BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, MARCH 4, 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, Trustees Bradley S. Barker, III, Brenda Lyttle, and Carol Merrell, and 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; Administrators, Faculty and Staff DeeJaay Beals, James Burghard, Dave Curry, Melvin Hawkins, Roger Findley, Sam Graham, Jeri Griego, Rob McNabb, Leah Noonan, and Roz Schliske; and Legal Counsel Debb Roden

Visitors: Aerin Curtis (*Wyoming Tribune-Eagle*), Bill Dalles (SGA President), Erica Klimt and Samantha Weaver (*Wingspan* Co-editors), and Stacy Sams (Channel 5)

1. **CALL TO ORDER** of the March 4, 2015, Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Ed Mosher

    Board Chairman Ed Mosher called to order the March 4, 2015, Meeting of the Laramie County Community College District Board of Trustees at 7:00 p.m.

2. **MINUTES –** Approval of the February 18, 2015, Board Minutes – Board Chairman Ed Mosher

    Trustee Merrell moved and Trustee Lyttle seconded,

    MOTION: That the Board of Trustees approves the February 18, 2015, Board Minutes as written.

    MOTION CARRIED unanimously.

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

    President Schaffer reported on HB 114 *Wyoming Repeal Gun Free Zones Act* and HB 118 *Education-community college commission budget request* as follows:
    -   HB 114 *Wyoming Repeal Gun Free Zones Act* – Failed on third reading in the Senate. The bill passed the House easily but then was heavily amended in the Senate Education Committee, giving the local boards of trustees the authority of determining gun carry on campus.
    -   HB 118 *Education-community college commission budget request* – Failed for lack of introduction in the Senate. The House amended the bill into a study, and that amended bill languished in the Senate. The hope is the community colleges will be holding conversations with the members of the Joint Appropriations Interim Committee prior to the 2016 budget session to work out a funding model.
    -   Higher Education Endowment Challenge – Senator Eli Bebout amended $5 million out of a $20 million appropriation for the community colleges from a STEM matching fund for the University of Wyoming. The monies will be included in the supplemental budget for the endowment matching program and will be split evenly between the seven community colleges. An additional $15 million is earmarked and will be available for the community colleges next year. President Schaffer explained for Trustee Lyttle that the FY 2016 (second year of the biennium beginning July 1, 2015) supplemental budget will include funds intercepted from the State's portfolio earnings that would typically be added to the State's stabilization (rainy day) fund. In addition, funds from the State's portfolio earnings will also be intercepted at the end of next fiscal year to fund activities in the next biennium (FY 2017 – FY 2018).

- HB 231 *Hathaway scholarships-exceptions from requirements* – Trustee Barker reported the passage of HB 231 amended W.S. 21-16-1308 (b) (iv) (A). The amended language and modifies eligibility relating to high school students who receive a High School Equivalence Certificate (HSEC), clarifies "other good cause," and releases Hathaway Scholarship funds to qualifying HSEC students.

4. **PRESIDENT SCHAFFER'S EVALUATION – <u>EVALUATION INSTRUMENT DRAFT</u> AND <u>TENTATIVE TIMELINE</u>** – Trustee Carol Merrell

   A revised timeline was emailed to the trustees on Tuesday, March 3rd, and a draft of the evaluation survey instrument was emailed to the Board on March 4th. The evaluation survey was compiled by Trustee Merrell and Board Chairman Mosher. Consideration was given to input received from Trustee Erickson and Human Resources Executive Director Kresl-Hotz along with the content of past surveys developed by Cizek and Associates. Trustee Merrell, who chairs the President's Evaluation Ad Hoc Committee, asked that each trustee review the survey and submit corrections or suggestions by Sunday, March 15th. She and Board Chairman Mosher will finalize the survey, which will be distributed to the Board of Trustees, Albany County Campus Ad Hoc Trustee Butch Keadle, and President Schaffer on Wednesday, April 1st. The participants will be given two weeks to complete the evaluation survey, which will be in paper format. Trustee Lyttle asked if consideration had been given to including Student Ex Officio Trustee Carroll as a participant in the survey. Trustee Merrell said she will visit with Mr. Carroll following the meeting about whether he wishes to participate in the survey.

   Hearing no objections from the trustees, Board Chairman Mosher moved the discussion to agenda item No. 7.

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

   In the interest of time and as a courtesy to those faculty present for the program proposal reports, Board Chairman Mosher asked that any Board reports be given at the March 18th Board meeting.

