

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, OCTOBER 19, 2016, LARAMIE HIGH SCHOOL, LARAMIE, WYOMING

Board Present: Board Chairman Ed Mosher, Vice Chairman Bill Dubois, Treasurer Don Erickson, Trustees Bradley S. Barker, III, Brenda Lyttle, and Carol Merrell, ACC Ex Officio Trustee Butch Keadle, and Student Ex Officio Trustee Garrett Wilkerson

Board Excused: Secretary Christine Lummis

Staff Present: President Joe Schaffer; Vice President Judy Hay and Interim Vice President Terry Harper; Associate Vice President James Malm; Administrator Herry Andrews; and Legal Counsel Tara Nethercott

Visitors: Margaret Brown (ACC Advisory Board Member), Jacob Hamel (*Wingspan*), Wayne Herr (McGee, Hearne and Paiz), Jennifer Peterson (Trustee Candidate)

1. **7:00 p.m. – CALL TO ORDER** of the October 19, 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 October 19, 2016, Board Meeting of the Laramie County Community College District Board of Trustees at 7:47 p.m.

2. **MINUTES** – Approval of the [September 21, 2016, Board Minutes](#) – Board Chairman Ed Mosher

Trustee Dubois moved and Trustee Merrell seconded,

**MOTION:** That the Board of Trustees approves the September 21, 2016, Board Minutes as written.

(POSTSCRIPT TO MINUTES: Student Ex Officio Trustee Garrett Wilkerson pointed out the minutes should read “ten hours” not “two hours” of community service. The minutes were revised to reflect that change.)

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

3. **[FY 2016 AUDIT PRELIMINARY DRAFT REVIEW](#)** – Wayne Herr (McGee, Hearne, and Paiz, CPAs), Herry Andrews (Accounting Services Director)

The College’s audit draft was presented by Mr. Herr. The College’s audit will also be reviewed by the firm’s audit and accounting quality control staff before the final audit is presented at the Board’s November 16<sup>th</sup> meeting. The following points are from Mr. Herr’s report on the audit’s draft, which he stated, based on the draft before the Board this evening will be an unmodified or clean opinion, which is good.

- The College’s audit consists of three separate audits that are performed under Generally Accepted Auditing Standards.
- An audit is also issued on the College’s financial statement under the Government Auditing Standards on internal controls for financial reporting and on compliance with laws and regulations that have a direct impact on financial statement matters. This audit has no findings.
- A third audit is on federal awards. Major federal programs are audited based on the federal government’s guidance, which was revised this year and is called Uniform Guidance (2 CFR § 200). Internal control and

compliance are examined for these programs as well, which is student financial aid at LCCC. In 2015, two findings were reported. One of those was corrected. The other was with enrollment reporting, which has continued to be a challenge for most of the educational institutions in the country. In 2015, 63 errors of different types were found; this year only 14 were found in different areas, which indicates the errors are random; i.e., no pattern exists. Overall, significant progress has been made. The errors are a result of the timing when student status changes are reported to the National Student Clearinghouse (NSC). The federal government uses the NSC data to monitor when a student is going to retain the status of their loan(s). The NSC is also a central clearinghouse used by other institutions to learn what financial aid a student has already received during their previous educational experiences. The errors found during the audit do not involve dollars. President Schaffer advised the records were submitted to the NSC, so the error appears to be on the NSC side. Mr. Herr stated issues with data reporting have occurred since the National Student Clearinghouse was created to assist with the collection of data by the National Student Loan Data System for Students (NSLDS). The NSC collects data from approximately 95% of all educational institutions and has struggled with data collection issues. In fact, the NSC received a qualified opinion last year on their control audit. Mr. Herr reported the NSLDS has been contacted about the issue, whose staff stated the Clearinghouse was created as a convenience for the institution but is not solving the NSLDS's needs. They further stated they will take "it" out of the Clearinghouse, but that doesn't give the auditors an option "out of it." Mr. Herr stated that since this is the second year where the exceptions in reporting between LCCC and the Clearinghouse have resulted in auditing issues for the College, mitigation of the reporting issues should be considered. He noted, for example, that mitigation may take place between the College and the auditors where a training issue exists rather than a systematic problem. Findings are evaluated both quantitatively and qualitatively if the findings are material. This finding has no quantitative factors, i.e., the errors are random. Therefore, the finding could be mitigated. Additionally, Financial Aid Director Julie Wilson has reported the federal auditors were not concerned. Mr. Herr added that some institutions are double checking the Clearinghouse data. However, the task is a tedious, time consuming one.

