

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, FEBRUARY 18, 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, Carol Merrell, ACC Ex Officio Trustee Butch Keadle, and Student Ex Officio Trustee Keenan Carroll

Staff Present: President Joe Schaffer; Vice Presidents José Fierro, Judy Hay, and Carol Hogle; Administrators, Faculty and Staff Herry Andrews, Candy Ferrall, Jeri Griego, Tim Macnamara, Leah Noonan, and Roz Schliske; and Legal Counsel Tara Nethercott

Visitors: Aerin Curtis (*Wyoming Tribune-Eagle*), Dave Holt (Wyoming Education Association), and Erica Klimt (*Wingspan* Co-editor)

**1. CALL TO ORDER** of the February 18, 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 February 18, 2015, Meeting of Laramie County Community College District Board at 7:01 p.m. and thanked the trustees for attending this evening's Meet and Greet with the College's professional and classified staff.

**2. MINUTES** – Approval of the [February 4, 2015, Board Minutes](#) – Board Chairman Ed Mosher

Trustee Merrell moved and Trustee Lyttle seconded,

**MOTION:** That the Board of Trustees approves the February 4, 2015, Board Minutes as written.

**MOTION CARRIED** unanimously.

**3. REPORTS TO THE BOARD**

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

- 1) SGA (Student Government Association) – Bill Dalles, President; Danielle Kienzle, Vice President/Treasurer

Keenan Carroll stated on behalf of the SGA that the student fee allocation requests are under review and should be finalized by the end of the semester.

- 2) Staff Senate – Candy Ferrall, President; Amy Ehlman, Vice President-Classified Staff; Jodi Weppner, Vice President-Professional Staff; Jennifer Thompson, Secretary; Sarah Smith, Treasurer

Staff Senate President Candy Ferrall shared the College's grounds crew received this month's "Unsung Heroes" recognition this month and were very appreciative of the acknowledgement of their ongoing efforts to keep the campus grounds well-groomed and cleared of snow.

The February 13<sup>th</sup> Crock Pot Cook-off netted \$76.87 in change that will go towards the ESSC/Randy Miller Scholarship fund. Ms. Ferrall thanked Board Chairman Ed Mosher and Trustee Merrell for attending. Board Chairman Mosher stated the crock pot cuisine was delicious and some presentations were atypical of crock pot cooking. First place was awarded to Kim Adams for her Chicken Spaghetti, and Rakhshi Hamid received second place for her White Chocolate and Raspberry Bread Pudding.

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

Faculty Senate President Leah Noonan reported the Faculty Senate are getting close to completing the faculty job description. She also expressed her appreciation for the input received from Academic Affairs Vice President Fierro and President Schaffer during their last meeting. Vice President Fierro also updated the Faculty Senate on the College Council's establishment of a subcommittee to analyze the results of the Noel-Levitz survey and the efforts being made to improve communication.

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

The LCCCEA did not have a report this evening.

#### 4. **PRESIDENT'S REPORT** – President Joe Schaffer

##### A. [Mid-Year Self-Evaluation of FY15 Goals](#)

President Schaffer prefaced his review of his mid-year self-evaluation by attributing much of the progress made on his goals to “the fine folks across the campus.” His self-evaluation specifically identified key folks who were responsible for the progress toward his goals. The mid-year self-evaluation was a commitment made by President Schaffer during his annual evaluation last year.

President Schaffer offered the following in response to Trustee Erickson's questions.

- Brown bag conversations, which were a suggestion by Staff Senate, are open to all employees with no scripted agenda. One was held last semester and was attended mostly by staff. Brown Bag conversations are not regularly scheduled each semester, because the scheduling of these is dependent upon President Schaffer's availability. Three sessions are planned this semester; the first one was held on February 6<sup>th</sup>.
- Inner personal skills and active listening training is in the developmental stages. The approach to the training—individual or group—is being considered. The training would hopefully effect better communication between campus constituents and employee groups, as well as facilitate a positive performance management relationship between employee and employer.
- Job descriptions are required with any hiring, whether the hiring is for a new position or an existing position. Employee recruitment and onboarding starts with an up-to-date job description. This practice forces the review of job descriptions that exist and the development of those that don't exist. The faculty job description on which Faculty Senate is diligently working is also a major factor in bringing the College's job descriptions up-to-date.
- The Academic Standards Committee (ASC) has evolved over the last couple of years and now has the key leadership role in program modifications and curriculum review. The ASC is co-chaired by Crystal Stratton and Terry Harper and is the faculty's voice in curriculum decisions.

Board Chairman Ed Mosher stated President Schaffer's mid-year self-evaluation will play a role in the development of his performance appraisal and asked the trustees to make sure the information with which they have been provided is available for those discussions.