6. **BOARD POLICIES – 1st READING**
   A. Curriculum Development and Approval Policy 2.2 – Feedback Deadline 2/13/15 (Feedback Received) – First Reading – José Fierro

   President Schaffer explained the *Curriculum Development and Approval Policy* 2.2 will be an umbrella policy for three key procedures: *Program Development and Approval Procedure* No. 2.3.1P, *Course Development and Approval Procedure* 2.3.2P, and *Course and Program Termination and Moratorium Procedure* 2.3.3P. President Schaffer clarified for Trustee Erickson that the policy and procedure approval process defined in *Policy Development an Approval Procedure* 1.2.11P dictates new and/or revised policies and procedures are brought to College Council for recommendation of approval following the Council's thorough review of the policy and/or procedure and any feedback received. Regarding procedures, when the Council members are satisfied with a procedure's content, they will recommend approval of the procedure and the advancement of that procedure to President Schaffer for signature. The same applies to policies with the exception that the Council will recommend President Schaffer advance the policy to the Board of Trustees for approval. The policy is then presented on first and second readings to the Board over the course of two meetings. Because of the additional time needed for the Board's approval of policy, a procedure will most likely be approved before the Board approves its corresponding policy. However, the procedure does not become functionally effective until the Board has approved the overarching policy.

   Referring to her earlier statement that she would like the Board to consider a different approval process for new and/or modified programs, Trustee Lyttle proposed a two-step process for the vetting and approval of

new and/or modified programs as follows: 1) first reading by the Academic Affairs and Student Services Ad Hoc Committee that includes an in-depth presentation of the new and/or modified programs, and 2) second reading and final approval by the Board at a subsequent meeting. A recommendation for approval from the Academic Affairs and Student Services Ad Hoc Committee would be presented to the Board for their consideration during the second reading and review. She observed that this two-step process would need to be altered if additional information is needed before the Ad Hoc Committee is comfortable with making a recommendation for approval. President Schaffer stated further, that if additional Board review is needed, the more expeditious two-step process would allow for the additional time needed to make program changes, seek Board approval, and submit the Board-approved programs to the Academic Affairs Council—the next step in the community college system's program approval process.

Trustee Dubois concurred with Trustee Lyttle's proposal, noting further the trustees are welcome to attend the Academic Affairs and Student Services Ad Hoc Committee meetings. President Schaffer stated the meeting's agenda and supporting documents provided to the Ad Hoc Committee members could be sent to the rest of the trustees as well. Because the Board's interest may result in the number of trustees present at the meeting constituting a quorum, Board Recording Secretary Vicki Boreing will ask Troy Rumpf to include the Academic Affairs and Student Services Ad Hoc Committee meeting dates, times, and location in the publication of his monthly meeting notice along with those of the Board's regular meetings and the Finance and Facilities Committee meetings. Trustee Erickson concurred with the two-step process, adding he would have attended the February 25th meeting if he had been aware of the meeting's agenda and the programs being discussed.

President Schaffer said the proposed two-step process can be accommodated and would help expedite the program approval process on campus before it continues onto the Academic Affairs Council, the Wyoming Community College Commission's Programs Team Manager Dr. Joe McCann, the Executive Council (seven community college presidents and Wyoming Community College Commission executive director), and finally the Wyoming Community College Commission. He also pointed out the value of Board committees is helping the Board do the work for which they are responsible much like is facilitated in the Board's Finance and Facilities Committee.

Following discussion concerning Trustee Lyttle's request to include language that identifies the Board's part in the program approval process, President Schaffer stated he will craft some language to add to section 1.0, A. regarding the Board's expectation in terms of vetting and approving new or modified programs.

Trustee Erickson moved and Trustee Merrell seconded,

MOTION: That Board of Trustees has a procedure for a two-step program approval process where new or modified programs are vetted through the Committee prior to being submitted to the Board for approval. That the Committee's agendas, supporting documents, meeting dates, times, and location are shared with the entire Board. And that the Committee forwards a recommendation for approval for the programs the Committee believes are ready for approval at the succeeding Board meeting.

