

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, FEBRUARY 17, 2016, 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 Trustees Bradley S. Barker, III, Brenda Lyttle and Carol Merrell, and ACC Ex Officio Trustee Butch Keadle and Student Ex Officio Trustee Noah Cheshier

Staff Present: President Joe Schaffer; Vice Presidents Judy Hay and Rick Johnson, Interim Vice President Terry Harper; Administrators, Faculty and Staff Members Candy Ferrall, Jeri Griego, Cindy Henning, Meghan Kelly, Ann Murray, Scott Noble, Leah Noonan, Jean Zlomke; and Legal Counsel Tara Nethercott

Visitors: Kristine Galloway (*Wyoming Tribune-Eagle*), Amber Munjar (*Wingspan* Online Editor)

**1. CALL TO ORDER** of the February 17, 2016, 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 17, 2016, Board Meeting of the Laramie County Community College District Board of Trustees at 7:01 p.m.

**2. MINUTES** – Approval of the [February 3, 2016, Board Meeting Minutes](#) – Board Chairman Ed Mosher

Trustee Dubois moved and Trustee Barker seconded,

**MOTION:** The February 3, 2016, Board Meeting Minutes be approved as written.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

**3. REPORTS TO THE BOARD**

A. LCCC Reports

1) SGA (Student Government Association)

The SGA report will be given along with the Student Ex Officio Trustee Report.

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

Staff Senate President Candy Ferrall reported:

- In December, Institutional Advancement and Public Relations staff and administrators received the Unsung Heroes recognition. In January, the Unsung Heroes were the College's Maintenance, Electrical, Plumbing and Architectural Shop, Mailroom, Vehicle Maintenance, and Physical Plant administrative office staff and administrators. Staff in High School Programs (Concurrent Enrollment, GEAR-UP, and Pathways to Success), and the Partnership Diploma Program will receive the Unsung Heroes recognition on February 22<sup>nd</sup>.
- The Staff Senate held a new employee luncheon, during which they provided information about Staff Senate. The lunches will take place in the fall and spring.

- Staff Senate is developing marketing information in the form of a brochure, and is also working on creating a Staff Senate email as a central point for Staff Senate communications.

3) Faculty Senate – Leah Noonan, President; Zac Roehrs, Vice President; Mary Ludwig, Secretary

Board Chairman Mosher acknowledged President Noonan’s report during the Wyoming Community College Commission meeting earlier that day, stating she did a good job representing the Faculty Alliance as its current president.

- Academic Standards Committee (ASC) – Several faculty met with Interim Health Sciences and Wellness Dean Cindy Henning and Communication Instructor Crystal Stratton, who are members of the Committee to discuss the ASC being more faculty driven. She stated further that the meeting went well and the faculty are waiting to see how the ASC moves forward.
- Faculty Credentialing – The faculty are awaiting the new framework that Academic Affairs Interim Vice President Terry Harper will provide President Schaffer by the end of the week. Faculty will see the credentialing package after next week’s open houses, during which the faculty job description package will be discussed. The faculty’s comments and corrections on the faculty job description package, including those submitted anonymously, are due to Dr. James Miller by 5 p.m. on Friday.
- Faculty Ranking and Titling Proposal – Discussion has also been held about Dr. Fierro’s ranking and titling proposal presented to the faculty last May. At that time faculty voted overwhelmingly to support Dr. Fierro’s proposal. Some of the elements of Dr. Fierro’s proposal have been forwarded to Dr. Miller for consideration of inclusion in the faculty job description package.
- Noel-Levitz Survey – The survey will be out in March.
- Committees – The faculty would like an online location for committees and their membership, so they have an indication of when committees are seeking representation.

Board Chairman Mosher stated the issue of HLC-stipulated credentialing was discussed by the Wyoming Community College Commission, community college presidents, and trustees, who are all concerned about the credentialing challenges. President Noonan said the Commission, trustee, and administration support is appreciated.