- The LCCC Building Authority refinanced bonds at an economic gain, which resulted in some technical issues. The statement of cash flows was affected and a note has been made in the footnotes.
- The pension accrual went up \$1.7 million for LCCC this year, because the Wyoming Retirement System missed their calculation of what their earnings would be, so the State's liability increased substantially, somewhere near a billion dollars. LCCC's share of that was a \$1.7 million cash adjustment.
- Capital assets increased because of the Flex-Tech Building and Pathfinder Building.
- No disagreements occurred with management over anything, including the area of financial aid.

As a matter of information, Mr. Herr shared McGee, Hearne, and Paiz just underwent and passed a peer review of their firm's audit processes, which takes place every three years.

#### **4. REPORTS TO THE BOARD**

##### **A. LCCC Reports**

- 1) SGA (Student Government Association) – Robert Swank, President (The SGA report will be given along with the Student Ex Officio Trustee Report.)
- 2) Staff Senate – Rhonda Priest, President; Amy Ehlman, Vice President-Classified Staff; Lexi Hartley, Vice President-Professional Staff; Melissa Gallant, Secretary; Sarah Smith, Treasurer

The Staff Senate report will be given during the November 16, 2016, meeting.

- 3) Faculty Senate – Rob McNabb, President; Paula Badgett, Vice President; Nate Huseman, Secretary/Treasurer

The Faculty Senate report will be given during the November 16, 2016, meeting.

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

No report

**5. PRESIDENT’S REPORT** – President Joe Schaffer

A. LCCC Annual Report (handouts)

The Laramie County Community College 2016 Annual Report will be published as an insert in the *Wyoming Tribune-Eagle* and the *Laramie Boomerang*. The annual report includes a snapshot of progress on the College’s strategic plan, a performance report on the KPIs (Key Performance Indicators), and a brief summary of the College’s economic impact analysis. The trustees received copies of the annual report.

B. [Economic Impact of LCCC on Service Area](#)

The fact sheet entitled “The Economic Value of Laramie County Community College” is a product of an updated economic impact study performed by EMSI (Economic Modeling Specialists, International). The first study was performed in 2011 and again in 2016 by (EMSI). The 2016 study’s results are also included in the College’s annual report. The study examines the economic impact from spending and return-on-investment analyses.

From the study:

- LCCC and LCCC Student Impact: LCCC and its students added \$172.7 million in income to the LCCC Service Area’s (Laramie County and Albany County) economy, which is equal to approximately 2.2% of the region’s total GDP (Gross Domestic Product). By comparison, the College’s overall impact is nearly as large as that of the entire Wholesale Trade Industry in Laramie and Albany counties.
- LCCC Operations Spending Impact: The net impact of the College’s payroll and expenses in the LCCC Service Area during the analysis year (FY 2013-14) was approximately \$37.5 million in added income and equates to 979 jobs in the region.
- Student Spending Impact: The expenditures of relocated and retained students during the analysis year (FY 2013-14) was \$5.9 million annually and equates to 230 jobs.
- Student Alumni Impact: The accumulated contribution of former students currently employed in the region amounted to \$129.3 million in added income during the analysis year (FY 2013-14).
- Return on Investment to Students: In return for the monies invested in the College, students will receive a present value of \$200.7 million in increased earnings over their working lives. This translates to a return of \$3 in higher future earnings for every \$1 that students invest in their education. The average annual return for students is 13.5%. As a comparison, the stock market’s 10-year return-on-investment average is 7.2%.
- Taxpayer Impact: In FY 2013-14 state and local taxpayers paid \$34 million to support the operations of LCCC. For every dollar paid, the taxpayer receives \$1.80 in return in terms of future tax collections from graduate earnings and reduced reliance on social services.
- Society Impact: For every dollar society spent on LCCC educations, society received a cumulative value of \$4.80 in benefits.

President Schaffer stated education is the only social program paid for by the Legislature that has a positive rate of return. He stressed this information is what should be shared with the Legislature and he plans to do so. He also plans to share the information with the Chamber during one or more of their lunch meetings, depending upon when the presentation schedule allows.

Board Chairman Mosher pointed out the investment returns are both short-term and long-term. Trustee Lyttle inquired about the source of the information to which President Schaffer responded the source is Economic Modeling Specialists International (EMSI). The 2016 study includes analyses of the Laramie County tax district, the Albany County non-district service area, and the full service area of Laramie County and Albany County.