DISCUSSION: President Schaffer clarified that the Academic Affairs and Student Services Ad Hoc Committee is an ad hoc committee, which means the committee may or may not continue to exist. Therefore, the committee's ad hoc status should be considered when making changes to the *Curriculum Development and Approval* Policy 2.2. Board Chairman Mosher offered a friendly amendment asking that the "Committee" be specifically named the Academic Affairs and Student Services Ad Hoc Committee" in the motion. The friendly amendment was accepted by Trustee Erickson and Trustee Merrell.

MOTION WITH FRIENDLY AMENDMENT: That Board of Trustees has a procedure for a two-step program approval process where new or modified programs are vetted through the Academic Affairs and Student Services Ad Hoc Committee prior to being submitted to the Board for approval. That the Academic Affairs and Student Services Ad Hoc Committee's agendas, supporting documents, meeting dates, times, and location are shared with the entire Board. And that the Academic Affairs and Student Services Ad Hoc Committee forwards a recommendation for approval for the programs the Academic Affairs and Student Services Ad Hoc Committee believes are ready for approval at the succeeding Board meeting.

MOTION WITH FRIENDLY AMENDMENT CARRIED unanimously.

POSTSCRIPT TO MINUTES: The Academic Affairs and Student Services Ad Hoc Committee meetings are scheduled as follows:
- Monday, March 23, 5 to 6 p.m., Private Dining Room CCC 178
- Wednesday, April 22, 5:30 to 7 p.m., Private Dining Room CCC 178
- Wednesday, May 27, 5:30 to 7 p.m., Private Dining Room CCC 178
- Wednesday, June 24, 5:30 to 7 p.m., Private Dining Room CCC 178

ADDITIONAL DISCUSSION: President Schaffer explained for Ex Officio Trustee Butch Keadle that duplication of programs has been a Commission discussion item. However, no duplicate programs have been denied; e.g., nursing and the College's pilot welding program. Some discussion is anticipated about the welding programs presented this evening. But worthy of consideration is program demographics, and LCCC's demographics for the proposed welding programs are different from those of Eastern Wyoming College's welding programs. Additionally, students in this area would have to commute to EWC if LCCC did not have a Welding program, and they much prefer a closer-to-home location.

The Board of Trustees agreed to move the Curriculum Development and Approval Policy 2.2 with the suggested revisions to be crafted by President Schaffer forward to the March 18th Board meeting for second reading.

B. Student Discipline Adjudication Policy 3.16 Revised – Feedback Deadline 2/13/15 (No Feedback Received) – First Reading – Judy Hay

President Schaffer explained the comments attached to the revised Student Discipline and Adjudication Policy 3.16 came from consultative feedback and were included with the policy for the Board's consideration. He explained further that comments are rarely received from consultative feedback on policies. However, comments are more often received during consultative feedback on procedures. Those comments are vetted by President's Cabinet, who determine whether a change in the procedure should be made based on the comments received. The consultative feedback process is a communication tool that ensures shared governance exists in policy and procedure development.

In response to Board Chairman Mosher's question on whether or not the College still has trial or pilot courses, President Schaffer stated the College has both trial or pilot courses and programs. From a procedural standpoint the program development process is very comprehensive because, for example, the development of outcomes-based curriculum and alignment of that curriculum with need is required for both pilot and permanent programs.

The Board of Trustees agreed to move the Student Discipline Adjudication Policy 3.16 as revised forward to the March 18th Board meeting for second reading.

C. [Naming of College Spaces Policy 5.5](#) – Feedback Deadline 2/13/15 (No Feedback Received) – Lisa Murphy – First Reading

Trustee Lyttle asked that the words "should" and "shall" be replaced with "will," noting "will" is sufficient for policy language. She also questioned the use of the language "unnecessary stress, undesirable attention." President Schaffer said the intent is, as Board Chairman Mosher explained, to ensure a prospective or active donor's potential interest in the naming of a facility and the significant donation that may accompany that interest does not become main stream knowledge that could generate other pursuit of a donor's financial generosity. Simply stated, the policy language means the College will protect the donor's interest until such time an agreement is reached concerning the donation and facility's naming. If a donor still wishes to remain anonymous, their request must be made in writing. Doing so, allows the Board to have deliberations about gifts and naming in executive session. Any formal action on the deliberations must take place during a public meeting. Trustee Lyttle agreed the language should remain intact and thanked President Schaffer for his explanation.

The Board of Trustees agreed to move Naming of College Spaces Policy 5.5 as revised forward to the March 18th Board meeting for second reading.

Hearing no objections from the trustees, Board Chairman Mosher moved the discussion to agenda item No. 8.

