

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, MAY 27, 2015, PETERSEN BOARD ROOM, ADMINISTRATION BUILDING, LARAMIE COUNTY COMMUNITY COLLEGE

Board Present: Vice Chairman Bill Dubois, Treasurer Don Erickson, Secretary Christine Lummis and Trustees Brenda Lyttle and Carol Merrell, and ACC Ex Officio Trustee Butch Keadle

Board Excused: Board Chairman Ed Mosher, Trustee Bradley S. Barker, III, and Student Ex Officio Trustee Jaime Quinones

Staff Present: President Joe Schaffer; Vice Presidents José Fierro, Judy Hay, and Carol Hogle, and Associate Vice President James Malm; Administrator and Faculty Members Tim Macnamara and Leah Noonan, and Legal Counsel Tara Nethercott

Visitors: Aerin Curtis (*Wyoming Tribune-Eagle*, Scott Noble (Director of Athletics and Campus Recreation effective 6/8/15), and Chris Wineman (Semple Brown Architects and Designers)

1. CALL TO ORDER of the May 27, 2015, Board Meeting of the Laramie County Community College District Board of Trustees – Board Vice Chairman Bill Dubois

Board Vice Chairman Bill Dubois convened the May 27, 2015, Board Meeting of the Laramie County Community College District Board of Trustees at 6:59 p.m.

2. MINUTES – Approval of the [May 6, 2015](#), Board Meeting Minutes – Board Vice Chairman Bill Dubois

Trustee Erickson moved and Trustee Lyttle seconded,

MOTION: That the Laramie County Community College Board of Trustees approves the May 6, 2015, Board Meeting Minutes as written.

DISCUSSION: None

MOTION CARRIED unanimously.

3. REPORTS TO THE BOARD

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

- 1) SGA (Student Government Association) – Danielle Kienzle, President; Sawyer Burkett, Vice President
- 2) [Staff Senate](#) – Candy Ferrall, President; Amy Ehlman, Vice President-Classified Staff; Jodi Weppner, Vice President-Professional Staff; Jennifer Thompson, Secretary; Sarah Smith, Treasurer
- 3) Faculty Senate – Leah Noonan, President; Mohamed Chakhad, Vice President; Mary Ludwig, Secretary

Faculty Senate President Leah Noonan reported the 2015-2016 officers were elected before the end of the semester. The officers are: Leah Noonan, President; Mohamed Chakhad, Vice President, and Mary Ludwig, Secretary/Treasurer. Ms. Noonan will also be the statewide Faculty Alliance Chairman for the next academic year. The Faculty Senate has submitted the faculty job description to Academic Affairs Vice President Jose Fierro for comment.

- 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

Wyoming Center for Business and Economic Analysis (WCBEA) Transition Update

Yesterday, the Laramie County Economic Development Joint Powers Board approved entering into a contract between Laramie County Community College and the WCBEA for the production and dissemination of the economic indicators report for Laramie County and the maintenance of a commercial property data base primarily for LEADS. The Center may also serve as an educational opportunity for a research assistant or other student worker. A contract piece assuring the continuation of funding is being worked out between the Joint Powers Board and Laramie County Community College attorneys. Because the firm of Woodhouse, Roden, and Nethercott represents both parties, Gay Woodhouse is working with a third party entity to review and establish that contract. Tara Nethercott is working with Dick O'Gara to develop a contract for transitioning the WCBEA to the College's School of Business, Agriculture, and Technical Studies and to provide some contracted services over a three-year period. The Center's budget will reside in the Auxiliary Fund and should be revenue neutral. The target date for transferring the Center is still July 1st.