President Schaffer explained for ACC Ex Officio Trustee Butch Keadle that the Wyoming Center for Business and Economic Analysis at Laramie County Community College is in its first year at the College and is still in transition. Therefore, the Center is being used for smaller economic analysis projects while that transition is taking place. Some of those projects have been for the community and the Laramie County Economic Joint Powers Board. The Center will probably be helping with future studies on the potential impacts of economic diversification.

#### C. CORE Update – STANDING AGENDA ITEM

Two different processes are being used in the CORE Initiative. The first is the identification of efficiency and revenue enhancements and the second is program prioritization. President Schaffer advised the Board's guiding principles approved during their August 17<sup>th</sup> Board meeting have been referenced over and over during the CORE Initiative process.

The Efficiency and Revenue committees have completed and submitted their work to President's Cabinet. The work comes with a collection of ideas for revenue enhancements and some 100 efficiency enhancements. President Schaffer received the program prioritizations for high-value and high-efficacy academic programs today. The reports give the President's Cabinet a place to start in their deliberations.

The non-academic functional areas have articulated the stakeholders, goals, measures, and evidence on which they assess their effectiveness. Narratives on efficiency and value have also been submitted. President's Cabinet is in the process of completing the scorings on all submissions.

President Schaffer emphasized the CORE processes have brought additional work and stress to the campus employees and has been a massive continuous improvement effort. These processes have also created a different mentality on how employees view their job duties and responsibilities, and the value and magnitude of their work will continue for many years.

The Cabinet will use their scorings of the program data and the committee recommendations augmented by other data sources to begin formulating draft recommendations for addressing the budgetary issues during their Monday, October 31<sup>st</sup>, retreat that will also include Counsel Nethercott. The College Council will have an opportunity for feedback on the recommendations that will also be available for public consumption. The draft recommendations will be brought to the Board for consideration and approval. President Schaffer emphasized that when the draft recommendations "hit the streets" the College and the Board of Trustees will need to focus on supporting those who will be affected by the recommended budget reductions' final approval. The downside of the two-track approach is that the process takes a significant amount of time, which perpetuates employee stress and uncertainty. The upside is that the recommendations brought to the Board will be grounded in evidence-based decisions that will re-position the institution. President Schaffer will email a video update on the CORE Initiative this evening to the campus and the Board of Trustees.

Trustee Barker asked if those impacted will be given a heads up before the information is released. President Schaffer stated employees directly impacted will be notified and counseled on a one-on-one basis. He acknowledged the timing right before the holidays is less than desirable. However, the FY 2018 budget building process dictates the timing.

Trustee Erickson asked if alternatives to the draft recommendations will be brought to the Board. President Schaffer responded that option is not known at this time. He added, the Board should have at least a week to process the information before it is brought forward at a Board meeting.

Trustee Merrell thanked President Schaffer, the President's Cabinet, and all the College's employees for doing what the trustees asked. President Schaffer reiterated the employees have been doing a lot of critical and time-consuming work and that the non-academic areas have been doing the lion's share.

- 1) [CORE Initiative](#)
- 2) CORE Timelines
  - a. [Service/Support Function Prioritization](#)
  - b. [Academic Program Prioritization](#)
  - c. [Efficiency and Revenue Committees Prioritization](#)

President Schaffer stated for Trustee Lyttle, who asked about campus awareness, that the campus is well aware of the CORE Initiative and the processes taking place on campus. The CORE Initiative is a standing agenda item on the Board, President's Cabinet, and College Council agendas and has been presented during the fall in-service and division meetings. The *Wingspan* has also published articles and President Schaffer has produced video updates for campus viewing, including the one he will be emailing later this evening.

#### D. Continuous Improvement Request for Proposal Status – Vice President Judy Hay

President's Cabinet attended a CQIN (Continuous Quality Improvement Network) Institute where they discussed key concepts and translated them into actionable solutions that fit the College's needs. It was during this experience that the term CORE (Critical Optimization, Realignment, and Efficiencies) was conceived. Vice President Hay stated the Cabinet recognized the non-academic service area staff were going to have to assess their job functions for the first time and without training on the specific processes to do so. The Cabinet wanted to provide continuous improvement training so that assessing job functions and continuous improvement processes would become embedded as a way of life for both academic and non-academic employees. Vice President Hay explained the non-academic areas do not have data to help draw conclusions about job performance and operations' success because data is typically gathered from like functions existing in multiple areas so the data captured can be compared (apples to apples). Non-academic area functions are markedly different across campus (e.g., grounds keepers, financial aid technicians, administrative assistants, web designers), so data cannot be gathered that would represent like functions. Because the data does not exist, the data cannot be pulled to assist with the assessment of job functions and operations.

