

SPECIAL BUSINESS MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY
COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, DECEMBER 9, 2015,
PETERSEN BOARD ROOM, ADMINISTRATION BUILDING, LARAMIE COUNTY COMMUNITY COLLEGE

Board Present: Board Chairman Ed Mosher, Vice Chairman Bill Dubois, Treasurer Don Erickson,
Secretary Christine Lummis, and Trustee Carol Merrell

Board Excused: Trustees Bradley S. Barker, III, and Brenda Lyttle

Staff Present: President Joe Schaffer; Vice President Rick Johnson and Executive Director Tammy Maas;
Administrators and Staff Members Dave Curry, Sabrina Lane, Tim Macnamara, Dorothy Moen,
Jayne Myrick, Jamie Spezzano, Victoria Steel; and Legal Counsel Tara Nethercott (by phone)

Visitors: None

1. CALL TO ORDER of the December 9, 2015, Special Business Meeting of the Laramie County Community
College District Board of Trustees – Board Chairman Ed Mosher

Board Chairman Ed Mosher called to order the December 9, 2015, Special Business Meeting of the Laramie
County Community College District Board of Trustees at 11:08 a.m.

2. APPROVAL ITEMS

A. [Purchase and Installation of New Auto Body Paint Booth](#) – Grants and Special Projects Director Victoria
Steel; Administration and Finance Vice President Rick Johnson; and Technical Studies Director Dave Curry

Trustee Merrell moved and Trustee Erickson seconded,

MOTION: That the Board of Trustees approves LCCC to contract to purchase and install a new paint booth
and remove the existing paint booth.

DISCUSSION: Trustee Erickson asked for an update on why the special meeting is being held to approve
the two agenda items. President Schaffer first thanked the trustees for taking time out of their busy schedules
to attend the special business meeting and apologized for not having apprised them earlier of the action item
requests. He explained the agenda items before them have been in process for quite a while and their
approvals are now time sensitive. He then introduced Grants and Special Projects Director Victoria Steel
who was asked to share the paint booth's approval process to date.

Ms. Steel summarized the long sequence of events leading to the approval request for the paint booth's
purchase and installation. The purchase process began with a request for one-time funds during the annual
budget process. The purchase would have consumed one-half of the available funds for the fiscal year and
therefore a recommendation was made to pursue other funding sources. So, another option was sought—
the use of Perkins funds—which have generously funded the College's Career and Technical Education
programs. Perkins funding requires several steps for a purchase of this size. Those requirements included:

- The Perkins five-year plan had to be amended.
- An application for the funds had to be submitted to the Department of Education
- The allowable expenditures under the Perkins federal and State guidelines had to be determined. The
State Department of Education seeks to maximize the impact of Perkins funds by targeting their use for
truly modernizing programs.
- Finally, federal approval of an acquisition this large had to be sought.

Having completed these steps, a one-time request was again submitted for one-time funds along with
notification that additional funding had been secured. Fortunately, because cost savings occurred during the

one-time funds allocation process, funds were still available. An engineer was then consulted to determine the project's scope of work along with construction (infrastructure) and equipment expense. Perkins will fund equipment but not infrastructure. So, after a long, convoluted process, a speedy bid award was pursued, so that bidders will be able to use this year's costs in obtaining the equipment; the Perkins requirement that the paint booth benefit students this program year, and plans can be made to install the booth with minimal class interruption could be met. With that intent, the bid opening will be held Thursday, December 10, at 3 p.m. and the bid award will occur on Friday, December 11, to the most responsive, low bidder.