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

LCCCEA President Meghan Kelly stated the LCCCEA’s biggest push is to support legislation and coordinate their position on that legislation with that of the Commission and the trustees regarding stable community college funding. The LCCCEA is working with Human Resources, academics, and the Faculty Senate on the policies and procedures that will address faculty workload, ranking, job description, and evaluation and are another conduit for feedback.

#### 4. WORK ITEMS

- A. [Data Byte: KPI F – Instructional Productivity](#) (KPI F.3 FTE Student to FTE Faculty Ratio, F.4.a Percent of Sections Taught by Full-time Faculty, and F.4.b Percent of Credits Taught by Full-time Faculty) – Institutional Research Director Ann Murray

Ms. Murray stated the KPI F data bytes presented this evening are the first of the efficiency indicators being presented in this series of data bytes. The previous five data bytes were effectiveness indicators that measure how well the College is doing things. A total of eight efficiency indicators measure how efficiently the College is using its resources to do those things identified as effective measures. The

KPI F focus this evening was on how well faculty time is being used in terms of scheduling and balancing part-time and full-time faculty.

- F.3 – FTE Student to FTE Faculty Ratio – GRADE B
  - o IPEDS (Integrated Post–secondary Education Data System) data are used for the benchmark. The IPEDS definition of FTE is different than the one used in State reporting. The FTE for students and faculty for this measure only is the same; i.e., FTE equals the number of full-time students plus one-third of the number of part-time students. This FTE refers to the number of students rather than the number of credit hours. The State reporting definition of FTE does apply when determining the number of full-time students, who are those students taking at least 12 credit hours.
  - o Windows scoring was done for this measure because an optimum window exists for this measure. If the window is too small for the student-faculty ratio measure, the results may indicate there is more FTE faculty than the student population warrants. Conversely, if the window is too big, then the results may indicate the numbers of faculty are too few to provide effective services to students.
  - o The target of 16 was adopted for the aspirational (perfect world) goal from the State standard for the school districts.
  - o The 2012-2013 and 2013-2014 dip in the “FTE Student to FTE Faculty Ratio” was attributed to having the same number or a slight increase in the number of faculty at the same time the enrollments were relatively decreasing.
  - o Some of the data prepared for program review in the program analysis system includes student/faculty ratios. KPI F.4.a and F.4.b are also part of the program analysis system.
- F.4.a Percent of Sections Taught by Full-time Faculty – GRADE C
  - o F.4.a and F.4.b are benchmarked against the NCCBP (National Community College Benchmark Project) and are both ways to measure the proportion of work done by full-time faculty versus the proportion of work done by adjunct faculty, so the NCCBP definitions are used. The percentage of actual sections offered can be a little misleading regarding faculty workload, because every course does not have the same number of credits. Therefore, F.4.b is also included as a measure.
- F.4.b – Percent of Credits Taught by Full-time Faculty – GRADE C (close to being a B)
  - o The percent of credits taught by faculty is pretty straight forward and is fairly stable, fluctuating only slightly over a six-year period.
  - o This KPI has the standard scoring where bigger is better. Windows scoring will be considered for next year, where 60% of courses are taught by full-time faculty and 40% are taught by part-time faculty would be the target. If the College is going to efficiently use its resources, 90 to 100 percent of credits/sections cannot be taught by full-time faculty. Some research needs to be done to determine what the optimal percentage would be.
  - o A fairly big jump in the percent of sections taught by full-time faculty in 2011-2012 may be related to the overscheduling of courses during enrollment declines, which eventually led to the canceling of sections taught by adjunct faculty, because full-time faculty have a contractual obligation to teach a certain number of credits.

President Schaffer observed two things have changed that may have contributed to the downward slope. First, past practice has been new faculty begin their duties teaching a full load. However, with the development of the Center for Teaching and Learning, new faculty are now required to participate in the Center for Teaching and Learning’s (CTL) development programs as part of their provisional status. While they are doing so, their workload is reduced. Second, under the new organizational structure, which eliminated one dean’s position and some other administrative layers, faculty have been asked to assume some of that work, which resulted in the creation of the department chair structure. Additionally, the Academic Standards Committee also has included more faculty members.