Community College Presidents' Retreat

The community college presidents, WCCC Executive Director Jim Rose, and WACCT Executive Director Erin Taylor attended a retreat in Casper today. The fairly aggressive agenda contained 14 items and others were added. Most of the discussion centered on the Commission's advancing of a recalibrated budget request, as if the community colleges were recalibrating the standard budget and asking for the monies that have been distributed under the one-time enrollment growth exception request. Even though proposed changes to the legislation were unsuccessful, the community college presidents believe the Wyoming Community College Commission now has a method for requesting the recalibrated funding amount that would essentially take the \$16.5 million that was requested in enrollment growth funds and ask for that to be part of the base budget.

Other discussion was held concerning plans for the June 23rd Joint Appropriations Interim Committee meeting in Cheyenne, an updated economic impact study, concurrent enrollment, tuition policy and freezes, marketing outside of a community college's service area, and the October Community College Summit. The Joint Appropriations Interim Committee has a study topic on changes to the community college funding model. The Board's June 3rd agenda will have discussion topics on the upcoming Joint Appropriations Interim Committee and the Joint Education Interim Committee meetings. Wyoming Community College Commission Executive Director Jim Rose, WACCT President Walt Wragge, and NWCCD President Paul Young, who is also the president of the Presidents' Council, will be speaking on behalf of the community colleges during each of the interim committee meetings. Newly hired WACCT Executive Director Erin Taylor, who will also attend the interim committee meetings, will be the Board's guest during their June 3rd dinner and board meeting.

At Ex Officio Trustee Butch Keadle's request, President Schaffer shared other funding opportunities being considered by the community colleges and legislators; e.g., a technology fund, performance-based funding, and outcomes-based funding. The community colleges' biggest priority is taking the unguaranteed, one-year enrollment growth funds out of the exception request and rolling those funds into the base budget. The recalibration would still be done every four years and predicated on enrollment fluctuations. The addition of funds to the base budget would allow community colleges to plan for the allocation of those funds for ongoing expenditures. To avoid any confusion, the community college presidents are being cautious about introducing other sources of funding possibilities until the priority funding mechanism is addressed.

Ex Officio Trustee Keadle also inquired about funding for salary market adjustments. President Schaffer explained if enrollment growth funds of \$16.5 million are added to the standard budget instead of being allocated as one-time funds, community colleges would have some flexibility for addressing salary market adjustments, which would require ongoing funding.

Addictionology Certificate Program

President Schaffer shared on behalf of Vice President Fierro that persons with a baccalaureate degree have expressed an interest in having a certificate awarded for the completion of addictionology courses, which are included in the Human Services program. Because a window of opportunity exists for presenting the request to the Wyoming Community College Commission, the Board was asked if they would consider the certificate's approval following a presentation of the certificate details during their June 3rd meeting in lieu of taking the proposed certificate through the full program approval process. As an aside, President Schaffer stated another community college has requested a special meeting of the Academic Affairs Council to discuss moving programs through the process in a more expeditious manner.

Comments and Clarifications

- Students completing the addictionology certificate program's 28 credit hours would be awarded a credit diploma in the addictionology specialization.
- Two credits of field experience takes place in the last semester; the student works with a health professional.
- Credentials awarded for the completion of the addictionology certificate's coursework of 28 credits would increase the College's completion numbers.

Trustee Merrell moved and Trustee Erickson seconded,

MOTION: That the Board of Trustees agrees to receive the details of an addictionology certificate on which they will consider its approval during their June 3rd meeting.

DISCUSSION: Vice President Fierro explained for Trustee Erickson that a student would not be qualified for employment with the completion of only the addictionology certificate program. Students would be encouraged to complete an associate's and/or bachelor's degree. School of Math and Sciences Dean Kathy Hathaway will provide additional information during the June 3rd meeting.

5. FY 2016 BUDGET REVISIONS AND UPDATE – Vice President of Administration and Finance Carol Hoglund
A. [FY 2016 Budget](#)
B. [Revisions](#)

Vice President Hoglund reviewed the updated FY 2016 Budget and the revisions made to that budget since its first reading on April 15th. She stated more changes to the revenue will be brought forward as the information is honed. Among the changes was the movement of resources to cover a 1% COLA for employees totaling \$229,000. Monies to fund the increase will come from the additional vacancies/replacements funds, the IT/High Tech Fee Restructure, and the scholarship line in the One Mill Fund. Vice President Hoglund explained for Trustee Lyttle that One Mill funds may be used for operating expenses.

