

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, APRIL 15, 2015, ROOM CCI 130, CENTER FOR CONFERENCES AND INSTITUTES, LARAMIE COUNTY COMMUNITY COLLEGE

Board Present: Vice Chairman Bill Dubois, Treasurer Don Erickson, and Trustees Bradley S. Barker, III, Brenda Lyttle (by conference phone), and Carol Merrell, ACC Ex Officio Trustee Butch Keadle and Student Ex Officio Trustee Keenan Carroll

Board Excused: Board Chairman Ed Mosher and Secretary Christine Lummis

Staff Present: President Joe Schaffer; Vice Presidents José Fierro, Judy Hay, and Carol Hoglelund; Faculty and Staff Members Candy Ferrall, Meghan Kelly, Jayne Myrick, Leah Noonan, and Roz Schliske; and Legal Counsel Tara Nethercott

Visitors: Aerin Curtis (*Wyoming Tribune-Eagle*), Bill Dalles (SGA President), Erica Klimt and Samantha Weaver (*Wingspan* Co-Editors), and Jessica Dawkins (*Wingspan* Online Editor)

**1. CALL TO ORDER** of the April 15, 2015, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Ed Mosher

Vice Chairman Bill Dubois called to order the April 15, 2015, Board Meeting of the Laramie County Community College District Board of Trustees at 5:59 p.m.

**2. MINUTES** – Approval of the [March 18, 2015, Board Minutes](#) – Board Chairman Ed Mosher

Trustee Merrell moved and Trustee Barker seconded,

**MOTION:** That the Board of Trustees approves the March 18, 2015, 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

SGA President Bill Dalles reported:

- The Service Committee is helping organize the annual Mud Run that will be held on May 2<sup>nd</sup>. Registration begins at 11 a.m. at the location of the Mud Run.
- SGA will participate in the Spring Clean Fling on April 29<sup>th</sup>.
- SGA elections will be held on Monday, April 27<sup>th</sup>. So far, 20 students have submitted applications. The SGA would like to receive as many as 30 applications so will accept applications after the Friday, April 17<sup>th</sup>, deadline.
- The Diversity Committee is participating in “Love Your Melon,” to raise monies for brain cancer awareness by selling caps and scarves.
- The Outreach Committee is organizing a Retreat Day for SGA Senators on May 6<sup>th</sup>.

- 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 reported:

- The annual Professional and Classified Staff Retreat will be held on June 11<sup>th</sup>. The Staff Senate is in the process of confirming speakers for the retreat.
- The annual Employee Recognition Awards and Reception will be held Friday, May 1<sup>st</sup>, at the Plains Hotel.
- Elections for 2015-2016 Staff Senate representatives will be held in May. So far, no interest has been expressed. With the prospect of no Staff Senate representation, next year may be spent re-evaluating the purpose of Staff Senate and determining if Staff Senate is providing a service for the College.

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

Faculty Senate President Leah Noonan reported:

- The final draft of the faculty job description has been distributed to faculty. The only comments received so far have been positive. Vice President Fierro should receive the final draft by Friday, April 17<sup>th</sup>.

In response to the possibility of Staff Senate disbanding, Ms. Noonan said she was concerned that the Staff Senate may be dissolved.

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

LCCCEA President Meghan Kelly reported:

- She attended the Wyoming Education Association (WEA) delegates' assembly over the weekend and enjoyed networking with faculty from other community colleges. The delegates agreed the following should be added to the Education Association lobbyists' legislative agenda:
  - o Add a need-based scholarship at the state level to help augment the Hathaway Scholarship for students who want to pursue one year of a technical program but do not meet the merit level of the scholarship.
  - o Address what happens with disability resources at the post-secondary level. Currently, K-12 is reimbursed dollar for dollar. The WEA delegates would like higher education to have the same reimbursement.
- Changes in the dues structure will allow payment of quarterly dues for members at the state level. Adjunct professors may become members at a lower fee and would still have professional staff development opportunities.
- President Kelly hopes to attend a higher education summit in Jackson in July. The EA legislative platforms and education employee wages will be among the summit topics.

