

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, JULY 20, 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, Trustees Bradley S. Barker, III, and Carol Merrell, ACC Ex Officio Trustee Butch Keadle

Board Excused: Trustee Brenda Lyttle, Student Ex Officio Trustee Garrett Wilkerson

Staff Present: President Joe Schaffer; Vice Presidents Judy Hay and Rick Johnson, Interim Vice President Terry Harper; Associate Vice Presidents James Malm and Lisa Murphy; Faculty and Professional Staff Members Jeri Griego and Jayne Myrick and Legal Counsel Tara Nethercott

Visitors: Sleeter Dover and Jennifer Peterson Community Members), Jacob Hamel (*Wingspan*)

1. CALL TO ORDER of the July 20, 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 July 20, 2016, Board Meeting of the Laramie County Community College District Board of Trustees at 7:37 p.m.

2. MINUTES – Approval of the June 29, 2016, Board Meeting Minutes – Board Chairman Ed Mosher

Approval of the June 29, 2016, Board Meeting minutes will be added to the August 17, 2016, Board Meeting agenda.

3. WORK ITEMS

A. Data Byte – KPI I.3: Campus Climate – Employee Satisfaction – Institutional Research Director Ann Murray, Human Resources Executive Director Tammy Maas

The Ruffalo Noel-Levitz College Employee Satisfaction Survey rates the overall satisfaction of those who respond to the survey and was adopted as the permanent survey tool in 2014-2015. The College previously used an internally developed survey that was first-conducted in Fall 2010. The Ruffalo Noel-Levitz survey is now conducted in the spring, which was determined to be a better timeframe to gather information. The Spring 2016 results are now being analyzed. Because the College is now using an external instrument, the results are compared to an external benchmark that includes 52 two-year comparison institutions. The next survey will be administered in February 2017.

For this data byte, the bigger the score, the better the score. The “Rate Your Overall Satisfaction” graph shows the satisfaction rate increased from 3.33 to 3.87 from Fall 2014 to Spring 2016, where a 5 = very satisfied; 3 = somewhat satisfied; and 1 = not at all satisfied. The benchmark is 3.87, which means LCCC’s survey respondents are generally a little more satisfied. This is the first measure from the next edition of the KPIs, which will be ready by the end of August. The KPI continuous improvement measures are used in the development of the College’s AQIP (Academic Quality Improvement Program) system’s portfolio but are not required by AQIP. Albany County Campus employees are included in the survey. Their responses cannot be desegregated from those of the Cheyenne campus employees.

The Spring 2016 survey results will be analyzed by a cross-functional team, who will recommend improvement strategies. Areas with the biggest gaps between satisfaction and importance will be

investigated. Focus groups will brainstorm solutions in early September, and the results will be synthesized in October and November with recommendations presented to President's Cabinet and College Council in December.

The Fall 2014 survey results were analyzed by a College Council sub-group who "lumped" the data into several categories and prioritized the data according to where the biggest gaps occurred between satisfied and most important. After the data was categorized, the team looked more at process improvements, which are being implemented this year. Ways to improve employee satisfaction were not as successfully determined. In line with the College's survey results, surveys of community college employees across the nation show they also think the category is more important rather than how satisfied they are with that category.

Executive Director Tammy Maas commended Institutional Research Director Murray on the establishment of a baseline. She reported the cross-functional team is intact and motivated and that Human Resources is partnering with Institutional Research. The team will be co-chaired by Executive Director Maas and Director Murray and will also include the Faculty Senate, Staff Senate, and LCCCEA presidents. A charter has been formed that lays out a structure for addressing survey results. The team will tackle the top two areas: 1) culture and valuation and 2) planning and decision making. September's brainstorming session may be an open forum to which the trustees would be invited. The survey will be performed on an annual basis.

Board Chairman Mosher thanked Institutional Research Director Murray and Human Resources Executive Director Maas for their report, adding the Board will look forward to the team's report in November or December.

4. APPROVAL ITEMS – None

5. BOARD REPORTS

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

Board Chairman Mosher thanked the staff for their input during the work session earlier this evening and also commended those who were responsible for the campus clean-up in preparation for next week's Thunderbirds' performance, saying the campus looks great.