The Board will hear a second reading of the budget during their June 17th Board meeting and will receive copies of the budget in the form required by the Commission.

As discussed during the Finance & Facilities Committee meeting, Trustee Erickson recommended a fifth column be added to the next fiscal year's budget presentation that would show actual expenditures through a given date. Vice President Hoglund stated that report will be provided as a separate appendix.

6. BOARD REPORTS

A. Board Member Updates – Board Vice Chairman Bill Dubois (*Standing Agenda Item*)

The Academic Affairs and Student Services Ad Hoc Committee will meet on Monday, June 22nd, at 5:30 p.m. in CCC 178. The School of Arts and Humanities Dean Daniel Powell will be invited to attend that meeting. Dr. Powell will be on campus for an introductory reception on Monday, June 1st, from 1 to 3 p.m.

B. Finance and Facilities Committee (May 20th) – Don Erickson, Carol Merrell

The Finance & Facilities Committee received updates on the following:

- Wayfinding Project – Signage mockups will be available for viewing this Friday, May 29th, at 10:30 a.m.
- Flex-Tech Building – Bids will be opened tomorrow, Thursday, May 28th; groundbreaking is scheduled for Wednesday, June 3rd. The trustees will be part of the shovel crew. Vice President Hoglund stated an addendum changing the Flex-Tech Building's bid opening date to Tuesday, June 2nd, was issued last Friday. Extending the bid opening was necessary because of the number of questions being asked relating to the mechanical and structural specifications and also because of the College's submission of a Wyoming readiness grant application.
- The Wyoming Business Council (WBC) grant application binder for \$1.3 million was submitted to the WBC yesterday, May 26th.
- University/Student Center – Bids will be opened on June 9th; the groundbreaking will take place the week of July 6th.
- The Fine and Performing Arts Building, Children's Discovery Center, Ludden Library and Learning Commons Remodel and PE Building Renovation
- Budget Revisions
- First Report on Laramie County Community College Identify Theft Prevention Program – The report provides information on how the College would detect identify theft and how the College would respond to identity theft. Trustee Erickson did not believe any identity theft reports were received during the last year. Trustee Erickson will provide trustees with a copy of the report if requested.
- Financial Statements for the Current and Auxiliary Funds

Trustee Erickson will miss the next Finance & Facilities Committee meeting. Trustee Merrell will chair that meeting.

Trustee Erickson moved and Trustee Merrell seconded,

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

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

DISCUSSION: None

MOTION CARRIED unanimously.

C. President Schaffer's 2015-2016 Goals (Item Added to Agenda)

Trustee Merrell provided the Board with a list of six goals the trustees determined by vote during their last meeting were their top goals for consideration. Each goal has a letter referencing a section of President Schaffer's contract. President Schaffer asked that he have an opportunity to review the goals and ask questions related to each. Trustee Merrell suggested she, Board Chairman Mosher, and President Schaffer meet to discuss the proposed goals and bring a follow-up report to the Board. Trustee Erickson and Trustee Lyttle requested that the trustees also have an opportunity to discuss the list of goals now that they have been presented in a different context. Noting trustee concerns, Trustee Merrell asked that any comments or suggestions be forwarded to her. The trustees will discuss the goals during their June 17th meeting.

7. BOARD POLICIES – 1st READING

A. [Americans with Disabilities Act \(ADA\) Student Grievance Policy 3.20 – 1st Reading \(No Feedback Received\)](#) – Student Services Vice President Judy Hay

The Board had no questions or concerns. The policy will be presented to the Board on second reading during their June 17th meeting.