7. **PROGRAM PROPOSALS** – President Joe Schaffer, Academic Affairs Vice President José Fierro

President Schaffer gave an historical accounting of the program development and approval process over the last year-and-a-half that entailed moving to a very structured definition of the parameters and purpose of the College's academic degree and certificate programs. Those definitions are now contained in Degrees and Certificates Policy 2.1 and Procedure 2.1P. http://policies.lccc.wy.edu/2.shtml Also important to the new degree and certificate program development process is General Education Policy 2.2 and Procedure 2.2P. The Academic Standards Committee has undertaken the "rEvolution" of curriculum, developing coherent program pathways so students can see where they start and where they finish their academic certificate or degree program. The Board will hear about 11 such programs this evening and more programs will be brought to the Board over the next months.

Trustee Dubois stated the 11 programs before the Board this evening were discussed in detail during the Academic Affairs and Student Services Ad Hoc Committee (Chaired by Trustee Lyttle) meeting last Wednesday, February 25th. Based on that thorough review, he believed the certificates and programs are ready for the next step in the certificate and program approval process. Trustee Lyttle added that she will bring forward under agenda Item No. 6 a proposed change in Board policy that will state the Academic Affairs and Student Services Ad Hoc Committee review of certificates and programs will serve as first reading. The certificates and programs determined to be ready for approval during the Academic Affairs and Student Services Ad Hoc Committee's first reading will be presented during a subsequent meeting of the full Board on second reading. The second reading will be accompanied by a recommendation from the Academic Affairs and Student Services Ad Hoc Committee to approve those programs the Committee believes have met standards. President Schaffer supported that change in process, which would supplant the historical process of review at a study session and approval during a business meeting.

Academic Affairs Vice President Jose Fierro commended the faculty on their timely and efficient development the program proposal documents, noting the short timeframe in which they had to do so. He also pointed out that a determination has been made from conversations with business partners that providing intermediate credentials has more value for the College's business partners and students who want to be able to demonstrate

a higher skill level and more quickly advance into the workforce. The credits a student earns when completing a certificate will count toward the associates or associates of applied science degrees. All certificates and degrees are connected to occupations within the community. The award of a certificate provides a student with a fast-track credential that can be influential in qualifying that student for a promotion and a higher salary in the workforce.

The following program proposals were showcased for the trustees' information.

A. [Architectural Design AA (*New*)](#)

Vice President Fierro stated the Architectural Design program had an articulation agreement with the South Dakota State University (SDSU) in Brookings, South Dakota, before the program was completed. Mr. Beals worked with the Wyoming chapter of the American Institute of Architects (AIA) and the National Architectural Accrediting Board (NAAB) to create the curriculum, which was not previously offered in Wyoming. Although an architectural engineering program is offered at the University of Wyoming, an architectural design program is not. Upon the program's approval, students with a Hathaway scholarship will be able to complete an Architectural Design Associates of Arts Degree at Laramie County Community College.

Ad Hoc Committee Comments
Trustee Lyttle stated Mr. Beals fully explained the benefits of the College's offering an architectural design associates degree program during the February 25th Academic Affairs and Student Services Ad Hoc Committee meeting and reiterated Mr. Beals comments that the industry has asked for this program.

Comments and Clarifications
-   President Schaffer noted that program graduates will have opportunities to return to the College to assist the College's students. Mr. Beals expounded that upper classmen at SDSU, who graduated from LCCC's Architectural Design Program, will have the opportunity for an internship with one of Cheyenne's architectural firms and also for a one-year adjunct position at LCCC.
-   In response to Board Chairman Mosher's question concerning enrollment numbers, Mr. Beals stated a lot more demand is anticipated as the economy bolsters. The program will start with 12 students, progress to 15, and maybe more.
-   President Schaffer observed the College's building projects have experienced a bottleneck due to delayed architect response because of the extreme workloads the Wyoming architectural firms who qualify for major building projects are experiencing. Trustee Lyttle noted architectural firms are needing architectural design employees in addition to the architectural engineers. Mr. Beals added graduates will be able to perform entry level duties to assist with design projects.
-   Vice President Fierro stated high schools have similar architectural design programs, so the College's Architectural Design Program will be a transitional opportunity high school students who wish to continue in the field of architectural design. When fully aligned with a graduate program, Architectural Design will become a six-year program.

