



LARAMIE COUNTY
COMMUNITY COLLEGE
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MEMORANDUM

TO: Members of the Board of Trustees

FROM: Ed Mosher, Board Chairman

CC: Dr. Joe Schaffer, President

DATE: April 6, 2016

SUBJECT: Board Meeting Schedule Options

During our last Board meeting, I promised to give consideration to the proposal to re-examine the structure and frequency of Board meetings. These are possible considerations impacting LCCC Board meeting schedule:

- First, the Board's meeting schedule should be designed to meet the Boards responsibilities and role.
- Second, the schedule should facilitate the ability of Trustees to attend and fulfill their individual responsibilities as Board members.

Currently the Board meets on the 1st and 3rd Wednesdays of the month with exceptions to this schedule normally occurring in January, July, August, and December.

January often has had only one meeting given the holidays and College in-service. Board members are often on holiday during the first week of January. Additionally, with administration and staff are typically busy preparing for semester start-up. Board members often attend in-service segments to better understand College programing. One meeting in January has worked well. A few times we have held a retreat in January.

February holds significant activities for the Board. The legislature is in session or starting in February. Trustees are busy advocating for/against bills impacting the College and how it serves students. During Budget legislative sessions, activity surrounding operational funding and capital construction are intense. Additionally, the WCCC has a quarterly meeting and meets at dinner or a luncheon meeting with the local board. WACCT also has its annual statewide meeting, which includes the recognition/legislative reception, educational seminars, visiting legislature and with individual legislators. The National Legislative reception sponsored by ACCT also occurs either late January or first part of February with ideally attendance of one or two local trustees to visit Congress. Even with all these activities there are still typically two Board meetings in February.

In March we catch our breath and typically have two board meetings and/or one regular board meeting and a retreat as occurred this past year.

In April it is normal to have two board meetings, although this year we will only have one board meeting. In part, choice was made given conflicts, such as SOAR banquet at which Board should be in attendance. Also, WCCC and WACCT will be meeting in Rock Springs somewhat in conflict with our 3rd Wednesday of the month meeting. The Board will also be involved with Master Plan update with potential meetings.

May 2016 is scheduled to have two board meetings, even with commencement activities on May 14th and multiple other pinning or graduation ceremonies. The Board will also be involved with Master Plan update with potential meetings.

In June we have typically had two meetings as scheduled this year. The budget approval occurs during the June 29th meeting. WCCC June 1st and WACCT meetings. This year we also have committed to attend GISS meeting on June 2nd and 3rd at Casper College. Board will also be involved with Master Plan update with potential meetings.

In July we typically have one meeting. Master plan approval will be topic.

August has traditionally had just one meeting, or no meeting at all. If held, this year it is scheduled for August 17th. Board members often attend fall in-service meetings at the end of August.

September we normally have two meetings as scheduled for this year.

October is a very busy month typically with two board meetings. Additionally, the WCCC, WACCT, WACCT Summit, and ACCT have meetings.

November has been a bit variable, with one or two meetings often depending on when Thanksgiving falls. The timing of the meetings is also considered when it is an election year.

December has traditionally had one meeting. On election years this requires swearing in of new members and election of Board officers. On non-election years the Board elects officers at its December meeting.

The general overview of past, present and future board meetings should help in our determination of future board meeting schedule. I hope that my analysis above has provided some assistance for you.

I would recommend the following in order to perform the Board's functions:

Recommendation A:

The Board will schedule one board meeting per month to be held on either the 1st or 3rd Wednesday, whichever is better to facilitate Board business. We would keep the current structure with meeting nights beginning with dinner at 5:30 p.m., followed by a 6:00 p.m. Trustee Development/Learning topic, followed by a 7:00 pm call to order. The meeting would have both work session items and approval/business items as is typical now. To accommodate this, I suggest we try to set meeting schedules six months in advance so people can plan.

Additional, Board meetings and retreats may be scheduled as needed and called by Board chair and president. The Chair, in working with the Board and president will arrange for a spring and fall retreat. I suggest we do one in March as we did this year to facilitate budget considerations as well as new trustee orientation (if needed), and one in August or September. We could always hold an additional retreat in January as well if needed.

Committees – I suggest that we keep Facilities and Finance as a standing committee that meets once per month. We would also have our ad hoc committees for student and academic affairs, evaluation and improvement, and I might even suggest one for employees and compensation. The ad hoc committees would meet as necessary to help facilitate and expedite Board business. This way the committees can be the first step in the vetting and approval processes, and then the next Board meeting would serve as the second and perhaps final approval step. We'll be able to keep work flowing, but only call these committees as needed.

Recommendation B:

Continue as currently scheduled and allow the "new" board elected in November to establish general guidelines for board meetings.

If the Board should adopt Recommendation A above, I suggest we direct the president to draft a recommended schedule for Board meetings for the remainder of FY16 through FY17.