

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, MAY 11, 2016, PETERSEN BOARD ROOM, ADMINISTRATION BUILDING, LARAMIE COUNTY COMMUNITY COLLEGE

Board Present: Board Chairman Ed Mosher, Vice Chairman Bill Dubois (by phone), Treasurer Don Erickson, Secretary Christine Lummis, Trustees Bradley S. Barker, III, Brenda Lyttle, and Carol Merrell, ACC Ex Officio Trustee Butch Keadle and Student Ex Officio Trustee Noah Cheshier

Staff Present: President Joe Schaffer; Vice Presidents Judy Hay, Rick Johnson, and Interim Vice President Terry Harper; Associate Vice President James Malm and Executive Director Tammy Maas; Administrators and Faculty Members Candy Ferrall, Jeri Griego, Rob McNabb, Ann Murray, Jayne Myrick; Arshi Nisley, Scott Noble, Rhonda Priest, Troy Rumpf, and Jeff Shmidl, and Legal Counsel Tara Nethercott

Visitors: Cody Fox and Jacob Hamel (*Wingspan*), Amber Munjar (*Wingspan* Online Editor), Ken Tobin and Matthew Tredennick (Tobin and Associates), Garrett Wilkerson (Student Trustee Ex Officio-Elect)

**1. CALL TO ORDER** of the May 11, 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 May 11, 2016, Board meeting of the Laramie County Community College District at 6:59 p.m.

**2. MINUTES** – Approval of the and [March 19, 2016, Board Retreat Minutes](#) – Board Chairman Ed Mosher

Trustee Erickson moved and Trustee Lyttle seconded,

**MOTION:** That the Board of Trustees approves the March 19, 2016, Board Retreat Minutes as written.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

**3. WORK ITEMS**

A. PE Building Renovation Level I Plan Update and Final – President Joe Schaffer

- 1) [PE Level I Update](#)
- 2) [PE Level I Final](#)

President Schaffer provided a brief overview of the update to the PE Building's Level I Study. The Level I Study was first brought to the Board two years ago during their May 21, 2014, meeting. At that time the project cost was anticipated to be about \$3 million. The Board approved it and the Legislature authorized its construction. The Level I Study has since been expanded under the direction of Athletics and Campus Recreation Director Scott Noble, Physical Plant Director Tim Macnamara, and the Tobin & Associates architectural firm. Because of the significant change in scope and the anticipated increased cost, the decision was made to take the newly envisioned Level I plan back through the State's construction management process, even though statute does not require the College to do so. Tonight's presentation is a first reading of the updated Level I Study by the Board. The Level I Study will be brought back to the Board during their May 25<sup>th</sup> meeting for consideration of approval. Following Board approval, the Level I Plan will go through the Wyoming Community College Commission's process and then onto the State Building Commission, the Governor, and the Legislature to receive authority to proceed with the project, which would hopefully begin in the spring of 2017.

Architect Matt Tredennick prefaced his slide show presentation on the plan’s update stating this project has experienced several iterations since the beginning of 2011 with the most recent version presented in 2014. The update shows only what has changed with the building’s redesign. Most of the statutory requirements included in the Level I Study such as the ownership of the property, legal issues, or infrastructure are still valid; i.e., no apparent obstructions to the updated plan’s development exist. The need for the project has also not changed. The overarching theme is to create a collegiate level recreation center to aid in recruitment and student satisfaction by enhancing facilities for both physical education and athletics for the College’s students, employees, and community.

Level I Study Update Differences	
2014	2016
Renovation Area = 18,000 sq. ft.	Renovation Area = Almost 27,000 sq. ft. Only 249 sq. ft. of the total renovated area is outside of the PE Building’s existing blueprint. A third level within the Multi-Purpose Room accounts for most of the additional square footage.
Cost Estimate = \$3,461,225	Cost Estimate = \$7,306,065 (This cost estimate was developed in 2015 with assumed construction in 2016.)
Most of the Multi-Purpose Room was left as is.	The Multi-Purpose Room will be entirely developed and will extend upwards three floors, providing adequate ceiling height and seating capacity for hosting basketball and volleyball tournaments. Three tennis courts will also be located in the space.  Bathrooms, concession stands, self-service nutritional items, a student lounge (Champions Club) and press box, cardio and weight rooms for student and athletic use are added. In general, the space has been redesigned with a holistic approach to student wellness and with a more inviting atmosphere like that of a recreation center.
No third floor was included.	A third floor will house the student lounge (Champions Club), press box and coaches’ offices.