These staffing implementations have created a need for additional adjunct faculty to pick up the credits new faculty will not teach until they have successfully completed the CTL's development programs and the credits taught by faculty who moved into department chair positions. President Schaffer agreed with Director Murray's target of 60/40 percent for both of the F.4.a and F.4.b measures and will monitor how enrollment impacts that target.

Trustee Lyttle asked if there is an underlying assumption that students taught by full-time faculty are more successful to which President Schaffer responded that research generally suggests students do better with full-time faculty, because they are more accessible and therefore are more connected to students.

- A. [Convert AAS in Nursing to Associate Degree in Nursing \(ADN\)](#) – Interim Vice President of Academic Affairs Terry Harper, Interim Dean of Health Science and Wellness Cindy Henning, and Nursing Faculty Jean Zlomke

President Schaffer introduced the presentation stating no action is being requested this evening. The agenda item is being brought forward for awareness, orientation, and discussion on the topic. Academic Affairs Interim Vice President Terry Harper stated the Academic Affairs Council today approved both the Personal Trainer Certification and the Central Sterile Processing Certificate to move forward as a pilot and as a full program to the Commission's for the program review committee's approval within the next ten days. Following the program review's approval, each will be on the Commission's April 22<sup>nd</sup> agenda for final approval. The request before the Board this evening is to move the Associates of Applied Science Degree in Nursing to an Associate Degree in Nursing (ADN). Interim Vice President Harper stated some 40 students join the program every semester, and the students have excellent completion and job placement rates. A 2011 Institute of Medicine report suggested that nationally 80% of nurses need a bachelor's degree, because nurses prepared at the baccalaureate level have better outcomes with their patients. In the interest of patient safety, the Institute of Medicine is also pushing for 80% of nurses to have a bachelor's degree by 2020.

Over the last five years Nursing Director Jennifer Anderson and others across campus have been involved in discussions about the ReNEW (Revolutionizing Nursing Education in Wyoming <http://www.wynursing.org/renew/>) curriculum. Following that lengthy review, a decision was made to adopt that curriculum. Adoption of the ReNEW curriculum will bring the number of requisite credits from 72 to 70. The lower number of credits is a benefit, because the College's accrediting body wants the number of credits lowered for associate-prepared nurses. This program is leveled, so that any student involved in the program from the first semester of prerequisites and then completes the next semester are qualified to be a CNA (Certified Nursing Assistant). Students who go on to complete the next semester are then qualified to be an LPN (Licensed Practical Nurse). Following completion of the last two semesters, the College's students will be qualified to sit for the NCLEX (National Council Licensure Examination) nursing exam and upon successful completion will be eligible for their State licensure as a registered nurse.

Following the programs' introduction, Nursing Instructor Jean Zlomke explained that with the College's approval of the program changes, nursing program articulations will exist between six Wyoming community colleges and the University of Wyoming. For the six community colleges' nursing students this means they will be able to complete their bachelor's degree in nursing through online delivery in their community after they have completed the first two semesters of courses required and articulated by the University of Wyoming. The articulation provides for a seamless transfer of a block of completed standardized courses.

President Schaffer pointed out one of the true benefits of the ADN model is that community college students will be able to take the first three years of courses at their respective community college and then the last year with the University via online delivery. An exception request is before the legislator for \$700,000 to fund nursing faculty at the University that will exist in some arrangement at each community college.

President Schaffer clarified that curriculum alignment does not require Board approval. However, conferring a different type of degree does and also requires the Commission's and the Higher Learning Commission's (the College's accrediting agency) approval.

Board Chairman Mosher pointed out the College's policies and procedures do not address conferring degrees to which Interim Vice President Harper responded the Associate Degree in Nursing will be added to the appropriate policy and procedure. President Schaffer added the Board's Degrees and Certificates Policy 2.1 will require the addition of the Associate Degree in Nursing program in a couple of paragraphs along with its definition upon approval of the program by the Board.