B. [Construction Management AAS (*New*)](#)

Instructor DeeJaay Beals explained that the development of the Architectural Design Program led to the development of the Construction Management Program, and as with the Architectural Design Program, construction managers in the industry helped create the curriculum. The College's Construction Management Program has also been articulated with the South Dakota State University. President Schaffer emphasized the College's Construction Management Program differs from the College's previous Construction Technology (Trades) Program in that the Construction Management Program's curriculum

focuses on management and business rather than labor skills. He also pointed out that both programs have/had unique approaches to their curriculum that are/were specific to each of the program's outcomes.

Comments and Clarifications
- Currently, the curriculum does not have a course or class section where students would be working with construction managers in the field. However, the program does include lectures on management and business duties and tasks. The lectures will be given by construction managers.

C. Cybersecurity AAS (*New*)
D. Cybersecurity Certificate Credit Diploma (*New*)

Homeland Security Program Manager James Burghard and Cisco Technology Instructor Roger Findley highlighted the Cyber Security Associate of Applied Science Degree and Certificate/Credit Diploma programs.

Mr. Burghard stated the Cybersecurity programs were developed, at least in part, to support Governor Mead's initiatives to bring Microsoft, Greenhouse Data, EchoStar, and other industries to the area. As with the Process Technology, HVAC and Refrigeration, and Welding programs, the decision was made to develop a dual credit diploma program. One of the credit diploma programs, Cybersecurity Fundamentals, is a rework of the current Computer Security Certificate Program. The program changes will be vetted through the academic program review process for modification of an existing program. The Cybersecurity Certificate/Credit Diploma program presented this evening will be a second tier program and will be known as the Cybersecurity Professional Certificate/Credit Diploma Program. Cybersecurity is also experiencing a high demand for trained employees. Nationally, the cybersecurity career field has an estimated annual growth of 20 to 30% and is short about 200,000 to 300,000 cybersecurity professionals. Many four-year schools (e.g., American Public University System in Charles Town, West Virginia and Excelsior College in Albany, New York,) are looking for partnerships with two-year schools. During a conference call yesterday, Excelsior College floated the idea of a 90/30 degree credit program—90 credit hours with Laramie County Community College and 30 credit hours with Excelsior College that would award a bachelor's degree in cybersecurity.

Mr. Findley reported on the development of apprenticeships with Greenhouse Data, EchoStar, and Wyoming's military departments (specifically cybersecurity) that will expose students to the technology and cybersecurity professions so they will have a better understanding of which fields of study they want to pursue. The hope is that the well-decided and well-prepared student will experience a seamless transition into a full-time position with one of the apprenticing companies.

Ad Hoc Committee Comments
Trustee Lyttle asked Mr. Burghard and Mr. Findley to explain the simulated community, which she said is a fascinating aspect of the Capstone project. Mr. Burghard stated SANS, a for-profit IT corporation, created a CyberCity that simulates the repercussions of a cybersecurity professional's actions on a scale model of a real world's telephone, lighting, railroad switches, banking transactions, and hospital records management.

Trustee Lyttle shared the atmosphere during the February 25th program presentations was positive, exhilarating, and refreshing. The faculty are thinking ahead, focusing on student needs, and enjoying their work. Vice President Fierro added the faculty are doing tremendous work and that by the end of business on Friday close to 100% of the College's programs will have been reviewed. He emphasized the faculty's superb curriculum work, especially within the last eight months, is worthy of recognition.

Comments and Clarifications
- The Cybersecurity Fundamentals Certificate/Credit Diploma Program requires 23 credit hours (two semesters). The advanced Cybersecurity Certificate/Credit Diploma Program requires 28 credit hours. The Cybersecurity Associates of Applied Science Degree requires 66 hours. Concurrent and dual enrollment will allow a high school student to complete high school with a certificate/credit diploma.
- Trustee Erickson said the program is on the cutting edge—great job. Trustee Lummis added the programs are what community colleges are supposed to be all about—this is wonderful.
- Much interest is already being expressed by LCCC students and by those in the WUE region. About one-fourth of the Microsoft Data Center staff are former LCCC students.
- President Schaffer stated for clarification that Mr. Burghard and Mr. Findley are reimagining an existing program, developing new programs, and packaging these programs so that students can move through them and immediately apply their learned skills to occupations that benefit the industry and themselves. He noted further that many faculty across campus are also developing new programs and modifying existing programs to create pathways for students that are more easily and efficiently navigated. As these new and modified programs are approved, requests for new faculty will be brought forward. President Schaffer continued, saying the work of these faculty and the programs they have produced are very impressive and exciting for the College. He personally thanked the faculty, Dean Hawkins, Vice President Fierro and Crystal Stratton (Academic Standards Committee Co-chair) for bringing the program development, modification and re-design to fulfilment.