In addition to the increased square footage, aesthetic and functional improvements also contributed to the increased cost. A west entry will be added, making the building’s entry more prominent and located where parking and future student housing are planned.

Other Discussion Points and Clarifications

- The bleachers will be retractable and will have a seating capacity of approximately 2,500. The floor will accommodate another 550 seats bringing the total seating capacity close to 3,000. Storey Gym has a seating capacity of approximately 2,800.
- The renovation will be approached as a comprehensive project.
- Director Noble is looking at making improvements within the facilities that students have requested. These improvements will occur in the near future and outside of the renovation redesign.
- A competition wood basketball floor will be installed. In order to tie together the three floors, the striping will have to be redone. A full floor finish may be necessary.
- The current gym will be left as is.

- A steering committee was organized for the project, and Trustee Erickson was a member of that committee. The committee's focus was on student needs and much more student input was sought.
- The redesigned renovation plans concentrate on the entire Physical Education Building.
- The building does not have HVAC, so the HVAC will need to be updated, and new electrical will need to be installed.

President Schaffer restated this evening's presentation is for the Board's information. He will bring a formal recommendation for approval of the updated Level I to the Board on May 25<sup>th</sup>.

B. [FY 2017 Budget – 1<sup>st</sup> Reading](#) – President Joe Schaffer, Administration and Finance Vice President Rick Johnson

- [LCCC FY17 Budget Presentation – First Reading 05/11/2016](#)

President Schaffer stated in light of the requested budget cuts, he will present a nontraditional approach of the budget's first reading and will explain how "we got to where we're at." He also noted that because the State is requesting additional budget reductions, the FY17 budget is not yet balanced.

Administration and Finance Vice President Rick Johnson stated Wyoming's revenues go through periods of ups and downs and are entering into a period of more fiscal challenges. The State's energy production and price of natural gas, oil, and coal has decreased causing the State's revenues and employment in these energy-related fields to also decrease. The number of oil and gas rigs has decreased as well, which has also added to the number of jobs lost. Another revenue source experiencing a decline is the State's Severance Tax collections on non-renewable resources such as oil, natural gas, and coal. The 4% Sales and Use Tax collections have also decreased but are remaining stable based on current calculations.

What this means for community colleges is an 8% reduction at the Commission level of funding that will apply to the coming biennium (FY17 and FY18) and will impact funding from State Aid, course completions, and benefit reimbursement. The 8% reduction at the Commission level equates to a 15% reduction for LCCC. The College's total reduction for the FY17-FY18 biennium is \$2.575 million (\$2 million reduction in State Aid plus an additional reduction of \$575,000 at the end of the biennium).

Positively affecting the College's budget is the local Four Mill Levy, which continues to rise and will probably hold. LCCC's course completions continue to be a very important part of the College's revenue stream and are also on the rise. Course completions are a variable component of the funding model because they are performance-based and are figured on a percentage basis. The increased number of course completions are evidence of the College employees' hard work and focus on promoting student success through course completion.

The estimated revenue for enrollment growth for FY17 is \$951,378 and for budget purposes is estimated to be the same for FY18. Worth noting is that the enrollment growth funds from the State from FY14 through FY16 were one-time funds, and therefore, could not be used for ongoing expenditures. Beginning with FY17 these funds are now continuing dollars for the College.

Other increased revenue streams include tuition, One Mill Levy, and motor vehicle taxes. Tuition for the next year will be increased by \$6/credit, which will raise the cost per credit for in-state tuition to \$89. The 6% increase will generate approximately \$350,000 (7.2%) more in revenue during FY17. However, because the tuition increase approved by the Wyoming Community College Commission during their March 21<sup>st</sup> conference call is only for one year, the revenue stream is considered flat for FY18. The One Mill Levy continues to generate some revenue growth. These funds are primarily used for one-time expenditures, which is credited to the Board's foresight and direction a couple of years ago. The local valuations coming from motor vehicle taxes are also expected to increase. The

caveat for the local valuations is that when these valuations decline in other counties, the College has to share a percentage of its increased local valuations with the other community colleges.