4. **FY 2016 BUDGET** – 1<sup>ST</sup> READING – Administration and Finance Vice President Carol Hoglund, Budget Director Jayne Myrick

The Board was presented with a comprehensive review of the FY 2016 budget. The FY 2016 budget strikes a balance between fiscal conservancy and aggressive investment and represents a collaborative and collective effort across campus. President Schaffer reported on the budget process, the funds available from the State and institutional context, and the distribution of those funds. Vice President Carol Hoglund shared information about the individual fund budgets. Total FY 2016 budget is \$118,516,676. The highlights were:

- The College's budget process, which includes a Budget Process Advisory Committee and a Budget Resource and Allocation Committee made up of administration, faculty, and staff members, is in its fourth year. The processes are inclusive and transparent and guide the allocation of the College's resources as directed by student needs and the College's strategic plan goals.
- At the State level, the College will receive legislative allocations that will include one-time enrollment growth funds of \$1.4 million (\$3 million for the biennium). LCCC's continued improvement rate in course completions will net the College an additional \$364,300 in State aid.
- The College will receive 100% of the funds necessary to cover the .75% retirement increase.
- The Wyoming Community College Commission, who has sole authority for tuition increases, voted to not raise tuition, an action supported by the College.
- No State monies were allocated for pay increases for this fiscal year. The two percent pay increase received in FY 2015 was funded for the biennium; i.e. through FY 2016.
  - o Additional conversation was held concerning pay increases. Governor Mead does not support a salary increase because 1) consistent salary/position data cannot be obtained from the seven community colleges and 2) community colleges have been giving pay adjustments from internal allocations. Concern among the community colleges has been expressed that if a salary increase is again funded internally, the Legislature may be persuaded that the community colleges do not need State appropriations to fund salary increases. President Schaffer noted that LCCC was able to give a 2% pay increase for FY 2015 because of operating budget cuts and increased efficiencies. So far, the community colleges are varying in their proposals for increasing salaries for FY 2016. The options being considered so far are:
    - Across-the-board adjustments of 1% (\$230,000 impact to LCCC's budget), 2%, or 2.5% Cost of Living Adjustment (COLA) – The adjustment would help to offset significant increases in insurance rates, which will range from 14% to 15%.
    - Market or equity adjustments and educational advancements
    - One-time bonus of \$500 or incentive bonus of 1% – Every LCCC employee plays a role in the enrollment and retention of students. The 1% incentive would be distributed at the end of the fiscal year and would be dependent on increased completion rates. Increased completions would likely result in increased retention and enrollments, which would be accompanied by additional tuition revenue not previously modeled that could be used to cover the cost of the 1% incentive.
    - Past practice has been that the Wyoming Community College Commission does not address or request consideration of community college compensation plans.
- Local appropriations are estimated to be up by 10% (\$473,625) for FY 2016. However, the College will lose \$500,000 from the State due to a negative recapture, so these funding mechanisms result in a wash.
- From an institutional context, the College has \$2.5 million from new and reallocated funds. Of those funds, \$1.4 million (State appropriations) will be treated as one-time only monies; \$1.6 million will come from reallocated funds. The internal funds available will be reduced by \$573,092, a result of the net reduction in external funding.
- Distributions from the One Mill Fund will be budgeted for maintenance, innovation funds, Eastern Laramie County/Pine Bluffs, facilities planning, employee development, and equipment repairs and replacement. Among the Operating Fund distributions, five new positions (three faculty and two staff) and construction expenses for the Flex-Tech Building and University/Student Center will be funded. In addition, a new Children's Discovery Center classroom and the Center for Conferences and Institutes audio-visual project expenses will be paid out of the Auxiliary Fund. The Operating Reserve will have a balance of \$250,000.
- New to the budget process is the inclusion of vacancy replacement savings of \$450,000. The upfront inclusion of the savings allows the College to budget these monies in the best interest of the College's needs instead of spontaneously finding ways to spend excess vacancy savings at the end of the fiscal year.