E. HVAC/Refrigeration Advanced Credit Diploma (*New*)

Technical Studies Program Development Manager Dave Curry gave some general comments concerning the HVAC and Refrigeration, Industrial Maintenance, Process Technology, and Welding programs, and shared some personal success stories of some of the programs' graduates. He also emphasized the need for students to leave the College with a credential that proves they have successfully completed their training. Cohort training has been introduced that provides a student with trade skills toward, for example, a basic Welding Certificate/Credit Diploma where a student learns in two semesters about welding safety, blueprint reading, and how to do welding. Once the student has earned a certificate/credit diploma, the incentive then is to return to school and earn an associates of applied science degree credential. Another incentive is that the core courses taken to earn a certificate/credit diploma apply toward an associates of applied science degree.

Following Program Development Manager Curry's general comments, the individual instructors explained the purpose, curriculum, enrollments, and growth expectations of their programs.

Vice President Fierro stated the HVAC-Refrigeration Program has been redesigned by Instructor Robert McNabb based on the Process Technology Program, offering a certificate/credit diploma credential and using the cohort system. Students' tuition costs will be paid by an ACT Now grant. Mr. Curry said the HVAC program has been available since fall 2010 and was originally set up as a nine-month certificate or a two-year associate of applied science program. Input from the program's advisory committee clearly indicated a two-year program is too long. In answer to the advisory committee's direction, which represents industry need, an advanced certificate/credit diploma program has been created. Instructor McNabb stated the advanced program picks up where the basic program, already in place, leaves off. Persons hired in the HVAC industry begin their careers as an apprentice. The apprenticeship entails four years of on-the-job training plus 144 hours per year for four years classroom-associated instruction provided by employers. A graduate with a basic certificate is hirable with the skills needed to go to work right away without additional training. This "starts the clock" for on-the-job experience needed for a journeyman's license. The advanced certificate/credit diploma introduces individuals already working in the industry to the advanced concepts and skills of their trade that are needed to complete the associated

instruction in the journeyman field—building automatic systems, light commercial refrigeration as well as residential refrigeration. The advanced program also acquaints students with the vastness of their field and allows them to diversify and move on to the more lucrative HVAC careers. The associate of applied science degree builds on the advanced program certificate/credit diploma as does the advanced program certificate/credit diploma on the basic certificate credential. Mr. Curry stated the College has built a close working relationship with Wyoming's Bureau of Apprenticeship to assure the College's HVAC and Refrigeration program aligns with the apprenticeship route. Additionally, Mr. Curry and the program's industry partners persuaded the City of Cheyenne's Contractor Licensing Board to enter into an agreement with the College, where the training received by a graduate from the HVAC and Refrigeration program will qualify that graduate after three years instead of four years as an apprentice to test for a journeyman's license.

F. Industrial Maintenance Credit Diploma (*New*)

Program Development Manager Curry stated the Integrated Systems Training lab was established at the College in 2005. For the last several years that lab has been a feeder into the Wind Energy and HVAC programs. Industry growth in Eastern Wyoming is requiring skills students are taught in the IST lab. To meet that demand the College has been able to create a certificate from classes already available. Persons benefiting from the training are facilities managers, HVAC technicians, and employees who need a larger, all-inclusive industrial maintenance skill set.

Ad Hoc Committee Comments
Trustee Lyttle observed the training students receive from this program will qualify them for numerous maintenance-related careers and that is impressive, adding she is impressed with the College's ability to serve many people by providing training for numerous career opportunities. Trustee Barker added most of the programs speak loudly for themselves. He was particularly impressed with how the programs are structured to enable student success and to encourage persistence through the program. Also important to students is knowing job opportunities exist in the career areas they are devoting time and money to becoming skilled and credentialed. Trustee Barker was also pleased with the program pathway that does not penalize a student for not having achieved an associates of applied science degree.

Comments and Clarification
-   Program Development Manager Curry stated the College will be in a good position to offer individual courses every semester, so that for example, a student can take an electrical course in the fall and a mechanical course in the spring. Board Chairman Mosher stated the program is designed to meet student needs in a "fashion of time" that cannot be offered in a traditional setting.