Vice President Hay advised the vendor chosen from the RFP submittals would provide the necessary training using, for example, the Baldrige Model, and would dovetail with the College's HLC accreditation. The Administration and Finance, Human Resources, and Student Services staff would receive the training that would help them learn how to develop a mission for their respective service areas, identify their stakeholders, determine the value of their job function, determine the strategies for better job performance, establish objectives and goals, and define key processes, outcomes, metrics of performance, and mechanisms for receiving feedback from key stakeholders. The Continuous Improvement Request for Proposal received four responses ranging from \$27,000 to \$43,000. Vice President Hay, Vice President Johnson, and Executive Director Maas scored the proposals. Some negotiation will likely need to occur before a vendor is awarded the contract. Trustee Erickson stated concern was raised during the Finance and Facilities Committee meeting that if the amount contracted were to be over \$30,000, the Board would

have to approve the expenditure since the purchase was not included in the College's FY 2017 budget's approval. So, he asked that a presentation be made to the Board this evening so the trustees are alerted to the possibility of the RFP needing their approval. He further stated that the Board's position has been to support continuous improvement and he hoped the Board would approve the expenditure should their approval be necessary. He added Vice President Hay's overview that explained the reason for the RFP was great and he appreciated knowing the groups that would be involved in the training.

E. [Construction Update](#) – President Joe Schaffer

President Schaffer reported moving into the Pathfinder Building will begin right after Thanksgiving and the doors will be open for the Spring 2017 semester. Trustee Dubois asked whether the Holiday Gala will be held in the Pathfinder Building to which President Schaffer responded the contractor did not believe the Pathfinder Building would be ready for occupancy in time for the December 9<sup>th</sup> Gala, so the Holiday Gala will be held in the College's dining hall.

## 6. APPROVAL ITEMS

A. [Naming of College Spaces](#) – Associate Vice President Lisa Murphy

Trustee Dubois moved and Trustee Barker seconded,

**MOTION:** That, in accordance with Board Policy 5.5 *Naming of College Spaces*, the Board of Trustees approves the naming of the following college spaces:

- John and Esther Clay Pathfinder Building
- Spradley Barr Motors, Inc. – Flex-Tech Building Flexible Meeting Rooms FT 115 and 116

**DISCUSSION:** President Schaffer stated John and Esther Clay's past and future gifts will be the single largest contribution received by the College. The naming of Flex-Tech Building meeting rooms is in response to a generous gift by Spradley Barr Motors. More press on the naming of the Pathfinder Building and the Flex-Tech Building meeting rooms will be released in the future.

Trustee Dubois called for the question.

**MOTION CARRIED** unanimously.

Trustee Erickson stated he endorses the College's continuing approach for naming parts of the College after key individuals and contributors.

## 7. BOARD REPORTS

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

Board Chairman Mosher moved the discussion to Item B. below.

B. [WCCC Tuition Policy Update](#) – Board Chairman Ed Mosher

1) [Tuition Cap Removal Report](#)

Board Chairman Mosher stated a very significant discussion was held on the tuition policy today during the Wyoming Community College Commission meeting. President Schaffer and Research Analyst Dr. Mark Perkins gave a data-rich presentation that stimulated some very good conversation on tuition. Trustee Erickson shared that he was very impressed with the commissioners seeking input from the presidents and trustees, adding he believed this demonstrated a team of people working toward a common

goal of a successful experience for students, while taking into consideration the community colleges' financial constraints.

President Schaffer said a conversation on revising the Commission's tuition policy began last spring. The Commission sent a request to campuses for feedback on options. A vote on those options ensued. The options included, for example, removal of the 12-credit cap, in-district and out-of-district rates, and differential rates by program. Another conversation was held at the June Commission meeting, during which a decision was made to bring forward a proposal that would provide stability for the Colleges in terms of the duration for which the tuition was set and would also help with some of the decreased revenue resulting from the reduction in State funding. The community colleges then took on a comprehensive research project as part of the proposal process. Dr. Mark Perkins presented the "Potential Effects of the Removal of a Tuition Cap" during today's Wyoming Community College Commission meeting. (His report is linked above.) President Schaffer stated the data presented was based on questions, such as those below, that he provided to Dr. Perkins. He commended Dr. Perkins who he said did a great job of presenting the data results.