B. [Non-Academic Program Review Policy 10.3 – 1st Reading \(No Feedback Received\)](#) – President Joe Schaffer

President Schaffer explained part of continuous improvement.

The Board had no questions or concerns. The policy will be presented to the Board on second reading during their June 17th meeting.

8. APPROVAL ITEMS

As a courtesy to architect Chris Wineman, Board Vice Chairman Bill Dubois asked that the trustees move to agenda item No. 8.B.3).

A. [Foundation Operating Agreement](#) – President Joe Schaffer

Noting the trustees were emailed the operating agreement yesterday, Trustee Erickson recommended the trustees have additional time to review the operating agreement.

Trustee Erickson moved and Trustee Merrell seconded,

MOTION: That the Board of Trustees postpones action on the Foundation Operating Agreement until the June 17th Board Meeting.

DISCUSSION: President Schaffer stated he understood the trustees need for more time to review the agreement because: the agreement had been changed since its presentation during the May 6th Board meeting; the Board received the changed agreement yesterday; and the Foundation Board had not yet formally approved the agreement. He advised, however, that an agreement needs to be approved by the end of June to have the agreement in place by the start of the 2016 fiscal year.

MOTION CARRIED unanimously.

Board Vice Chairman Bill Dubois asked the trustees to move to agenda item No. 9.A.

B. Level I Plans – President Joe Schaffer, Vice President Carol Hoglund

- 1) [Ludden Library and Learning Commons](#) – Martha Bennett (Bennett Wagner Grody, Architects)
- 2) [Residence Hall and Children's Discovery Center](#) – Matthew Tredennick, Project Architect (Tobin & Associates)

The Total Gross Square Feet for the Children's Discovery Center that was missing on page 5 of the report given on May 6th was added to the revised plan presented this evening. The total net sq. ft. is 10,344.60, and the total gross sq. ft. is 12,170.12.

- 3) [Fine and Performing Arts Building and Western Fine Arts Renovation](#) – Chris Wineman (Semple Brown Architects and Designers)

Architect Chris Wineman reported on the refinements made to the square footage, associated cost, and the diagram. Mr. Wineman reported on the following trustee requests for additional information:

- Identify some ways for reducing construction costs
 - o Space was reduced for the control booth, catering kitchen, loading dock, lobby, instrument storage, chair and stand storage, costume and wardrobe area, and digital studio for a total reduction of 1,900 net sq. ft. and a reduction of 2,850 gross sq. ft. with a new total building area of 49,080 gross sq. ft.
- Add back in soft costs
 - o Professional design fees, project management, contingencies, surveys and testing fees equaling nearly \$4 million were added.
 - o Escalation calculations totally \$4 million were added. The calculations were based on 3% per year with the year 2020 being the midpoint of construction.
- Refine and correct the space plan allocations and provide a context for cost information

The Level I report provided on May 6th had a building with 51,930 GSF and estimated construction costs of just over \$25 million at \$487 per square foot.

In summary, the basic arrangement of space is essentially the same with the tall mass of the theater centrally located and instructional facilities for music and visual arts wrapped around it. The location of the loading dock shared by visual arts and theater operations on the west end of the building, and the location of the lobby, gallery, and public spaces on the southeast corner of the building did not change. In addition, no changes were made to the site plan or location of the building.

Space components were re-evaluated by comparing them to those in other relevant model projects. The adjusted cost allocations by square foot resulted in a reduction of \$3.775 million in construction costs, a new total construction cost of \$20 million, and a new cost per sq. ft. of \$419. In comparison, the Casper College Music Building had a cost of \$469 per sq. ft. A UW expansion project that includes new performance spaces has a cost of \$492 per sq. ft. The University of Colorado at Colorado Springs project is right at \$502 per sq. ft. Adding back in the soft costs above, the project cost is now \$28,409,849.

Comments and Clarifications

- Restrooms will be strategically located around the building.
- Escalation costs were not included in the first presentation of the Level I plan.
- The stage area size was not reduced.