##### B. [Update on University/Student Center Building](#)

President Schaffer stated fitting the University/Student Center building's design within the construction budget has been a struggle. With the focus on the College's student population, a “get it done meeting” was held last Friday, February 13<sup>th</sup>, during which a 9,000 sq. ft. reduction in space was accomplished. He

emphasized that even with the reductions, the design delivers on the promises made to students and the community. Among the changes made were the following:

- The “university” space was moved from the third floor to the first floor. The third floor space vacated by this move is now occupied by laboratories.
- Faculty offices and discreet functions such as counseling are located on the second floor.
- The Board Room located on the second floor was removed from the design.
- The Testing Center was moved to the first floor, so that the entire admissions process is located on the first floor.
- Conference room and assembly space was reduced. However, if the construction bids come back under budget, an alternate bid process may be used to expand these areas.

Trustee Merrell stated she was absolutely amazed at the courteous collaboration that took place during the meeting. She also commented that the Student Health Clinic serves students well from the small space it occupies. Student Ex Officio Trustee Keenan Carroll added students utilize the services and are pleased with the availability of those services on campus. Trustee Erickson observed other opportunities may arise for the expansion of the Board Room. President Schaffer stated no commitment has been made for the freed-up space that will occur with the re-location of offices and services to the new building.

Board Chairman Ed Mosher emphasized the reduction in square footage is not a result of bad planning but rather of a change in the economic and construction environment. President Schaffer added for the record that escalating new construction costs have driven up the University/Student Center’s cost per square foot from \$275 to \$315 and such necessitated a re-evaluation of the building’s size. He also stated the building will still deliver what students need and then some. Trustee Dubois shared that the persons with whom he has spoken are not aware of the building’s square footage and will be delighted that the building’s design is focused on student needs. Trustee Merrell is a member of the University/Student Center Steering Committee, and Trustee Erickson is a member of the Flex-Tech Building Steering Committee.

### C. Legislative Update

Legislative action is being monitored on HB114 *Wyoming Repeal Gun Free Zones Act* and HB118 *Education-community college commission budget request*. As of February 18<sup>th</sup>, neither HB114 nor HB118 were scheduled in the Senate. HB114 will likely be referred to the Senate Education Committee following its introduction. Concerning HB118, copies of a letter signed by each of the community college presidents were delivered to each member of the House and Senate by WACCT Executive Director Steve Bahmer on February 17<sup>th</sup>. The letter cites seven points in support of HB118 as it was originally introduced and states (in brief):

“On behalf of Wyoming’s seven community colleges we are writing to offer some considerations on the likely impact of the amendment to HB118. We view HB118’s proposed statutory change as critical for the future of Wyoming’s economy and your community colleges. The amendment, adopted in the House, substitutes this for a proposed study to develop a funding model for ‘supplemental’ aid to the community colleges.”

President Schaffer noted the following were also included in the letter’s distribution:

- Governor Matt Mead
- Wyoming Community College Commission Chairman Larry Atwell
- Wyoming Community College Commission Executive Director Jim Rose
- UW President Dick McGinity
- WACCT President Walter Wragge and Wyoming Community College Trustees
- WACCT Executive Director Steve Bahmer

He emphasized the community colleges' education partners have been assured the letter was written in response to information released by the Legislative Services Office (LSO) that showed a slightly different picture from that explained in detail in the community college presidents' letter, which was intended to augment the LSO letter's content.

Board Chairman Ed Mosher asked President Schaffer to share the letter with the College's employees, so they are aware of the actions taken by community college presidents to establish a budget process on which community college employees and students can depend. President Schaffer will forward the letter to College Council and ask the members, as their constituent representatives, to share the letter with their colleagues.

#### D. Additional Items

##### Longitudinal Data System

The seven community colleges are forging ahead on establishing a state longitudinal data system with and are working through a comprehensive assessment with Dynamic Campus, a contracted service. The longitudinal data system will have the capability of aggregating data that will provide a community college perspective on what's happening with students in higher education. The establishment of a longitudinal system is a joint Wyoming Community College Commission and community college project and is being funded by monies leftover from a comprehensive IT transition to an upgraded data base. President Schaffer stated for Trustee Lytle that Dynamic Campus will be working with the State's Technology Department of Enterprise Technology Services (ETS) to assure the community colleges' longitudinal system fits with the ETS system. The project scope also includes obtaining input from the State Department of Education (linking to K12) and the University of Wyoming. The Board will be updated when a report is received on the community colleges' educational longitudinal data system project.