- Are students motivated by the tuition cap?
- What students would benefit by the cap?
- What students would be impacted by the removal of the cap? Of those students, what kind of financial aid package do they have? What would be the average expense they would have to pick up?

The final analysis showed: "On average, more than 60% of LCCC students enroll for 12 credits or less, thus suggesting that the tuition cap is not a motivating factor for the majority of degree seeking students at LCCC to more than 12 credits. Also...13% of all degree-seeking students take exactly 12 credits. If the cap motivated higher enrollment above 12 (credits), this group should be significantly smaller." [Tuition Cap Removal Project, Dr. Mark Perkins] President Schaffer observed that if the tuition is to be used as a revenue enhancing strategy, then based on the data, a relatively small student population would be impacted by the removal of the cap. During the Commission meeting conversation following Dr. Perkins' presentation focused on the purpose of the cap and whether or not it is intended to motivate students and whether tuition should be used to enhance revenue. The final determination was not to remove the cap and freeze tuition for two years, which President Schaffer pointed out means no increased revenue will come from student tuition over the next two years. The good news is the community colleges will have a very stable tuition rate set for students. However, the only increase in tuition revenue will come from an increase in enrollment. President Schaffer still believes the Commission should have a policy conversation about what should be accomplished with tuition and how should that policy statement be accomplished through implementation. President Schaffer agreed with Trustee Erickson, who stated the Commission does have an air of collaboration; i.e., a willingness to ask, consider, and have a dialogue. Trustee Erickson stated he believes the commissioners are listening and pointed out that when Commissioner Brown shared his philosophy to implement Complete College Wyoming he asked what the community colleges would need to do to set tuition to achieve the student completion goals set by Complete College Wyoming. Board Chairman Mosher observed that the trustees need to know that the core issue concerning tuition has not been dealt with and that community college tuition is set for a period of two years.

C. [WACCT Budgetary Issues](#) – Trustee Don Erickson

Board Chairman Mosher asked Trustee Erickson to comment on the budget impact relative to the changing role of the executive director. Trustee Erickson stated the role of the executive director in the areas of professional development and advocacy are discussion items during tonight's and tomorrow's WACCT Board retreat. The discussion is focusing on whether enough money will be available to fund professional development, the community college summit, and the WACCT awards ceremony. The WACCT Board believe the awards ceremony is a high priority. The second priority is the advocacy role with the



Legislature. The community college summit is the third priority because its funding is dependent on sponsorships. More discussion will occur after the first of the year.

D. Finance and Facilities Committee (October 12<sup>th</sup> Meeting) – Trustees Erickson and Merrell

Trustee Erickson stated the Finance and Facilities Committee meeting agenda included a discussion and presentation of the following:

- An update on the Pathfinder Building. A lot of the landscaping is in place and looks great.
- The wayfinding project has a completion date of October 31<sup>st</sup>.
- Vice President Judy Hay and Athletics and Campus Recreation Director Scott Noble reviewed the travel costs for the athletic teams and some of the principles used in making tournament selections. Tournaments are selected based on the participation of the Top 25 teams, so that some recruitment opportunities can also take place from the TOP 25 athletes. Board Chairman Mosher asked for the presentation on out-of-state travel and stated he was satisfied with Vice President Hay's and Director Noble's analysis and rationale, noting further they presented a very defensible budget. Trustee Merrell found it fascinating that the College has 127 athletes on campus, adding the number of activities taking place on campus is amazing.

At Trustee Erickson's request, Vice President Hay shared the success of the College's rodeo athletes during the October 14-16, 2016, Shawn Dubie Memorial Rodeo. President Schaffer noted having two first place steer wrestlers is very impressive. Also impressive is Rodeo Coach Beau Clark's enthusiasm, and his recruitments are demonstrating how that enthusiasm is paying off for the College's rodeo program, adding Mr. Clark was a good recruit himself. Trustee Dubois stated the *Wyoming Tribune-Eagle* is publishing article after article about the College's sports' victories. Trustee Barker shared he is extremely pleased that the College's men's and women's volleyball and soccer teams are in the Top 20 in the nation. He added that when searching for a college to attend, he wanted to go where the exceptional talent was.