The College's Current Fund revenues come from State Aid, the 4 Mill Levy, course completions, enrollment growth, and tuition. These revenue sources will net a \$2.6 million loss for FY17 when compared to FY16.

### **Observations**

#### **Current Fund**

- State Aid will be reduced significantly.
- Local revenues will increase.

#### **One Mill Fund**

- The One Mill Fund is expected to increase in FY17 and FY18.
- The One Mill Fund provides temporary budget flexibility.

Trustee Merrell expressed her appreciation for Vice President Johnson's explanation saying the budget information as presented makes sense to her.

President Schaffer stated the funding model is complex and often confusing due to how the mechanics of the Commission's allocation model works and the tracking and allocating of revenue. The College has been working through a year-long budget process that starts in the fall and goes through the spring when the Legislature is setting the State's biennial budget. The College's goal as it began the budget process last fall was to keep the budget flat. However, as the Legislature started wrapping up, it became evident the College would be facing at least a 1.5% reduction over the biennium. This is known as the Penny Plan where all agencies receiving State Aid appropriations would have a penny reduction in FY17 and another penny reduction in FY18. In biennial math, this equates to a 1.5% biennial reduction.

Knowing the College will now be facing an 8% budget cut, following guiding principles listed below are being recommended. President Schaffer emphasized formal direction has not been received from the State on the exact amount that will need to be cut. However, the Wyoming Community College Commission has advised the community colleges on the budget cuts for which they need to plan.

- First, invest in what is essential—e.g., what is critical to the College's mission, its students, employees, and community.
  - o These decisions will be made first to assure monies are available to do so.
  - o What is essential?
    - Human Resources to help the College grow, answer student and community demand, and ensure a safe and clean environment (**\$454,837**)
      - Compensation – educational advancements, market adjustments, and the employee's share of the retirement increase (\$177,137)
      - Personnel for Key Areas (determined by the Human Resources Position Priority Plan) – three instructional positions in areas where there is growth or growth potential (Agriculture, Health Information Technology, and Welding) and custodial and grounds positions for the two new buildings (\$277,700)
    - Operating Increases (**\$149,276**)
      - Utilities for new buildings, trustee election expense, scholarships (when tuition goes up, the scholarship line also has to increase), relocation costs (moving into vacated spaces) and those mitigated by budget reductions
- Cut more less-critical expenditures—many areas on campus have already reduced their budgets and the work continues.
- Temporarily utilize a portion of the One Mill Fund—The Board's decision to free up the One Mill funds provided the College's budget with some liquidity so a portion of those funds can now be

used to balance the FY17 budget. The College can then use FY17 to make strategic decisions about additional reductions in FY18 and not be forced to make hasty decisions.

- Carry over unspent FY16 funds
- Stabilize through use of reserves
  - o Current Fund (Rainy Day fund with a balance of \$4 million)
  - o FY17 Carryover (will go into fund balance)
  - o Investment Earnings (not much more than \$75,000 for the current year)

President Schaffer emphasized the more that is reduced now, the less that will have to be reduced in the coming year. The recommendation to balance the FY17 budget is:

- |                             |  |
|-----------------------------|--|
| 1. Cut Now:                 | ~\$500,000 (half of this amount has been accomplished) |
| 2. Use Carryover*           | ~\$400,000   |
| 3. Use Current Fund Balance | ~\$600,000   |
|                             | Total \$1.5 million                                    |

\*Carryover is defined as putting any end-of-year balance into the reserves and then pulling it back out.

Board Chairman Mosher observed that using the carryover of \$400,000 and the fund balance of \$600,000 means the College is backfilling and the money will have to be replaced the following year. President Schaffer concurred that using the carryover and fund balance is intended to only balance the FY17 budget and emphasized this is a one-time use of those funds to buy the College time to determine additional cuts for FY18 as strategically, objectively, and inclusively as possible.

The recommendation for reducing the FY18 budget by \$2 million includes:

- Use fall 2016 to make strategic reductions – Will look from leadership from the Board.
  - o Develop “Guiding Principles”
  - o Research best practices
- Target Reduction amount of \$2 million
- Consider additional reductions to give a \$500,000 buffer should revenues continue to drop (If not needed, the \$500,000 could be invested in people and programs.)