The \$450,000 was calculated from the percentage of vacancy savings occurring in each of the last ten years. The 1.4% (\$450,000) is conservative based on the 10-year calculation of 3%.

- Changes in the technology fee structure will replace the high tech and online course fees with a Student Technology Fee and a Technology Infrastructure Fee, both mandatory fees. The Student Technology Fee will be charged at \$14/credit hour up to a total of 12 credit hours (capped) and will be used to cover the costs of those technologies that directly touch students or technologies that directly support the work performed by employees to assist students. The Technology Infrastructure Fee will be charged at \$9/credit hour up to a total of 12 credit hours (capped) and will be used to cover the costs of the technology infrastructure required to support, and demanded, by students. Because technology is no longer exclusively used by students taking online courses, all students will be assessed both of the new mandatory fees. The proposed capped fee structure received favorable comment from SGA and approval by President's Cabinet and College Council. The previous fee structure was high-levied on every credit hour with no cap.
- Annualized enrollment history shows enrollment is flat or slightly up for this spring semester. Changes in the energy industry and the good work of faculty and staff may be attributed to the positive trend.
- The FY 2016 expenditures by program show decreases in Instruction, Public Service, Academic Support, and Institutional Support. The decrease in Instruction expenditures is due to not investing all of the enrollment growth funds in the instructional area, to changes in enrollments, and to a reduction in adjunct faculty retirement funds. President Schaffer emphasized the overall reductions are a result of shuffling expenditures and not a trend.
- Student Services, Operations and Maintenance, and Scholarships expenditures were increased. The Student Services budget was increased to cover faculty costs for College-driven, student activities that were previously paid from student fee revenues and allocated by the Student Activity Fee Allocation Committee (SAFAC). The request to have these costs paid from the College's operating budget was made by the students. Also contributing to an increase in the Student Services budget are the costs associated with Title IX training.
- Worth noting is the percent change from FY 2012 through FY 2016 that shows all program area expenditures increased with the exception of Academic Support, which decreased only .39% during this timeframe.
- The Wyoming Retirement System directed that the College cannot offer retirement benefits to adjunct faculty, which had been a past practice. Therefore, the College will no longer do so. However, monies are still budgeted to cover the retirement contribution commitments already made.
- Budget requests and allocations are aligned with the College's Strategic Plan goals and Key Performance Indicators (KPI). In line with the College's commitment to the Complete College America and Complete College Wyoming agendas, 43% of budget allocations is going towards Goal 1: Increase High-Value Credentials. Budget allocations by KPI also support the completion agendas with the greater percentage of allocations invested in academic preparation, transfer preparation, and student participation and achievement (enrollment, recruitment, completions).
- The Physical Education (PE) Building and Ludden Library Learning Commons projects were authorized by the 2015 Legislature. No State funds were requested for these projects in the authorization process. The Ludden Library Learning Commons project has increased in size, so a new Level I plan reflecting the expansion is under development. The PE Building project's construction costs will need to be funded by Foundation revenues, by raised monies, and/or by internal allocations, such as one-time funds. Other revenue sources are also being sought but are not modeled in the FY 2016 budget. Key to the PE Building project is the hiring of a Director of Athletics and Campus Recreation, which is currently in process, requesting bids, and determining if the College has the necessary staff resources and time to take on another major construction project. The PE Building expansion will need to be initiated within one year following the Governor's signing of the bill into effect that authorized the project, which was in April.
- Level I plans are being developed for a residence hall to include a new facility for the Children's Discovery Center, and a Fine and Performing Arts Building. All of the aforementioned Level I plans and the new

Ludden Library Learning Commons Level I Plan will be brought to the Board for a first reading on May 6<sup>th</sup>. Following Board review on May 6<sup>th</sup> and approval on May 20<sup>th</sup>, the Level I plans will go to the Wyoming Community College Commission in June, to the State Building Commission in October, and to the Legislature in 2016. (POSTSCRIPT TO MINUTES: The May 20<sup>th</sup> Board meeting was moved to May 27<sup>th</sup>.)