#### In Summary

CNA (Certified Nursing Assistant) – The CNA requires a student to take the first semester of prerequisites plus the first semester of the nursing program. Following the successful completion of these courses, the State Board of Nursing allows a student to be deemed a CNA without having to take the nursing exam.

LPN (Licensed Practical Nurse) – After completing the second semester, an additional two credit-hour class that clarifies the role of the LPN is required. Once successfully completed, the student receives a certificate from LCCC that allows the student to sit for the NCLEX Licensed Practical Nurse exam. The student may apply for the LPN certificate and opt to wait to take the NCLEX until completion of the AAS, ADN, or bachelor's degrees. However, Board pass rates are shown to be higher if students take the LPN exam prior to completing the last two semesters.

AAS (Associates of Applied Science in Nursing) – Following the successful completion of an additional two semesters (semesters three and four), a student receives the associates of applied science degree and is allowed to sit for the NCLEX.

ADN (Associate Degree in Nursing) – If approved by the Board, the student will receive an Associate Degree in Nursing instead of the AAS following the successful completion of the additional two semesters, and as with the AAS will be allowed to take the NCLEX.

RN (Registered Nurse) – Students who complete the nursing program at LCCC will be able to sit for their NCLEX-RN a year earlier than a student who goes straight for their bachelor's degree.

BS (Bachelor's of Science in Nursing) – The student must successfully complete an additional two semesters in order to receive their bachelor's in nursing. The student is not required to take the NCLEX a second time.

A request for approval will be brought to the March 2<sup>nd</sup> Board meeting.

## 5. APPROVAL ITEMS

- A. Women's Basketball – President Schaffer, Vice President of Student Services Judy Hay, Athletics and Campus Recreation Director Scott Noble

President Schaffer stated the fiscal picture for the proposed women's basketball team is being presented this evening as requested by the Board following the proposal's presentation during the February 3<sup>rd</sup> Board meeting. He also credited Vice President Rick Johnson with the critical thinking behind the budget's development that depicts the incremental net impacts by fiscal year for the general fund, gift fund, and auxiliary fund. With the Board's approval tonight, the College will be able to recruit a coach, so the College's women's basketball team can be competitive starting next fiscal year. No general fund dollars will be required for the start-up of the women's basketball program this fiscal year. Fundraising of about \$22,330 will be necessary for operating costs and coaching costs in FY 2016. In FY 2017, revenues of \$74,304 in WUE (Western Undergraduate Exchange = 150% of the resident tuition) and \$33,617 in repurposed position funds totaling \$107,921 along with \$25,000 in gift funds and \$4,000 in auxiliary funds gives total revenues of \$136,921 in incremental sources. The total incremental use funds equal \$158,437 leaving a difference of \$21,516 that will need to come from the general fund. The budget pro forma states, "While fundraising will minimize the impacts on the general fund in the FY17/FY18 biennium, in the FY19/FY20 biennium the general fund will have to absorb an additional \$25,000 in the operating budget for Women's Basketball. However, this will be mitigated by anticipated increases in state/local funding per FTE..." The monies raised will be dispersed to athletics from the Foundation. President Schaffer confirmed for Trustee Lyttle that over the next three years \$75,000 will need to be raised.

Trustee Erickson moved and Trustee Merrell seconded,

**MOTION:** That the Board of Trustees approves the reinstatement of Women's Basketball at Laramie County Community College.

**DISCUSSION:** Trustee Erickson, who was supportive of the women's basketball team, stated the format of the pro forma budget presented this evening provided a clear understanding of what women's basketball will cost.