In conclusion, President Schaffer stated with the Board’s agreement on the above recommendations, he will bring to the Board on May 25<sup>th</sup> a balanced FY17 budget and a target reduction of \$2.5 million to be accomplished during FY17 for FY18. He acknowledged Vice President Johnson and Budget Director Myrick’s amazing research efforts and the Board’s foresight and guidance that produced a plan for balancing the College’s FY17-FY18 budget. He added that even though mandated budget cuts are scary he strongly believes the College is in a good place to move forward.

Board Chairman Mosher commended the work done to bring forward the budget recommendations in a format so the Board can grasp what is taking place and what needs to take place and can provide the direction that best meets the needs of LCCC. Trustee Erickson stated he is extraordinarily delighted with Finance and Facilities Committee’s involvement of the members of the Board that allowed them to react to the Committee’s thoughts and provide input on the strategies upon which the recommendations were developed. He observed some of that input was incorporated into the budget presentation that made the budget analysis and recommendations easier to understand. Trustee Erickson stated the Board will have some extremely difficult decisions to make but expressed confidence in the College’s leadership ability to balance the FY17-FY18 budget as recommended.

#### Comments and Clarifications

- Budget Director Myrick explained for Trustee Lyttle that the 3% minimum balance was established under Policy Governance but no longer exists.

- President Schaffer clarified for Board Chairman Mosher that as of today the target reduction for FY18 would actually be \$3 million but once the \$500,000 is cut out of the FY17 budget, which is part of the recommendation, then next year the target reduction would be \$2.5 million.
- Board Chairman Mosher asked if the FY18 reductions could be softened by using additional monies from the reserves. President Schaffer responded they could and provided as an example a reduction in an academic program. The expectation is the program will be taught out and that may take more than one year, which means the College may have to carry an expense for that program into FY18. Then a viable option would be to carry that expense on the One Mill for that short period of time to assure the students in that program are being treated appropriately. President Schaffer cautioned against delaying decisions until FY18 even though the accomplishment of them may take another year.
- Board Chairman Mosher asked Counsel Nethercott if the Board will need to declare a financial exigency to which she replied she would have to consult with President Schaffer. President Schaffer said financial exigency would allow more rapid approaches to the budget cuts but he did not know how that would impact the community colleges versus the State; i.e., would the Legislature and the Governor be required to declare the financial exigency.
- Board Chairman Mosher asked if reductions in personnel are being considered for FY17. President Schaffer stated based on the recommendations, he is not anticipating any reductions in personnel going into FY17. He reiterated the importance of having FY17 to determine the budget cuts for FY18 when personnel could be affected. Trustee Erickson referenced the following paragraph from President Schaffer's memo to the campus on Friday, May 6<sup>th</sup>.

“Here is what I want you all to know. Our focus right now is on maintaining stability and setting the budget for FY17, the fiscal year starting July 1 of this summer. I can tell you LCCC is in a strong position to do this because of the conservative measures we have taken over the past few years and the good guidance of the Board of Trustees. Yes, we will have to do some ‘belting tightening’ to our proposed budget for the coming year but I believe these will be felt with little pain. I do not anticipate under the current situation that there will be any reductions in force to balance the FY17 budget.”

Trustee Erickson moved and Trustee Merrell seconded,

**FOR THE RECORD:** The following motion has been re-worded so that it specifically states the Board's direction to President Schaffer for bringing forward a balanced budget for FY17 and FY18.

**MOTION:** That the Board of Trustees accepts the strategy presented by President Schaffer to balance the FY 2017 budget using carryover and reserve monies and cutting \$500,000. The Board then directs President Schaffer to bring forward a balanced budget for FY 2017 on June 29, 2016, and to also bring forward a plan of action for meeting necessary reductions to balance the FY 2018 budget by December 1, 2016.

**DISCUSSION:** President Schaffer thanked Trustee Erickson for the motion and made a friendly amendment for clarification that the reduction of \$1.5 million would not be a full cut. Rather, it would be \$500,000 cut and the use of carryover funds and reserves. Trustee Erickson concurred with the friendly amendment. Trustee Lyttle asked if President Schaffer would like the Board to make motion so that the campus community would know they support the recommendations made. President Schaffer responded that doing so would document the Board's agreement with the recommendations so that a balanced budget can be brought to the Board on May 25<sup>th</sup> using those strategies. He will seek the Board's formal guidance on the target reduction and guiding principles for FY18 at a future meeting.