G. Process Technology Credit Diploma (PILOT TO PERMANENT PROGRAM)

Program Development Manager Curry said the Process Technology program has been a huge success with about a 97-98% completion and an 80% hire rate. Graduates are being hired by Budweiser in Ft. Collins and Holly Frontier and Dyno Nobel in Cheyenne. Graduates are also being recruited from as far away as Tulsa, Oklahoma. Mr. Curry shared a success story of a returning Army veteran from Afghanistan who sold his car, even though the cost of the course was covered by a grant, so he wouldn't have any bills while he was enrolled in the Process Technology Program. Upon completion of the course and following his interview, Dyno Nobel "picked him up before he left the parking lot." Dyno Nobel and Holly Frontier interview every graduate of the course. After completing 16 weeks (one semester) of training required by the credit diploma program, another graduate relocated to Tulsa, Oklahoma, and was immediately hired. His first paycheck (including overtime) was $3,000 for one week. The Process

Technology Credit Diploma has become a successful career pathway for many students, and that is why a request is being made to move the program from pilot to permanent program status.

Comments and Clarifications
-    Referring to the Process Technology and Welding programs, President Schaffer stated block scheduling assists students in completing the relatively large number of credits they have to attempt each semester. Mr. Curry explained further in answer to the Governor's urging for safety courses in the process technology industry, a cohort model was created where students take courses from 8 a.m. to 3 p.m., Monday through Thursday, for 16 weeks. Case managers interview prospective students so they can advise them on what to expect on the job and ask questions about their comfort level, for example, when climbing a couple of hundred feet in the air and working shifts. The interview process has hugely contributed to the program's and the student's success.

     The Process Technology Program's cohort structure has also been applied to Welding's degree, certificate and credit diploma programs. Sessions are held from 7 a.m. to 12 noon and again in the afternoon. The hope is to have other technology programs adopt these cohort structures.

-    Mr. Curry stated for Board Chairman Mosher that the number of students is locked to the cohort number—19 in Process Technology, which is primarily due to the classroom size. The Welding Program can accommodate 15 students with its 12 booths, because students are involved in different activities such as grinding and cutting.

H.   Welding Technology – AAS (PILOT TO PERMANENT PROGRAM
I.   Welding Technology – Advanced Pipe Welding Credit Diploma (*New*)
J.   Welding Technology – Certificate (PILOT TO PERMANENT PROGRAM)
K.   Welding Technology – Combination Welding Credit Diploma *New*)

     Comments and Clarifications
-    President Schaffer stated when the Board approved the welding pilot program they questioned whether the projected and actual enrollments would be comparable. Mr. Curry stated the enrollment cap is 15 students per cohort start. Without doing any promotional advertising, the cohorts have 15-plus students every semester. The capability for additional enrollments will increase with the opening of the Flex-Tech Building in fall 2016. Welding Instructor Sam Graham explained the certificate/credit diploma program structure consists of two semesters and 41 semester hours to be completed in one year (32 weeks). The first semester includes courses in basic Metal Arc I and II, tungsten arc welding, safety, blueprint reading and welding symbols, and allied cutting processes. The second semester includes courses in metallurgy, advanced metal arc welding, and Pipe Welding I, II, and III along with certification test preparation. Vice President Fierro added Mr. Graham's structuring of the courses will allow for program expansion by running two groups of 15 students at off-setting times (morning and afternoon) and non-competing locations (labs and classrooms) even before the Flex-Tech Building is completed.

Ad Hoc Committee Comments
Trustee Lyttle stated after hearing the program presentation she was very impressed with the program's structure as well as the industry's demands for welding and the artistry of welding.

Board Chairman Mosher asked if a motion to approve the forgoing programs would be more appropriately made at the next board meeting, since this is first full Board's review. He added, however, that he will entertain the Board's pleasure. Trustee Lyttle spoke to the time element involved for program approvals as previously shared, adding she is very comfortable saying the Board can go ahead and vote on them. Trustee

Barker agreed with Trustee Lyttle, as did Trustee Erickson. Hearing no objection Board Chairman Mosher asked for a motion.

Trustee Lyttle moved and Trustee Barker seconded,

MOTION: That the Academic Affairs and Student Services Ad Hoc Committee recommends the Board of Trustees approves the following certificate/credit diploma and degree programs.

