Executive Director Erin Taylor, who attended the evening's dinner with the trustees. The community colleges will be working closely with Executive Director Taylor on numerous legislative and other advocacy agenda items.

President Schaffer stated the interim committee's full agendas are attached for the interim committee meetings. Board Chairman Mosher, Western Wyoming Community College President Karla Leach, WACCT Executive Director Taylor, and Wyoming Community College Commission Executive Director Jim Rose will be in attendance.

A. [Joint Education Interim Committee \(JEIC\) Meeting](#) – June 4th and 5th – Saratoga

President Schaffer believed these first meetings will be more organizational, noting however the Joint Education Interim Committee meeting agenda is fairly robust, and provided some insight on the following agenda items:

- **JEIC Item No. 3** – College and Career Readiness (Priority #2), Workforce Skills Gap and Preparation (Priorities #9 & #10) – Conversations may focus on K-12 completion and college continuation rates as well as on how to motivate students to choose occupations and careers that are in high demand and require some form of STEM education. As an example, the College has been doing great work in aligning its information technology program with the occupations of current and emerging employers in the College's community. However, getting students to pursue these program areas is a struggle. President Schaffer hopes the JEIC will discuss incentives to encourage students to pursue information technology pathways that will lead to occupations that will help diversify Wyoming's our economy. Trustee Barker, speaking to the Hathaway Scholarship as a possible incentive, stated the Hathaway Scholarship is open to any student regardless of the field they pursue provided they are degree- or certificate-seeking. However, secondary schools are just now aligning their curriculum with the Hathaway success curriculum to include STEM courses. President Schaffer added the Hathaway Scholarship success curriculum is also driven by a student's GPA and SAT scores. The concern is that some of the more talented students may be discouraged from pursuing the more difficult courses for fear their GPA will slide. Legislators have voiced a continued interest in getting students to pursue the trades, and conversation during the JEIC meeting may be generated from that interest. Trustee Barker is on a task force that is meeting weekly to evaluate how to incentivize students to take more difficult courses.
- **JEIC Item No. 5** – School Safety and Security (Priority #3) – The conversation will likely focus more on K-12 but does potentially intersect with the school safety and guns-on-campus legislation. Conversation may also be held concerning school resource officers. Campus Safety Director James Crosby will be present during these discussions.
- **JEIC Item No. 10** – Update: Educational Data Systems – An update will be given on what the Wyoming Community College Commission and community colleges are doing to jumpstart an educational longitudinal data system. Community colleges are working on data integrity projects and on creating consistency in their data structures, so that information can be shared more effectively and efficiently and so the data can be used to conduct information analytics and drive strategic decisions that will be provided to the legislature. The State's Department of Enterprise Technology Services (ETS) Chief Information Officer Flint Waters and Executive Director Jim Rose will participate in those discussions. The

community colleges, Executive Director Rose and Mr. Waters are working together to find common ground on the direction of the longitudinal data system.

President Schaffer stated he anticipates the community colleges will have more work and questions as a result of the JEIC's discussions.

B. [Joint Appropriations Interim Committee \(JAIC\) Meeting](#) – June 23rd and 24th – State Capitol Building – Room 204

President Schaffer stated the afternoon of June 23rd is essentially dedicated to the discussion of the community college funding model. Vice President Hoglund shared the following interim study language that was included in the State's budget footnotes:

“Priority 2, Community College Funding Model Review. Review the funding model for community colleges and determine whether the model requires improvement or change. Report by September 1, 2015, pursuant to section 356 of the 2015 Senate File 0001, a recommendation for a new funding formula or a structure of the task force to review the model. The review shall consider if local limits on college expansion of facilities and programs should be limited to legislative oversight so as to regulate growth among the community colleges.”

President Schaffer stated the language suggesting legislative limits should sustain, control, or curtail growth at the local level is of concern to the community college presidents. Community college presidents believe the current Wyoming Community College Commission system, although bumps do occur within that system, works well in coordinating the expansion of academic programs at the community colleges.

President Schaffer pointed out the greatest misnomer is the belief the State has a funding model for the community colleges. The Wyoming Community College Commission has a funding allocation model for distributing funds from the legislative block grant appropriations (State aid) and the local four mill collections to the seven community colleges. Pros and cons exist with this model but in general the community colleges support this model. A model for determining how much money is placed in that block grant by the legislature does not exist. The lack of such a State aid funding model for the block grant or in lieu of the block grant has spawned some interesting conversations about whether, for example, the community colleges should have a funding model similar to that used to fund the K-12 system of schools. Wyoming Community College Commission Executive Director Jim Rose is expected to clarify during the JAIC meeting the difference between the Commission's existing funding allocation model and a State aid funding model that does not exist. If a study were to take place, which community college presidents do not believe is the best option, a State Aid funding model for community colleges should be the focus of that study. President Schaffer further noted the community colleges are not asking for more money, rather they are asking that the volatile enrollment growth piece be added to the standard budget so that the enrollment growth monies can be allocated to core expenses—faculty, staff, and ongoing expenditures that have year-after-year commitments—or allocated for new programs, such as those being requested by employers for diesel-technology program expansion or manufacturing in Laramie. The legislature over the last five biennia has funded 70% of the enrollment growth request, but the funding lacks stability because it has to be requested separately. President Schaffer noted Board Chairman Mosher's comment during dinner about getting employers involved is very appropriate. President Schaffer summarized the solution is a simple fix—allow the Commission to calculate an increase to their standard budget request based on enrollment fluctuations at the community colleges. Then every four years (every two biennia) recalculate the request. One caveat is that the recalculation may result in a reduction in funding. This simple fix could be accomplished by a simple change in statute.