In response to Board Chairman Mosher's concerns regarding equity in sports, President Schaffer stated the College is required to submit an equity-in-athletics report every year and also an IPEDS (Integrated Post-secondary Education Data System) report with similar data. These report data could be presented to the Board at a future meeting. Board Chairman Mosher stated he hoped as the women's basketball team develops that opportunities to participate will be offered to young ladies in the community the College most directly serves. Trustee Barker stated he is excited, and the people with whom he has spoken are also excited about women's basketball at LCCC. He added that he believes the College will see a significant increase of 15 to 18 FTE with the introduction of women's basketball. Trustee Dubois stated he, too, has received positive support for the women's basketball from community members. Trustees Merrell, Lummis, and Lyttle also noted their support.

President Schaffer concluded the discussion, noting that although the current PE facility will accommodate the addition of a women's basketball team, it will still renovation and expansion work. He also noted with the addition of women's basketball, the men's basketball games will no longer be played on Wednesdays.

**MOTION CARRIED** unanimously.

Board Chairman Mosher asked the Board to next consider agenda Item No. 7.B.

- B. [Increase Spending Authority for Wayfinding Project](#) – President Schaffer, Vice President of Administration and Finance Rick Johnson

Trustee Erickson shared some comparative information about the bids received and about the “healthy discussion” that took place during the analysis of the bids. He stated discussion was also held about what to cut to reduce the overall bid submitted by YESCO, who will be awarded the bid.

Trustee Merrell moved and Trustee Erickson seconded,

**MOTION:** That the Board of Trustees approves an increase in spending authority for the campus Wayfinding Project, increasing this authority from \$475,000 to \$605,001.

**DISCUSSION:** President Schaffer said Trustee Erickson covered the staff report quite thoroughly, adding some escalation factor in the project’s cost was anticipated with the time lapse and with the addition of two new buildings. Trustee Merrell expressed her appreciation for the College’s perseverance with the wayfinding project, stating the new signage will assure College visitors will be able to more easily locate campus events. President Schaffer commended Vice President Johnson and Physical Plant Director Macnamara, who he recognized as doing yeoman’s work to keep the project moving forward. He also thanked Tara Nethercott for her counsel as the College terminated one wayfinding project and began a new bid process.

Trustee Erickson said that even though he believes it’s important to cut costs as much as possible it was important for him to recognize that reducing the wayfinding project’s scope and costs would not be appropriate. President Schaffer clarified for Trustee Erickson that the College needs the Board’s authority to increase the spending authority, and then the College will award the bid.

**MOTION CARRIED** unanimously.

6. **PRESIDENT’S REPORT** – President Schaffer  
A. [Construction Update](#) (*Standing Agenda Item*)

A tour of the Flex-Tech Building is planned for April 6<sup>th</sup> beginning at 5:00 p.m. Dinner will be held following the tour.

- B. [Legislative Update](#)

President Schaffer updated the Board on HB 80 *Community college budget request recalibration*, sponsored by Rep. Greear out of Worland, stating he is to be commended for his work on understanding community college funding and its issues. HB 80 would reset the base with the Governor’s recommendation and give the community colleges the funding stability they have been requesting. The recalibration would be done this year and then every four years going forward. HB 80 would also implement some less desirable changes such as slightly devaluing the weighting of online courses. The devaluing is not far off from what the community colleges believe the cost of delivering online courses is when compared to other modalities. Any funding adjustments would go to the base. If enrollment goes down, so will the State’s funding. The legislation has made it through first reading in the House and must go to the Senate by Friday. The Senate will have the option to amend the bill.

Trustee Barker stated two of the three Hathaway bills introduced died. The remaining SF 15 just passed the Senate and removes the ACT language that set an ACT standard. Board Chairman Mosher stated one of the bills that died would have increased Hathaway funding. Trustee Barker said current funding only

covers about 69% of education costs at the honors level at UW, and is the highest level of Hathaway funding. Originally, the Hathaway bill covered about 92% during the Hathaway's inception.

C. [Spring Board Meeting Proposal](#)

The Board agreed to the following spring meeting dates.