1) Architectural Design AA (*New*)
2) Construction Management AAS (*New*)
3) Cyber Security AAS (*New*)
4) Cyber Security Certificate Credit Diploma (*New*)
5) HVAC/Refrigeration Advanced Credit Diploma (*New*)
6) Industrial Maintenance Credit Diploma (*New*)
7) Process Technology Credit Diploma (PILOT TO PERMANENT PROGRAM)
8) Welding Technology – AAS (PILOT TO PERMANENT PROGRAM
9) Welding Technology – Advanced Pipe Welding Credit Diploma (*New*)
10) Welding Technology – Certificate (PILOT TO PERMANENT PROGRAM)
11) Welding Technology – Combination Welding Credit Diploma (*New*)

DISCUSSION: No further discussion was held.

MOTION CARRIED unanimously.

Board Chairman Mosher expressed his appreciation for the dedication and knowledge represented in the program presentations and thanked the faculty for their time and focus on student success in the classroom and in their careers.

Hearing no objections from the trustees, Board Chairman Mosher moved the discussion to agenda item No. 6.

8. **EX OFFICIO TRUSTEE UPDATES** (*Standing Agenda Item*)
   A. ACC Advisory Board Ex Officio – Mr. Butch Keadle

   Mr. Keadle recognized President Schaffer and his family's attendance at the Laramie chamber meeting, stating their presence was very much appreciated. He observed from listening to the program proposals that the College's Cheyenne campus is building a community and is highly connected to the area industries. He said the Albany County Campus is more focused on helping students successfully pursue their degrees but emphasized connecting with industry is a goal for that campus as well.

   Mr. Keadle reported that he and Associate Vice President James Malm met today with Laramie City Manager Janine Jordan to discuss the land purchase. He was pleased to note an appraisal is in process and that the purchase is moving forward. Negotiations of a purchase price below fair market value are ensuing. The next Laramie City Council meeting is April 14th. Mr. Keadle encouraged the trustees to attend in support of the purchase and to address what the ACC can provide in exchange for a negotiated price on the land. (POSTSCRIPT TO MINUTES: The SOAR [Student Organization Achievement Recognition] Banquet is also being held on April 14th. The Dental Hygiene Pinning is scheduled for April 10th at 5:30 p.m.) President Schaffer assured the College will have a representative at the Laramie City Council Meeting. Trustee Lyttle asked for information concerning the Laramie City Council meeting be sent to Mrs. Boreing so she can forward that information to the trustees.

In response to Trustee Erickson's question about when the Board will hold meetings in Eastern Laramie County and Albany Country, the proposed dates are:

- Eastern Laramie County – April 1st or 15th in Pine Bluffs or Burns
- Albany County – May 20th or June 3rd

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

Student Trust Ex Officio Carrol reported:
- Elections for the 2015-2016 Student Government Association's senators will be held Friday, April 24th, and applications are already being received. The 2015-2016 officers will be elected before students leave for the summer.
- The student fee allocation process begins next Tuesday, March 10th. The process should be completed before the end of the semester.
- A paper survey is being conducted on the use of the weight room and gym area. About 40 to 50 students have participated in the survey that involves writing their opinions on a piece of paper posted on a wall. The results will be forwarded to Vice President Hay.

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

At Trustee Merrell's request, Board Chairman Mosher asked that trustee input on this evening's Meet and Greet with administrators be forwarded to him. He also reminded the trustees of the PTK Induction Ceremony tomorrow evening, Thursday, March 5th, at 6 p.m. in the UP Centennial Room.

10. **ADDITIONAL ITEMS** – Information Only
    A. Historical List of Board Motions

11. **NEXT MEETINGS/EVENTS**
    - **March 18 (Wednesday)** – Board Meeting and Dinner: Dinner – 6 p.m. – CCC 178/179; Meeting – 7 p.m. – Petersen Board Room
    - **April 1 (Wednesday) –** Board Meeting and Dinner: Dinner – 6 p.m. – CCC 178/179; 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

None

13. **ADJOURNMENT** of the March 4, 2015, Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Ed Mosher

Board Chairman Ed Mosher adjourned the March 4, 2015, Meeting of the Laramie County Community College District Board of Trustees at 9:20 p.m.

14. **EXECUTIVE SESSION** – *An executive session was not held.*

Respectfully submitted,

Vicki Boreing
Board Recording Secretary