In the discussion that followed the Board determined the plan for reducing the FY18 should be brought to the Board by December 1<sup>st</sup>, so the experience of the current Board would weigh in on the

recommendations for reducing that budget. (Note: Four positions will be open for election, with the elected trustees taking office the first of December.) President Schaffer stated this would be reasonable as long as the Board agrees to some flexibility in delaying some of the decisions should more work need to be done.

Ex Officio Trustee Keadle asked if the fall enrollments increase due to an economic downturn would the increased enrollment affect strategies for the FY18 budget's development. President Schaffer replied the College at the highest level has capacity in most areas. However, the College does not have capacity in the highest demand areas. President Schaffer stated preserving the instructional core of the institution is a priority. One of the College's goals is to have 50% of the College's expenditures dedicated to instruction; 70% is to be targeted on what touches students—instruction, academic support, and student services. This doesn't mean, however, significant shifting of resources will not take place in the instructional side of the house; e.g., reducing programs here so that capacity can be added there. About 19% of the College's majors are in the pre-health science track. All of the health science programs, except for maybe one, are at capacity. The College cannot take any more students into those health science programs unless investments are made in additional programs. The College can and should plan for assuring capacity exists in programs in which students want to enroll. To clarify, President Schaffer stated revenue projections for tuition are reflecting actual collections from this year, which are slightly down from last year. Enrollment is essentially projected to be the same in FY17 as it was in FY16, which does not reflect an enrollment decline. Generally, in recessionary periods, enrollments do increase. What is being suggested across the state is that the persons who are being laid off from jobs that were paying \$25/hour are leaving Wyoming, which will work against the possibility of increasing enrollments due to economic downturn. Another factor is the major lay-offs in the coal industry. Persons receiving severance packages are usually taking early retirement and will likely not be enrolling in higher education courses. Those receiving unemployment benefits will be paid those benefits for six months, so their interest in going to a community college may be delayed until those unemployment benefits expire. Taking these factors into consideration, the College is conservatively projecting a flat enrollment. Generally, the College can respond to increased enrollment by adding sections and adjunct faculty or by increasing capacity in areas of known interest. Ex Officio Trustee Keadle also asked about increasing recruitment activities. President Schaffer stated a meeting was recently held that set the stage for increasing recruitment efforts. A rapid response package for immediate entry programs for high-demand and high-wage jobs in Wyoming is being developed. These program packages will be promoted through the workforce centers targeting specific populations of those who have been laid off.

Trustee Erickson called for the question.

**MOTION CARRIED** unanimously.

President Schaffer again thanked the Board and stated the staff will do their best to bring a balanced budget to the May 25<sup>th</sup> meeting.

Board Chairman Mosher stated the Board will need information on the College's personnel rules that will advise them on any human resources impact. President Schaffer stated as strategies are developed some dialogue with the Board that will give direction from a philosophical standpoint will take place. Board Chairman Mosher again commended Vice President Johnson and Budget Director Myrick for their work on the budget process and asked that the process be shared in-house and in the community so that the impact of the budget cuts and the process to manage them is widely understood.

#### 4. APPROVAL ITEMS

- A. [Diesel Technology CD Program Exception Request](#) – Academic Affairs Interim Vice President Terry Harper

Trustee Lyttle moved and Trustee Merrell seconded,

**MOTION:** That the Board of Trustees approves the Diesel Technology Credit Diploma Program Exception Request increasing the number of credit hours from 29 to 31 and maintaining the program's credit diploma status.

**DISCUSSION:** Trustee Erickson stated the request was thoroughly reviewed during the March 19<sup>th</sup> retreat and all questions were answered. He called for the question.

**MOTION CARRIED** unanimously.

#### 5. BOARD REPORTS – Added to Agenda

- A. Board Member Updates – Board Chairman Ed Mosher (*Standing Agenda Item*)  
1) President's Evaluation Timeline – Trustee Carol Merrell

Trustee Merrell reported the evaluation survey is being finalized and will be distributed to the trustees on Wednesday, June 1<sup>st</sup>, with a request that the evaluation be returned by end of business on Tuesday, June 14<sup>th</sup>. President Schaffer asked that Executive Director Maas be included in the development of the evaluation tool and the evaluation process.