- March 2 – Board Dinner and Meeting (Dinner: 5:30 p.m. – CCC 178/179; Meeting: 7 p.m. – Board Room)
- March 16 – Board Dinner and Meeting (Dinner: 5:30 p.m. – CCC 178/179; Meeting: 7 p.m. – Board Room)  
(POSTSCRIPT TO MINUTES: A March 16 Board meeting will not be held.)
- March 19 – Board Retreat (10 a.m. to 2 p.m. – Petersen Board Room)
- April 6 – Board Dinner and Meeting (Dinner: 5:30 p.m. – CCC 178/179; Meeting: 7 p.m. – Board Room)
- May 11 – Board Dinner and Meeting (Dinner: 5:30 p.m. – CCC 178/179; Meeting: 7 p.m. – Board Room)
- May 25 – Board Dinner and Meeting (Dinner: 5:30 p.m. – CCC 178/179; Meeting: 7 p.m. – Board Room)
- June 8 – Board Dinner and Meeting (Dinner: 5:30 p.m. – CCC 178/179; Meeting: 7 p.m. – Board Room)
- June 29 – Board Dinner and Meeting (Dinner: 5:30 p.m. – CCC 178/179; Meeting: 7 p.m. – Board Room)

Possible discussion items for the March 19<sup>th</sup> retreat may include:

- Budget Long-term Outcome
- Standing Committee on President's Evaluation
- June 3<sup>rd</sup> and 4<sup>th</sup> GISS (Governance Institute for Student Success) Meeting Preparation

The trustees discussed whether or not the Board should hold a meeting when no agenda items are needing discussion or approval so that the College can conduct business. President Schaffer's input was requested. However, he respectfully stated the Board Chairman should act on dissenting opinions. Board Chairman Mosher determined the March 2<sup>nd</sup> and 16<sup>th</sup> meetings will be held as scheduled along with a March 19<sup>th</sup> retreat. As a matter of information, Trustee Merrell advised she will be out of town and unable to attend the March 2<sup>nd</sup> and 19<sup>th</sup> meeting dates, but will be able to attend the March 19<sup>th</sup> retreat.

**7. BOARD REPORTS**

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

- 1) February 17<sup>th</sup> WCCC Meeting – Trustee Erickson, Trustee Barker
- 2) February 17<sup>th</sup> WACCT Board Meeting – Trustee Erickson, Trustee Barker

Trustee Erickson stated the reports on the February 17<sup>th</sup> WCCC Meeting and WACCT Board Meeting will be lengthy and asked that they be given during the March 2<sup>nd</sup> meeting. The trustees agreed. President Schaffer added the WCCC's conversation about tuition would be a fitting addition to the discussions.

- 3) February 18<sup>th</sup> WACCT Conference – Board Chairman Mosher

Board Chairman Mosher stated the Governor will not be able to attend the WACCT reception but the other four statewide elected officials will be in attendance. President Schaffer stated he would be happy to email some conversation starter pieces. The Board was open to his suggestion.

B. Finance and Facilities Committee (February 10<sup>th</sup> Meeting) – Trustees Erickson and Merrell

Trustee Erickson stated the Finance & Facilities Committee received an update on the buildings' construction, reviewed the financial statements, and reviewed the Procurement and Contract Report.

The financial reports were in order and the Procurement and Contract Report now includes a POTENTIAL SOLICITATION > \$30,000 (not in current budget) table.

Trustee Erickson moved and Trustee Merrell seconded,

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

- 1) [January 2016 Current and Auxiliary Fund Balance Sheet Reports](#)
- 2) [January 2016 Current and Auxiliary Fund Budget Reports](#)
- 3) [January 2016 Procurement and Contracting Report](#)

**MOTION CARRIED** unanimously.

The Board next considered agenda Item 5.B.