Trustee Erickson moved and Trustee Merrell seconded,

MOTION: That the Laramie County Community College Board of Trustees approves the Ludden Library and Learning Commons, the Residence Hall and Children's Discovery Center, and the Fine and Performing Arts Building and Western Fine Arts Renovation Level I plans.

DISCUSSION: For Trustee Erickson, President Schaffer stated the Fine Arts Building's east end was renovated in 2000. The west end that includes the art gallery will be renovated along with the Fine and Performing Arts Building construction project. The renovation costs are estimated at \$5 million and are not included the Fine and Performing Arts Building project costs. The building will need to be gutted to get to the heating, electrical, and mechanical systems' issues.

The Ludden Library and Learning Commons remodeling project and the Fine and Performing Arts Building project will be funded half by the State and half by local and College funds. The residence hall and Children's Discovery Center projects are auxiliary projects and would have to be financed by the College, mostly likely by a lease revenue bond, which means the projects would pay for themselves. The Building Authority would be asked to issue a bond and enter into a lease agreement, and the College would use revenues from those projects to service the debt.

For Trustee Lyttle, President Schaffer stated the approval of the Level I plans is the first step in the process for the construction projects. Following the Board's approval of the projects, the timeline for each project will be different. President Schaffer also assured that changes in the feasibility (Level II) and schematic (Level III) planning stages are possible. The reconnaissance plan (Level I Plan) is just a first blush. He added that because each project requires a great deal of time to produce the required three levels of planning, the College has to begin the long-term process now, but plenty of opportunity will exist to make changes.

President Schaffer advised that his recommendation was to approve all three Level plans.

MOTION CARRIED unanimously.

Trustee Lyttle asked that the Performing Arts Building plan be brought to the Academic Affairs and Student Services Ad Hoc Committee meeting on June 22nd.

Board Vice Chairman Dubois then moved the discussion back to Item 8.A. Foundation Operating Agreement.

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

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

Mr. Keadle stated Dr. Malm is working on an economic impact study with the City of Laramie that lays out the economic importance of the Albany County Campus and the future benefits of the campus to the City of Laramie. An appraisal has not yet been received for the lots under consideration for purchase. Dr. Malm is looking at restructuring the Albany County Campus Advisory Board. The Board was initially created for fundraising purposes. The Albany County Campus is experiencing a new direction and purpose that will likewise dictate a new direction and purpose for the advisory board.

B. LCCC Student Trustee Ex Officio – Jaime Quinones

Mr. Quinones had a previous commitment that prevented him from attending this meeting.

10. NEW BUSINESS – Board Vice Chairman Bill Dubois

Trustee Lummis asked about a letter from the College's insurance representative Tim Miller in Casper. Legal Counsel Tara Nethercott stated the letter will be addressed in an executive session to be held following the Board meeting.

11. ADDITIONAL ITEMS – Information Only

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

12. NEXT MEETINGS/EVENTS

- **June 3 (Wednesday)** – Board Meeting and Dinner: Dinner – 6 p.m. – CCC 178/179 (*Dinner will be catered.*); Meeting – 7 p.m. – Petersen Board Room
- **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.)

13. PUBLIC COMMENT (Public comment may be made on anything not on the agenda. Comments will be limited to five minutes.) – Board Vice Chairman Bill Dubois

No public comment was requested.

14. ADJOURNMENT of the May 27, 2015, Board Meeting of the Laramie County Community College District Board of Trustees – Board Vice Chairman Bill Dubois

Board Vice Chairman Bill Dubois adjourned the May 27, 2015, Board Meeting of the Laramie County Community College District Board of Trustees at 8:35 p.m.

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

Trustee Lyttle moved and Trustee Merrell seconded,

MOTION: That the Board of Trustees convenes an executive session to discuss personnel and legal matters.

MOTION CARRIED unanimously.

Respectfully submitted,

Vicki Boreing
Board Recording Secretary