In addition to Executive Director Rose's clarification of "funding model", Wyoming Community College Commission Chairman Sandra Meyer, NWCCD President Paul Young, and WACCT President Walter Wragge are also expected to speak on behalf of their constituencies—the Wyoming Community College Commission, the community college presidents, and the WACCT, respectively. President Schaffer asked the trustees to provide comment on what they would like shared during the JAIC meeting. Trustee Erickson expressed his concern about the controlling local growth language included in "Priority 2" above and suggested the JAIC be schooled on the Commission's processes for program approvals. President Schaffer believed Executive Director Rose will likely cover this. President Schaffer proposed ACC Ex Officio Trustee Butch Keadle and ACC Associate Vice President James Malm visit with Reps. Glen Moniz and Cathy Connolly from Albany County, who are members of the JAIC, about their interpretation of the language. WACCT Executive Director Taylor will also visit with JAIC members about their sense of what the language is suggesting. Ms. Taylor agreed a task force would not be the best alternative and thought the community college presidents and trustees might have the strongest influence in gaining the support of the JAIC for a change in statute.

In response to Board Chairman Mosher's question regarding any similarity between the funding mechanism for the University of Wyoming and the community colleges, President Schaffer spoke to the differences between the University's and the community colleges' funding approaches and how the UW trustees advocate for the University's requests. The University of Wyoming receives a block grant that includes requests made for the funding of specific projects. If funded, those project monies become part of the University's standard budget block grant that is more of a project-based additive process. Neither the University of Wyoming nor the community colleges has a funding model. President Schaffer observed that the Commission is a State agency and controls the community college budget request to the legislature. Because they are a State agency, their role in being able to advocate for increased requests is somewhat muted and rightfully so. What the Commission advances is what is often seen from a State agency and follows the budget directives of the Governor and is more of a status quo type of request. So, their ability to put into the budget funding requests for "we want to do X; we want to do Y; we need to do Z" and champion those causes is not the same as what the University can do with their trustees. This is why the WACCT is so important, because the community colleges need the Association and Executive Director Taylor to advocate for special requests. President Schaffer stated he is very pleased that Dr. Rose and the Commission are willing to consider additive requests, specifically block grant funding for the community colleges to stabilize the standard base budget. Board Chairman Mosher said understanding the differences between the two agencies is important as the community colleges discuss how to effectively pursue an alternative funding approach.

President Schaffer encouraged the trustees to attend the JAIC meeting and to share any additional thoughts with him.

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

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

Mr. Keadle reported the City of Laramie has not yet completed their appraisal of the lots being considered for expansion of the Albany County Campus. The appraisal is needed before more serious negotiations on the acquisition of the land can take place. Associate Vice President Malm is working on the restructure of the ACC Advisory Board. Spradley-Barr withdrew their application to purchase the lot south of the Albany County Campus during last evening's Laramie City Council meeting. Other discussions may be taking place.

Dr. Malm shared the Albany County Campus CAB (Campus Activity Board) manages the ACC's student fees. The ACC students would like to use those fees to construct a learning and living space outside of the building that will keep more students on campus between classes and serve as a stage for special events

and campus activities. An architect has been engaged and has produced sketches for a very large patio project that would be located on the east side of building. All the campus doors would open onto the learning and living space. The CAB has student fees that could cover the cost of the project up to \$100,000. The student-centered project will require Board and other approvals.

B. LCCC Student Trustee Ex Officio – Jaime Quinones

Mr. Quinones stated as an art major he believes the art department is suffering because no space exists for working on art projects. The College needs an open-door, working room approximately 10x20 or 20x20 for ceramics, drawing, and painting that does not require security. Board Chairman Mosher thanked Mr. Quinones for his comments and suggested he hold a follow-up conversation with the School of Arts and Humanities new dean, Dr. Powell. Board Chairman Mosher asked if the SGA will be meeting during the summer to which Mr. Quinones responded “no.”

7. **NEW BUSINESS** – Board Chairman Ed Mosher

None

8. **ADDITIONAL ITEMS** – Information Only

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

Board Chairman Mosher acknowledged the letter from Milward Simpson commending Jason Pasqua’s production of *Doubt: A Parable*, noting the importance of giving recognition to those who have caught the eye of the public.

9. **NEXT MEETINGS/EVENTS**

- **June 17 (Wednesday)** – Joint Meeting and Dinner with Laramie County School District No. 2 Board – 5:30 to 7 p.m. – Burns High School Commons Area; LCCC Board Meeting – 7 p.m. – Burns High School Music Room (The Commons Area and the Music Room are both on the first floor.)
- **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)

Trustee Merrell reminded the trustees of the annual staff picnic on Friday, June 5th, at Holliday Park. (POSTSCRIPT TO MINUTES: The picnic was moved to the College’s Multi-Purpose Room because of rain.)

10. **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.

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

The June 3, 2015, Board Meeting of the Laramie County Community College District Board of Trustees was adjourned at 8:03 p.m.

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

Prior to the adjournment of the June 3, 2015, Board Meeting,

Trustee Merrell moved and Trustee Barker seconded,

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

MOTION CARRIED unanimously.

Respectfully submitted,

Vicki Boreing
Board Recording Secretary