Board Chairman Mosher acknowledged the complexity of the purchasing process for the paint booth and also that future purchases will likely involve to some degree different circumstances. He asked, though, for assurance that the process for seeking the Board's approval for purchases or other items has been clarified so that last-minute Board approvals are not requested. Dr. Steel responded that although President Schaffer has taken mea culpa for this, she will also take responsibility for greater communication of the steps during the process when grant funds are involved. President Schaffer stated, that since he became aware a special business meeting would be needed to seek the Board's approval, discussions have been held about the sequence of events required prior to, and including, the Board's approval. Generally, purchases are brought to the Board through the Finance and Facilities Committee, so the Board is made aware of the possible purchase and estimated cost. The purchase recommendation is then brought to the Board for expenditure approval. The simplest solution would probably be that the bid opening is scheduled the day before or on the day of a Board meeting, so the specific costs can accompany the staff's recommendation for approval. The bid award would then take place the day after Board approval. Once the bid is awarded, the College has committed to the expenditure of those funds. This process has been in place, and the College's staff, some of which are new, have now had a refresher course on the sequence of events that must take place and the timing of those events.

Trustee Erickson continued that when he was first made aware the approvals were coming to the Board without advance warning, he was somewhat displeased. Approving the bid before seeing the bid is difficult to accept because the Board does not know who the low bidder will be or what the bid award cost will be. However, he said he has full confidence in the staff's recommendation for awarding the bid. Trustee Erickson proposed that for any projects over \$30,000 that were not included in the fiscal year budget approval, that going-out-to-bid be approved by the Board.

Trustee Erickson asked why the special business meeting was not held on Friday following the bid award on Thursday to which President Schaffer responded holding the meeting following the Finance and Facilities Committee meeting was thought to be more considerate of the Board's time instead of having the trustees come to the College twice in one week and also assured a quorum. He reiterated Trustee Erickson's suggestion to request Board approval for issuing a bid notice and proposed further discussion take place during the next Finance and Facilities Committee meeting. President Schaffer also asked that the role of the Finance and Facilities Committee be discussed as well.

Board Chairman Mosher concluded the discussion stating he commends the leadership and staff for presenting a money-saving approach for the paint booth's purchase that will benefit the College's students. He also recognized work will continue on smoothing out the bid process to include a more timely request for the Board's approval.

MOTION CARRIED unanimously.

B. [TIAA-CREF Retirement Program Changes](#) – Human Resources Executive Director Tammy Maas, Human Resources Specialist Dorothy Moen

Human Resources Benefits Specialist Dorothy Moen explained the better part of the last year has been spent in consultation with Boutwell-Fay, LLP, attorneys out of New York, who were referred to the College by TIAA-CREF staff because no attorneys in this region had the expertise needed for this project. The Plan Document was finalized in time to comply with the IRS's changed ruling that the Plan Document has to be formally adopted by LCCC before the end of this calendar year in order for TIAA-CREF to submit it to the IRS for a favorable letter of determination. Changes to the Plan Document are not substantive with the exception loans have been added as an option. Numerous employees have requested loan monies from their TIAA-CREF accounts over the past couple of years. No reason existed for not having the option, so the option was added. Specifications exist for when a loan would be allowed and in what quantity. President Schaffer noted again later that Mrs. Moen's comment that the ability to borrow against monies in the defined contribution plan is the substantive piece and that the addition of this option is at the direct request of the employees. The rest of the changes bring the College's Plan Document up to speed with the IRS changes since 1988. Those changes had to do with how the Plan was administered by TIAA-CREF but were not reflected in the College's Plan Document.

Mrs. Moen explained for Board Chairman Mosher the supplemental retirement is a separate account. This Plan Document is the one between the employer and employee that defines employee contributions. She also assured that the new Plan Document represents best practice and how TIAA-CREF has administered the Plan. Trustee Erickson asked why the Board's approval was needed to which President Schaffer responded the Board's approval is a requirement for the establishment of a plan.

Trustee Dubois moved and Trustee Merrell seconded,

MOTION: That the Board of Trustees adopts the TIAA-CREF Plan Document as provided and that LCCC moves forward with application for a Favorable Letter of Determination from the IRS for the plan.

DISCUSSION: No additional discussion was held. Board Recording Secretary Vicki Boreing will provide Mrs. Moen with a copy of the formal proceedings of today's meeting.

MOTION CARRIED unanimously.