- All construction projects require legislative approval. State funding will be requested for two of the projects, the Ludden Library Learning Commons and the Fine and Performing Arts Building, which will also require legislative approval and Level II plans.
- The Wayfinding project received five bids. The bids range in cost from \$320,000 to \$580,000. More information is being sought on bids that were deficient. The project's first phase should be finished by the end of August. Monies for this project are included in the FY 2016 budget.
- Innovation funds of \$100,000 are included in the Instruction area budget.
- The Project Management Coordinator position, although becoming more prevalent in universities and community colleges around the nation, is not found in the other Wyoming community colleges. A business analyst position, which sometimes includes duties of a project management coordinator, does exist in a couple of Wyoming's community colleges. The position will be categorized as professional staff.

At Trustee Erickson's request, the PowerPoint presentation was emailed to all those who receive the Board's agenda. Trustee Erickson was also mailed a hard copy of the Fine and Performing Arts Building prospectus prepared by Interim Dean of Arts and Humanities Nicole Bryant. A budget update will be given during the May 20<sup>th</sup> Board meeting. (POSTSCRIPT TO MINUTES: The May 20<sup>th</sup> Board meeting was moved to May 27<sup>th</sup>.)

Trustee Erickson stated he attended the February 3<sup>rd</sup> President's Cabinet and March 27<sup>th</sup> College Council meetings and found the budget discussions during these meetings to be very informative and requested the opportunity to do so again next year.

## 5. PRESIDENT'S REPORT – President Joe Schaffer

President Schaffer reported on the following:

- A. The marquees at the east and west entrances of the campus need to be replaced. The marquees are experiencing more and more down time and replacement parts and software upgrades are no longer available for the models now in place. President's Cabinet recommended replacing both marquees with two new LED models at a cost \$75,000. The Wyoming Department of Transportation (WYDOT) will need to approve the new marquees because of their location on a state highway. Once approved, a recommendation will be brought to the Board for their purchase.
- B. Cheyenne Frontier Days has approached the College with a unique educational sponsorship opportunity. Sponsorship details are being finalized. The sponsorship's value will be reviewed after one year.
- C. The Woodhouse, Roden, and Nethercott contract is nearing expiration. President Schaffer recommended exercising the one-year renewal option.

## 6. BOARD REPORTS

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

Because President Schaffer's evaluation had not been completed by all trustees and the requested deadline for submitting their evaluations is today, Trustee Merrell reminded the trustees to please do so as soon as possible. The evaluation results will be reported during an executive session on May 6<sup>th</sup>.

Trustee Erickson reported he attended today's WACCT meeting by conference call. Discussion was held concerning the search for a new executive director and whether the position should be split into two separate positions—one position would deal with the Legislature and a second position would deal with

other education and management needs of the community colleges. The WACCT voted unanimously to continue the search for one position. Also discussed was whether or not to hold the annual community college summit scheduled for October or postpone it for a year to give the new executive director time to become familiar with the community colleges and their legislative platforms. A motion was made to hold the summit this year but failed with a six to four vote.

B. Finance and Facilities Committee – Don Erickson, Carol Merrell

Trustee Erickson, Trustee Merrell, and Board Chairman Mosher attended the April 8<sup>th</sup> Finance and Facilities Committee meeting, which lasted two hours. The full and informative agenda included building forward updates, the wayfinding project's bid opening results, University/Student Center and Flex-Tech Building project updates, Fine and Performing Arts Building task force update, and investment procedure changes.

