



LARAMIE COUNTY  
COMMUNITY COLLEGE  
*Cheyenne ♦ Laramie ♦ Pine Bluffs*

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# MEMORANDUM

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TO: Members of the Board of Trustees

FROM: Dr. Joe Schaffer, President

DATE: June 29, 2016

SUBJECT: Late Summer/Fall 2016 Meetings

Below is my recommendation for the Board's 2016 late summer and fall meeting schedule. I have also taken the liberty to include some planned, and some suggested topics or activities to be handled at these various meetings. While this schedule represents my recommendation, I bring it to you for your consideration and feedback should changes be desired or necessary.

Please note, I have tried to stay consistent with the use of the third Wednesday of each month for the meetings. This also leaves the flexibility to add a special meeting on the first Wednesday of any month should that be needed. December is the one outlier with your meeting held the first Wednesday to facilitate the swearing in of new Trustees and election of Board officers.

**July 20<sup>th</sup> || 5:30 p.m. – 7:30 p.m. Working Dinner, 7:30 p.m. Meeting**

I recommend that we utilize this meeting to focus primarily on setting the stage and discussing guiding principles for the budget reductions the College will have to establish a plan for this fall. To provide the time for this conversation, I suggest we have a working dinner and spend two hours on this topic. The regular meeting could convene at 7:30 p.m. and you could conduct any business at that time. I do believe we will be asking you to approve the Campus Master Plan update at this meeting.

**August – No meeting planned at this time**

**September 21<sup>st</sup> || 5:30 p.m. – 7:00 p.m. Dinner, 7:00 p.m. Meeting**

We will hold a joint dinner with the LCCC Foundation Board during the dinner session. This is tentatively planned for the main display area in the Flex-Tech Building. We will move to another location in the Flex-Tech Building for the regular Board meeting.

**October 19<sup>th</sup> || 5:30 p.m. – 7:00 p.m. Dinner, 7:00 p.m. Meeting**

The WACCT Summit, and likely a WCCC meeting will be held in Laramie on October 19, 20, and 21. Therefore, I recommend we plan to hold our Board meeting in Laramie on Wednesday the October 19<sup>th</sup> and to have a joint meeting with the ACC Advisory Board plus a few special guests (e.g. UW President Laurie Nichols). Upon conclusion of the dinner and discussion with the Advisory Board, we can move into the meeting to conduct any business necessary.

**November 16<sup>th</sup> || 5:30 p.m. – 7:00 p.m. Dinner, 7:00 p.m. Meeting**

This would be a normal meeting structure, with topics for the dinner learning agenda, and then the business and work agendas TBD.

**December 7<sup>th</sup> || 5:30 p.m. – 7:00 p.m. Dinner, 7:00 p.m. Meeting**

Mentioned previously, this is the one meeting for the fall that would be on the first Wednesday of the month. We do this to meet the requirements for swearing in of new Trustees and to facilitate the election of Board Officers. At this meeting we will also present our plan for reducing the current fund budget by \$2.5 million for FY18. I anticipate this will be a significant part of the conversation.

Looking forward then, I will work with the Board to consider dates for a retreat in January, as well as setting dates and times for the spring and early summer 2017 board meetings.