For Board Chairman Ed Mosher, President Schaffer stated a Memorandum of Agreement (MOA) for a separate project was implemented with the Department of Workforce Services Research and Planning Division for the singular purpose of tracking student job placement and earnings. Some discussion is being held concerning the Research and Planning Division's ability to provide data only in an aggregate format; is this data beneficial or necessary? A report from Workforce Services has not yet been received.

##### Foundation Operating Agreement

The current three-year Foundation Operating Agreement expires June 30<sup>th</sup>. A six-year agreement with a mandatory review and vote by the LCCC Board and the Foundation Board on the continuation of that agreement after three years is being proposed. The Foundation's investments have generated \$3 for every \$1 invested in Foundation services in terms of scholarships. The transfer of Foundation land to the College and the overall staffing structure will be discussion items as the six-year agreement conversations continue. A draft of that agreement will be brought to the Board in March with a target date for finalizing the agreement during a Foundation Board meeting and a Board meeting in April.

## 5. BOARD REPORTS

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

##### President Schaffer's Annual Evaluation

Board Chairman Ed Mosher and Trustee Merrell serve on the President's Evaluation/Performance Appraisal Committee. Trustee Merrell chairs this committee. Board Chairman Mosher stated another trustee could be added to the Committee.

A tentative timeline for the evaluation process, which will be performed in-house this year, was confirmed following the Board meeting. The following confirmed timeline was emailed to the trustees on February 23<sup>rd</sup> and remains subject to change.

- **On or before Wednesday, February 25<sup>th</sup>** – Trustee questions to be included in the survey used as the evaluation instrument are to be emailed to Trustee Merrell at [mamamerrell@bresnan.net](mailto:mamamerrell@bresnan.net). The questions are to be based on President Schaffer's 2014 goals.  
**March 4th Board Meeting** – The President's Evaluation/Performance Appraisal Committee will provide a draft of the evaluation instrument to the trustees for review and finalization of any changes.
- **March 5-9** – The President's Evaluation/Performance Appraisal Committee will review and finalize the questions to be included in the evaluation instrument.
- **April 7-17** – The evaluation instrument will be electronically distributed to the trustees and President Schaffer.
- **May 6th Executive Session** – The trustees will review the evaluation results. The executive session will be held during the Board's dinner hour in the Board Room. Dinner will be provided.
- **May 20th Board Meeting** – The trustees will consider recommendations for President Schaffer's contract and will set his 2015-2016 goals.

At the trustees' request, President Schaffer's original contract and succeeding amendments to that contract will be emailed to the Board. Board Chairman Mosher again noted the questions are to be appropriate to the eight goals President Schaffer proposed and the Board approved in 2014.

B. ACCT National Legislative Summit – Trustee Bradley Barker

Trustee Barker stated attending the National Legislative Summit (NLS) was a great opportunity for him to visit with other trustees and attend a new trustees academy. He also had an opportunity to join the other trustees in their visit with Congressman Cynthia Lummis. Much of the NLS discussion focused on President Obama's talk about his "promise." A year-round Pell grant was also a common theme of conversation. For Trustee Merrell, who inquired about the year-round Pell grant, President Schaffer explained the Pell grant is a need-based scholarship for community college students. Consideration is being given to re-introducing a summer Pell grant opportunity. Restoring the summer semester option would encourage students to continue pursuing their degrees during the summer months. Board Chairman Mosher added this month's *Trustee Quarterly* has an article on the Pell grant.

Trustee Barker thanked the trustees for the opportunity to attend the NLS and expressed his appreciation for the trustees' help and patience. In response to Board Chairman Ed Mosher's question about Jill Biden's speech, President Schaffer stated that because of the overlap of Jill Biden's schedule with the congressional delegation's schedule, he and Trustee Barker were not able to attend Mrs. Biden's speech. Board Chairman Mosher noted Mrs. Biden is a community college English instructor.

C. Finance and Facilities Committee – Trustees Don Erickson and Carol Merrell

Trustee Erickson stated the Finance and Facilities Committee meetings are now being held at 10 a.m. on the second Wednesday of the month in the Administration and Finance Conference Room. The most recent meeting was held on February 12<sup>th</sup>, during which the following took place or were discussed:

- The trustees operating budget was finalized and subsequently submitted to Budget Coordinator Jayne Myrick.
- The gateway project is nearing completion.

- The signage project should be completed by the end of August with the exception of the signage for the new buildings. Student and employee feedback indicate the new campus signage will be well-appreciated.
- The Flex-Tech Building design and construction are on schedule and within budget.
- University/Student Center discussion focused on student needs and options for reducing the square footage.
- The financial reports presented no concerns.