3. OTHER DISCUSSION

The Board discussed the impact of the *Wyoming Tribune-Eagle's* December 6th article "LCCC: 7 Programs Underperform." The Board was pleased with President Schaffer's response that is to appear in tomorrow's December 10th *Wyoming Tribune-Eagle* as a Letter to the Editor. Board Chairman Mosher thanked President Schaffer for his email to the employees, stating he hoped President Schaffer's response would help employees deal with the impact of the article. Trustee Erickson asked if President Schaffer's response will appear in its entirety to which President Schaffer responded his understanding is that it will. (POSTSCRIPT TO MINUTES: President Schaffer's response appeared in the December 10th *Wyoming Tribune-Eagle* as a separate article and in its entirety.) Trustee Merrell commended President Schaffer's non-defensive response and thanked him on behalf of the Board. She also stated that she believed the response will appease community members who expressed concern about the article's downgrading of the College's programs. Trustee Erickson noted in President Schaffer's email to the trustees that he suggested the Board have a subsequent discussion about the program review process. President Schaffer stated the discussion could take place during a Board dinner meeting as a learning agenda item, during a regular Board meeting as a work item, during a Board work/planning session, or perhaps during an Academic Affairs and Student Services Ad Hoc Committee meeting. He commented further that the biggest challenge will occur as the College moves toward more complex processes that will involve taking a hard look at sensitive areas in order to raise the bar to the next level

in program development. Those pieces become very difficult to present in a succinct and meaningful way before the Board because the information being shared is available to the public, including the media. The Board's input on what would be most meaningful and in what format would be most helpful. He realized the Board needs to be assured that the information they receive is fulfilling the requirements of Board policy and is also demonstrating the College's programs are functioning in the way intended. President Schaffer reflected that so much detailed information was made available from the program review process and the program reviews themselves that the high points about the programs being solid were not communicated. He also noted that the executive summaries included in the documentation tell the full story about each program. The program reviews didn't speak to some of the traditional things that are often measured; e.g., the number of art majors has increased substantially; the work on articulation has improved; the automotive program has had 19 consecutive semesters of full enrollment and the students continue to place nationally in their certification competitions. The attempt to simplify a complex process by using numerical scores on a rubric made it easy to focus on the one piece that used the new standard measures and not the traditional measures. What was missed was that these programs are graduating, placing, and transferring students. The faculty are now being asked to think more comprehensively about how they plan for improvements and to produce and use student outcomes data. Most institutions are not conducting program reviews at this level. So, because what was intended was not comprehended, the question then is should the Board be provided with magnitudes of information or should the Board receive more succinct information and follow up with questions.

Trustee Erickson observed that much learning is taking place and that he sees the first program reviews coming out of this new process as a "pretest." President Schaffer stated the feedback being received is providing good information and impetus for simplifying the process in some ways. Inter-related reliability is needed so that consistency between reviewers is provided. The campus is now committed to doing program reviews, and those submitting program reviews now know that delayed engagement in the process cannot occur as was the case for some during first round of program reviews. Additional training needs to be provided; the program reviews need to be a priority; a more in-depth conversation needs to be held involving the faculty program directors, the Academic Standards Committee, and perhaps the Academic Affairs and Student Services Ad Hoc Committee; and administrators, deans, department chairs, faculty, and staff all need to be involved in the academic and non-academic program review process where appropriate.

In summary, Board Chairman Mosher stated the Board and the College are looking for information that will help improve the programs offered to students. Programs are in a constant state of improvement to make them better, and this should not be misconstrued to mean that they are underperforming. He thanked the trustees again for arranging their schedules so they could attend the special business meeting.

Trustee Dubois stated Monday night's concert was "superior, wonderful, and outstanding." Trustee Erickson shared he had heard numerous accolades as well. Trustee Merrell observed the compassion with which Instrumental Music Instructor Erin Bauer and Vocal Music Instructor Beth Kean directed their students' performances.

4. ADJOURNMENT of the December 9, 2015, Special Business Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Ed Mosher

Board Chairman Ed Mosher adjourned the December 9, 2015, Special Business Meeting of the Laramie County Community College District Board of Trustees at 11:43 a.m.

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

Respectfully submitted,

Vicki Boreing
Board Recording Secretary