Trustee Erickson moved and Trustee Merrell seconded,

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

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

**MOTION CARRIED** unanimously.

**7. BOARD POLICIES – 1<sup>st</sup> READING**

A. [Board Committees Policy 1.2.6 Revised](#) (No feedback) – President Schaffer

President Schaffer stated the Board reviewed a draft of this policy prior to its being processed through President's Cabinet, consultative feedback, and College Council. The Board requested no changes to the policy as presented. Trustee Erickson asked if the policy could be considered for approval by the Board this evening, since it had been previously reviewed. Counsel Nethercott advised doing so would not be a prudent course. The policy will be brought back to the Board for a second reading and request for approval during their May 6<sup>th</sup> meeting.

B. [Student Account Automatic Payment Plan Policy 4.11](#) (No feedback) – President Schaffer

The Board made no changes to the policy that will be presented again on second reading during their May 6<sup>th</sup> meeting.

**8. APPROVAL ITEMS** – No approval items

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

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

Mr. Keadle reported on the presentation given by Associate Vice President James Malm to the Laramie City Council last evening. Board Chairman Mosher and Trustee Erickson also attended the Council meeting. The presentation focused on the acquisition of land adjacent to the Albany County Campus (ACC) and was well-received. Board Chairman Mosher and Ex Officio Trustee Keadle made supporting comments and two ACC staff members and two ACC students gave testimonials. Mr. Keadle stated in response to President Schaffer's question, that no other ACC Advisory Board members other than himself attended the Council meeting. Land appraisals are being conducted by an appraiser hired by the City of Laramie. Once completed, the ACC and the City of Laramie will enter into discussion about a fair

exchange of land for services. Mr. Keadle said Councilman Hanson observed from the College's "Building Forward" plan that the expansion of the Albany County Campus is behind schedule and stated he hoped preparations are being made to look at options to move forward with the expansion. President Schaffer stated two options were considered for the Laramie campus expansion. One was on the University of Wyoming campus and a second was on the current site. The UW option was thought to be the most viable and is still very much "on the table." However, the University's funding request for a Level II study was not approved by the Legislature, so the forward movement of that option stalled. President Schaffer also noted that the College's "Building Forward" plan has a timeline through 2020, so the deadline for completing projects including the Albany County Campus expansion is five years away.

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

Mr. Carroll stated presentations for requests of student activity fee funds are finished. The Student Activity Fee Allocation Committee (SAFAC) will deliberate on the allocations for student organizations next Friday, April 17<sup>th</sup>.

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

Vice Chairman Dubois called for new business and hearing none moved on to agenda item No. 11.

**11. ADDITIONAL ITEMS – Information Only**

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

**12. NEXT MEETINGS/EVENTS**

- **May 6 (Wednesday)** – Board Meeting and Dinner/Executive Session (President Schaffer's Evaluation): Dinner – 6 p.m. – Petersen Board Room; Meeting – 7 p.m. – Petersen Board Room
- **May 20 (Wednesday)** – Board Meeting and Dinner: Dinner – 6 p.m. – CCC 178/179; Meeting – 7 p.m. – Petersen Board Room

The following dates have been added to these minutes.

- **June 3 (Wednesday)** – Board Meeting and Dinner: Dinner – 6 p.m. – CCC 178/179; Meeting – 7 p.m. – Petersen Board Room
- **June 17 (Wednesday)** – This Board meeting will be held as a joint meeting with the LCSD No. 2 Board and Superintendent in Eastern Laramie County. More information will follow.

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

Vice Chairman Dubois called for public comment and hearing no requests moved to agenda item No. 14.

**14. ADJOURNMENT** of the April 15, 2015, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Ed Mosher

Vice Chairman Bill Dubois adjourned the April 15, 2015, Board Meeting of the Laramie County Community College District Board of Trustees at 7:55 p.m.

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

Prior to the adjournment of the April 15, 2015, Board Meeting of the Laramie County Community College District Board of Trustees,

Trustee Merrell moved and Trustee Erickson seconded,

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

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

Respectfully submitted,

Vicki Boreing  
Board Recording Secretary