B. Finance and Facilities Committee (July 13th Meeting) – Trustees Erickson and Merrell

Trustee Erickson reported the Finance and Facilities Committee met on July 13th. They were advised the Flex-Tech Building received a temporary certificate of occupancy and that the wayfinding project will be delayed beyond the original completion date of July 22nd. The Current Fund and Auxiliary Fund reports were reviewed along with the Board's budget. The trustees will not be traveling out-of-state; in-state travel will be necessary to attend Wyoming Community College Commission, Wyoming Association of Community College Trustees, legislative, and other college-related meetings.

Trustee Erickson moved and Trustee Merrell seconded,

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

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

DISCUSSION: see above

MOTION CARRIED unanimously.

Trustee Merrell stated Trustee Erickson is doing an excellent job of keeping an eye on the budget.

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

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

Ex Officio Trustee Keadle stated the Memorandum of Understanding between LCCC and Albany County School District No. 1 for the automotive technology program was signed last Wednesday night. Albany County Campus Associate Vice President James Malm reported 118 students have enrolled in nine automotive sections (college courses) that will be taught by an LCCC instructor at the new high school. Typically, concurrent enrollment is where high school faculty teach college courses to high school students at a high school. Dual enrollment is where college faculty teach college courses to high school students at a college; therefore, the high school students are dually enrolled in both a high school and a college. The automotive program is a hybrid of dual enrollment where the College's faculty are teaching high school students college courses at the high school. The high school students are dually enrolled in both high school and college courses, but the college courses in this case are being taught by college faculty at a high school instead of a college campus. Associate Vice President Malm added the arrangement is being well-received in the Laramie community.

Trustee Erickson asked if a quick tour of the new high school could take place on October 19th while the Board is attending the Wyoming Community College Commission meeting and holding their own Board meeting in Laramie. President Schaffer commented time may not allow for the tour because of the other commitments. Associate Vice President Malm said he would follow up.

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

Mr. Wilkerson did not attend the meeting.

7. NEW BUSINESS – Board Chairman Ed Mosher

Board Chairman Mosher reported the agenda for the Annual Policy Summit on October 20th continues to add items of interest on issues such as the economic downturn. Trustee Erickson stated the Wyoming Association of Community College Trustees (WACCT) Board members are discussing holding a retreat during that week as well.

Trustee Lummis reported Smoky the horse has been officially retired. Smoky pulled the LCCC wagon during numerous Cheyenne Frontier Days parades. Angie and Joe Wiesen of Knife River will be providing a horse for this year's CFD parade.

8. ADDITIONAL ITEMS – Information Only

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

9. NEXT MEETINGS/EVENTS

- **August 17** – Board Dinner and Meeting (Dinner: 5:30 p.m. – CCC 178/179; Meeting: 7 p.m. – Board Room)
 - Tentative: Joint Dinner and Campus Tour with the Laramie City Council Members
 - Campus Master Plan Approval
- **September 21** – Board Dinner and Meeting (Dinner: 5:30 p.m. – CCC 178/179; Meeting: 7 p.m. – Board Room)
- **October 19** – Wyoming Community College Commission Meeting – Hilton Garden Inn, Laramie

- **October 19** – Board Dinner and Meeting – Laramie (details to follow)
- **October 20 and 21** – WACCT Annual Policy Summit – Laramie (details to follow)
- **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.

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 member of the public requested an opportunity to speak.

11. ADJOURNMENT of the July 20, 2016, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Ed Mosher

Board Chairman Mosher recessed the Board meeting at 8:06 p.m. and reconvened the meeting at 8:15 p.m. Upon reconvening Trustee Erickson moved and Trustee Merrell seconded,

MOTION: That the Board of Trustees adjourn the July 20, 2016, Board Meeting of the Laramie County Community College District.

DISCUSSION: None

MOTION CARRIED unanimously.

Board Chairman Ed Mosher adjourned the July 20, 2016, Board Meeting of the Laramie County Community College District Board of Trustees at 8:15 p.m. as so moved.

12. EXECUTIVE SESSION – *An executive session will be held to discuss private giving opportunities.*

Prior to the adjournment of the July 20, 2016, Board Meeting,

Trustee Merrell moved and Trustee Erickson seconded,

MOTION: That the Board of Trustees convenes an executive session to consider the acceptance of gifts, donations, and bequests by donors who have stated in writing these be kept confidential.

DISCUSSION: None

MOTION CARRIED unanimously.

Respectfully submitted,

Vicki Boreing
Board Recording Secretary