Trustee Erickson moved and Trustee Merrell seconded,

**MOTION:** That the Board of Trustees accepts the receipt of the financial reports.

- 1) [Current and Auxiliary Fund Balance Sheet Reports as of September 30, 2016](#)
- 2) [Current and Auxiliary Fund Budget Reports as of September 30, 2016](#)
- 3) [September 2016 Procurement and Contracting Report](#)

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

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

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

Board Chairman Mosher thanked Ex Officio Trustee Keadle for arranging the visit with the Albany County Campus Advisory Board. Ex Officio Keadle credited Associate Vice President Malm with the coordination of the joint meeting and dinner. He also stated that he believes the culinary sciences will be an opportunity for future dual enrollment. Board Chairman Mosher was pleased to hear Principal Judy Bush acknowledge LCCC Diesel Technology Instructor Seth Robbins and his and others involvement with the Laramie High School students and faculty.



President Schaffer shared the ACC expansion was approved by the Commission today. Advance planning will now begin followed by construction in the spring. The new classrooms will be open for the Fall 2017 semester.

Trustee Erickson stated he would like to have an annual gathering with ACC Advisory Board that would also include the Albany County School District No. 1 Superintendent Yennie and UW President Nichols. Associate Vice President Malm stated both were invited and sent their regrets.

**B. LCCC Student Ex Officio Trustee – Mr. Garrett Wilkerson**

Board Chairman Mosher stated the Board responses on how the SGA may be involved in the FY 2018 budget reduction process will be shared with the SGA by President Schaffer.

Student Ex Officio Trustee Wilkerson reported SGA elections took place on September 29<sup>th</sup>. The SGA received 13 applications for seven positions—six senators and one member at large. The SGA hosted the Wyoming Leadership Conference this year. Representatives from five community colleges attended—Western Wyoming Community College, Central Wyoming College, Northern Wyoming Community College District (Sheridan and Gillette), and Laramie County Community College. The conference topics included diversity of people in different working classes and those with disabilities as opposed to diversity of ethnicity and culture. Nine professional sessions were offered. LCCC students who attended the Leadership Conference in Florida this summer conducted all but one session. Western Wyoming Community College students were responsible for that session. A keynote speaker wrapped up the conference. SGA is working with students to find ways for them to register to vote.

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

**A. New Trustee Orientation – Board Chairman Ed Mosher**

The Board discussed the need for a new trustee orientation and whether the orientation's content and date should be determined prior to the new trustees taking office or after they are sworn in on December 7<sup>th</sup>. Suggested topics were Board policy, the role of the trustees, and the budget. Counsel Nethercott would be asked to participate. Trustee Barker recommended having more than one orientation session because of the depth of information to be shared. President Schaffer noted that a time with each of the Cabinet members will be arranged, which will allow for the presentation of information during more than one meeting. Trustee Dubois suggested waiting until the new trustees take office and can provide their input on time, date, and subject matter. Trustee Erickson remembered having Board Chairman Mosher as a mentor was very helpful and would encourage a mentoring program for the new trustees. The Board agreed to pursue an orientation when the new trustees could participate in determining date, time, and content.

**10. ADDITIONAL ITEMS – Information Only**

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

**11. NEXT MEETINGS/EVENTS**

**[WCCC and WACCT Schedule](#)**

**[WACCT Summit Program](#)**

- **October 20** – WACCT Board Meeting – 8 to 1:30; Presidents join the WACCT Board for lunch Noon to 1:30 – Both are in the UW Conference Center Salon FG. (Adjoins the West Side of the Hilton Garden Inn)
- **October 20 and 21** – WACCT Annual Policy Summit – UW Conference Center Salon DE (Adjoins the West Side of the Hilton Garden Inn)
- **November 16** – Board Dinner and Meeting (Dinner: 5:30 p.m. – CCC 178/179; Meeting: 7 p.m. – Board Room)
- **December 7** – Board Dinner and Meeting (Dinner: 5:30 p.m. – CCC 178/179; Meeting: 7 p.m. – Board Room)
  - Administering of oaths of office for newly elected trustees and election of 2017 officers.



**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

None

**13. ADJOURNMENT** of the October 19, 2016, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Ed Mosher

Board Chairman Ed Mosher adjourned the October 19, 2016, Board Meeting of the Laramie County Community College District Board of Trustees at 9:29 p.m.

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

Respectfully submitted,

Vicki Boreing  
Board Recording Secretary