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

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

Ex Officio Trustee Keadle reported the Albany County Campus has begun the 14-week block and so far enrollment is up .7% when compared to spring 2015 enrollment. He also reported on Albany County School District No. 1's purchase of the land south and adjacent to the Albany County Campus. The land was purchased for around \$840,000, and the School District has no immediate plans for it. Some discussion is taking place about possibly offering concurrent enrollment with Laramie High School. The BOCES may get some traction during the concurrent enrollment discussions. A meeting with the High School administration is scheduled for March 2<sup>nd</sup> to discuss the automotive program. With the retirement of the high school's automotive program faculty this spring, the High School may be interested in having the College provide an adjunct faculty to teach the program to students enrolled at the College and/or the community in the brand new automotive classroom space when it opens next August. Ex Officio Trustee Keadle stated he believes the opportunity exists for the purchase of the Crystal Court parcels. He concluded his comments stating he will not be able to attend the February 17<sup>th</sup> reception, because he, Dr. Malm, his wife Keli, and two of the Albany County Campus student leaders will be attending the annual Chamber Business Alliance meeting. Networking with business representatives in attendance could provide other training opportunities the ACC.

Trustee Erickson commented on the tremendous interaction of the Albany County Campus with the community and the Albany County School District No. 1 and the City of Laramie and thanked Ex Officio Trustee Keadle for his continued vigor and regular reports.

B. LCCC Student Ex Officio Trustee – Mr. Noah Cheshier

Ex Officio Trustee Cheshier reported six applications have been received for the two vacant student senator positions. The SGA will decide on which of the applicants will be chosen for the two vacancies. He also stated the Student Fee Allocation Committee is seeking representatives from each school to serve on the committee.

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

Board Chairman Mosher stated a legislative bill if passed would change the makeup of the Commission where membership would include 75% of a political party. He also noted that three commissioners' terms expire the end of February. Those commissioners are Charlene Bodine, Sherri Lovercheck, and Wendy Sweeny. (POSTSCRIPT TO MINUTES: The Commission makeup includes: Larry Atwell-term expires 3/1/19, Charlene

Bodine-term expires 3/1/17, Bruce Brown-term expires 3/1/19, Katherine Dooley-term expires 3/1/19, Sherri Lovercheck-term expires 3/1/17, Sandra Meyer-term expires 3/1/19, and Wendy Sweeny-term expires 3/1/17.)

**10. ADDITIONAL ITEMS – Information Only**

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

**11. NEXT MEETINGS/EVENTS**

- **February 17 (Wednesday)** – WCCC Open House – Commission Office (2300 Capitol Ave., 5<sup>th</sup> Floor, Suite B) – 7:30 to 8:30 a.m.
- **February 17 (Wednesday)** – WCCC Meeting – CCI 130 – 9 a.m.
- **February 17 (Wednesday)** – LCCC Trustees and WCCC Commissioners Lunch – CCI 129 – 12 noon to 1:30 p.m.
- **February 17 (Wednesday)** – WACCT Board Meeting – CCI 129 – 4 p.m.
- **February 18 (Thursday)** – WACCT Trustee Education – CCI 130 – 8:45 to 11:30 a.m.
- **February 18 (Thursday)** – WACCT Luncheon and Ellucian Roundtable – TC 120 and 121 – 12 noon to 2 p.m.
- **February 18 (Thursday)** – WACCT “Capitol Visits”– Jonah Financial Center – 2 to 5 p.m.
- **February 18 (Thursday)** – WACCT Awards (5:00 p.m.) and Legislative Reception (6:30 p.m.) – Little America – Grand Ballroom

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

No one from the public requested an opportunity to comment.

**13. ADJOURNMENT** of the February 17, 2016, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Ed Mosher

Prior to the adjournment of the February 17, 2016, Board Meeting,

Trustee Merrell moved and Trustee Erickson seconded,

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

**MOTION CARRIED** unanimously.

Board Chairman Ed Mosher adjourned the February 17, 2016, Board Meeting of the Laramie County Community College District Board of Trustees at 9:04 p.m.

**14. EXECUTIVE SESSION** – *An executive session was held to discuss a personnel matter.*

Respectfully submitted,

Vicki Boreing  
Board Recording Secretary