- B. Finance and Facilities Committee (May 11<sup>th</sup> Meeting)

Trustee Erickson moved and Trustee Lyttle seconded,

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

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

Trustee Erickson reported the Finance and Facilities Committee met today and heard an update on the Flex-Tech and Pathfinder buildings, the Wayfinding project, and a new courtyard design. Wayfinding is moving along, and a group is looking at a courtyard design between the Pathfinder Building and the blue arches to create an integrated appearance. The Procurement and Contract report was in order.

**DISCUSSION:** No additional discussion was held.

**MOTION CARRIED** unanimously.

#### 6. EX OFFICIO TRUSTEE UPDATES (*Standing Agenda Item*)

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

ACC Ex Officio Trustee Butch Keadle reported Dr. Malm and his wife Keli welcomed baby girl Emma on April 27<sup>th</sup>. With regards to the land offer, another meeting is scheduled for next week to continue the discussion. LCCC and Albany County School District No. 1 are working on a memorandum of understanding for dual enrolled classes. The Albany County School District No. 1 Board is expected to take action on the MOU in June. President Schaffer stated for Board Chairman Mosher that the National Alliance of Concurrent Enrollment Partnerships (NACEP) guidelines will have to be followed for concurrent enrollment classes, which means the concurrent enrollment faculty will



have to meet the minimum faculty qualifications. Dr. Malm is working on an advisory board for the Albany County Campus.

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

Student Ex Officio Trustee Noah Cheshier announced Robert Swank was elected SGA President and Zak Wood was elected SGA Vice president for 2016-2017. The Student Trustee Ex Officio is Garrett Wilkerson. He also reported on a Student Leadership Institute that was established by Student Ambassadors, the Student Government Association, Residence Assistants in the residence halls, the Campus Activities Board, and students in the career center. During a retreat prior to the beginning of the school year, these students plan for workshops to be held during the year that address, for example, proper etiquette, dressing for success, and interview tips and tricks. The most recent of these was a sixth workshop on financial literacy that shared information about credit scores, credit cards, lease agreements, and personal budgets.

Trustee Erickson congratulated Ex Officio Cheshier on his graduation and commended him on his contributions and participation in SGA and during Board meetings. President Schaffer thanked Ex Officio Cheshier and stated he is looking forward to working with Garrett Wilkerson during the 2016-2017 academic year. Ex Officio Cheshier thanked the Board and President Schaffer for making him feel welcome.

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

Board Chairman Mosher shared information about the Handlebar Cattle Company and the equine students who work with them to develop business programs. He also commended the students who organize the Block and Bridle BBQ. In addition, he and Trustee Merrell were able to attend the TRIO graduation, which he found inspiring.

**8. ADDITIONAL ITEMS – Information Only**

- A. [Historical List of Board Motions](#)
- B. [Board Correspondence - PAEC Elections 2016 – Joe Schaffer](#)

**9. NEXT MEETINGS/EVENTS**

- **May 25** – Board Dinner and Meeting (Dinner: 5:30 p.m. – CCC 178/179; Meeting: 7 p.m. – Board Room)
  - Preliminary Campus Master Plan Presentation and Budget Second Reading
- **June 1** – WCCC Meeting – Casper College – Casper
- **June 2 and 3** – GISS (Governance Institute for Student Success) – Casper College
- **June 8** – Finance and Facilities Committee meeting – 10 a.m. – Administration and Finance Conf. Rm.
- **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)
  - One Mill and Annual Budget Public Hearing; One Mill and Budget Approval; Campus Master Plan Presentation
- **July 20** – Board Dinner and Meeting (Dinner: 5:30 p.m. – CCC 178/179; Meeting: 7 p.m. – Board Room)
  - Campus Master Plan Approval

**10. 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 public comment was requested.

**11. ADJOURNMENT** of the May 11, 2016, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Ed Mosher

Board Chairman Ed Mosher adjourned the May 11, 2016, Board Meeting of the Laramie County Community College District at 8:48 p.m.

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

Prior to the adjournment of the May 11, 2016, Board Meeting,

Trustee Merrell moved and Trustee Erickson seconded,

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

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

Respectfully submitted,

Vicki Boreing  
Board Recording Secretary