Trustee Erickson moved and Trustee Merrell seconded,

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

- a. [February 2015 Current and Auxiliary Fund Balance Sheet Reports](#)
- b. [FY 2015 Current and Auxiliary Fund Budget Reports](#)
- c. [Contracting and Procurement Report](#)

**MOTION CARRIED** unanimously.

## 6. APPROVAL ITEMS

- A. [First Interstate Bank Resolution](#) – Administration and Finance Vice President Carol Hoglund

Vice President Hoglund said the resolution allows the persons named in the resolution to invest funds for the institution. She clarified the resolution for the College's depositories the Board annually approves does not include signatories for its investments.

Trustee Dubois moved and Trustee Erickson seconded,

**MOTION:** That the Board of Trustees approves the Resolution designating First Interstate Bank as a depository for the funds of the Laramie County Community College District and authorizing those persons named in the Resolution to establish investment accounts on behalf of Laramie County Community College in accordance with Laramie County Community College Investment Policy, Wyoming State Statutes and Administrative Procedures. The persons named in the resolution are Edwin M. Mosher, Don Erickson, Carol J. Hoglund, and Harold E. Andrews.

**DISCUSSION:** Trustee Erickson asked that the four persons identified as signatories in the resolution be listed in the motion.

**MOTION CARRIED** unanimously.

## 7. EX OFFICIO TRUSTEE UPDATES (*Standing Agenda Item*)

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

Mr. Keadle shared his perspective on the conversations held during a January 23<sup>rd</sup> lunch meeting with UW President McGinity, UW Vice President of Student Affairs Sara Axelson, UW Vice President for Academic Affairs David Jones, UW Interim Associate Provost/Professor Alyson Hagy, ACC Associate Vice President James Malm, and President Schaffer. He believed the discussion did not indicate the University is interested in moving the project to the Level II planning stage, which would be necessary to move forward with the UW/ACC building project. Mr. Keadle stated UW Trustee Warren Lauer, who passed away in October 2014, was a strong supporter of the Albany County Campus and Laramie County Community College. He stressed the need for Mr. Lauer's successor to have the same commitment to the ACC and LCCC. President Schaffer said nominations for Trustee Lauer's position will be submitted to Governor Mead's office, who will make the appointment.

Mr. Keadle also spoke to another opportunity for the ACC expansion—the Crystal Court property of four lots at four acres each for a total of 16 acres on a cul de sac. Another property located next to the ACC’s current location was under consideration. However, Spradley-Barr had previously expressed an interest in that parcel.

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

Mr. Carroll stated the SGA and the ITS Department are working together to assure online students have the same support as on-campus students and to encourage students to access EaglesEye, which serves as the central depository of information. The SGA will be developing a survey to learn what students believe will improve the EaglesEye site’s navigation and content.

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

At Trustee Merrell’s suggestion that the Meet and Greet with professional and classified staff be valued, Board Chairman Mosher asked the trustees to email him comments they deem appropriate. He will ask a trustee ad hoc committee to review the comments and provide some general feedback on any comments they found insightful and positive.

**9. ADDITIONAL ITEMS** – Information Only – Board Chairman Ed Mosher

Board Chairman Ed Mosher noted the PTK induction ceremony will take place on March 5<sup>th</sup> at 6 p.m. in the UP Centennial Room and encouraged the trustees to attend. President Schaffer said Jeff Shmidl and Maggie Swanger are PTK co-advisors and Arshi Rizwani-Nisley, who just completed her doctorate, is the PTK Regional Coordinator.

A. Board Correspondence

- 1) [Maggie Swanger](#)
- 2) [Matt West](#)
- 3) [Ami Wangeline, Zach Roehrs, Clint Reading](#)

Board Chairman Mosher stated the correspondence received is an indication of the valuable education being delivered by the College’s faculty to its students. President Schaffer suggested the trustees send a personal note of appreciation to these faculty.

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

**10. NEXT MEETINGS/EVENTS**

- **March 4 (Wednesday)** – Trustees’ and Administrators’ Meet and Greet – 5:30 to 6:30 p.m. – CCI 130
- **March 4** – Board Meeting and Dinner -- For those not attending the Trustees’ and Administrators’ Meet and Greet, dinner will be at held at its usual time of 6 p.m. in CCC 178/179. The Board Meeting will follow at 7 p.m. in the Petersen Board Room.
- **March 18 (Wednesday)** – Board Meeting and Dinner: Dinner – 6 p.m. – CCC 178/179; Meeting – 7 p.m. – Petersen Board Room

**11. 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

**12. ADJOURNMENT** of the February 18, 2015, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Ed Mosher

Board Chairman Ed Mosher adjourned the February 18, 2015, Meeting of the Laramie County Community College District Board of Trustees at 8:40 p.m.

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

Respectfully submitted,

Vicki Boreing  
Board Recording Secretary