

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, DECEMBER 7, 2016, UP CENTENNIAL ROOM, CENTER FOR CONFERENCES AND INSTITUTES, LARAMIE COUNTY COMMUNITY COLLEGE

Board Present: Board Chairman Carol Merrell, Vice Chairman Bradley S. Barker, III, Treasurer Don Erickson, Secretary Brenda Lyttle, and Trustees Jess E. Ketcham, Bob Salazar, and Wendy J. Soto, and ACC Ex Officio Trustee Butch Keadle and Student Ex Officio Trustee Garrett Wilkerson

Outgoing Trustees: Bill Dubois, Christine Lummis, and Ed Mosher

Staff Present: President Joe Schaffer; Vice Presidents Judy Hay and Rick Johnson, Interim Vice President Terry Harper, Associate Vice President Kim Bender, Executive Director Tammy Maas and Interim Executive Director Talisha Mottinger; Administrator, Faculty and Staff Members James Crosby, Jeri Griego, Arlene Lester, Rhonda Priest, and Mike Smith; and Legal Counsel Tara Nethercott

Visitors: Rob Cleveland, Jeanine West, and Matt Butler (Cheyenne/Laramie County Emergency Management Agency), Lt. Kevin James (Laramie County Sheriff's Office), Kelly, Jace, and Jack Ketcham and Jeff Ketcham, Kathy Lackey (Notary), Edie Mosher, Lorraine Salazar, Inez Smith, Kristine Galloway (*Wyoming Tribune-Eagle*), Creighton Grove and Jacob Hamel (*Wingspan*)

1. CALL TO ORDER of the December 7, 2016, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Ed Mosher

Board Chairman Mosher called to order the December 7, 2016, Board Meeting of the Laramie County Community College District Board of Trustees at 7:25 p.m. and appointed Trustee Erickson Chairman Pro Tem.

2. MINUTES – The November 16, 2016, and November 30, 2016 Board Minutes will be brought forward for approval at the January Board Meeting. – Board Chairman Ed Mosher

3. INSTALLATION OF NEW TRUSTEES

A. Recognition of Outgoing Board Members – President Joe Schaffer

Chairman Pro Tem Erickson thanked the outgoing trustees for being part of the organization and the Board team, noting further each has provided individual support to the Board and that they will be missed. President Schaffer shared the unique contributions and personal memories of each trustee. Trustees Barker, Erickson, Lyttle and Merrell followed with their expressions of appreciation and remembrances of the outgoing Trustees Dubois, Lummis, and Mosher, and each of the outgoing trustees voiced their recollections of the many interactions they experienced during their tenure with the Board. The acknowledgements were followed by a presentation of bronze eagles and trustee pictures to outgoing trustees Dubois, Lummis, and Mosher.

B. Administering Oaths of Office – Tara Nethercott

The installation of the new trustees was conducted the College's Counsel Tara Nethercott. Following the administering of the oath of office, each of the newly installed trustees took their seats at the Board table.

4. ELECTION OF OFFICERS

A. Report from the Nominating Committee on Each Nomination – Trustee Don Erickson

The nominations for the vice chairman, secretary, and treasurer, in addition to the committee appointees were brought forward by Trustee Erickson who chaired the nominating committee. Board Chairman Merrell oversaw the nominations and appointments that followed her election as the Board Chairman.

1) Chairman – Carol Merrell

Chairman Pro Tem Erickson nominated Trustee Merrell to be chair and asked for additional nominations three times. Hearing none, the nominations were closed, and Trustee Merrell was unanimously elected the 2016-2017 Chair. Chairman Pro Tem Erickson then passed the gavel to newly elected Board Chair Merrell who proceeded with the election of the additional officers and committee appointments.

2) Vice Chairman – Brad Barker

Trustee Brad Barker was nominated for vice chairman. A call for additional nominations was requested three times and hearing none, the nominations were closed, and Trustee Barker was unanimously elected the Board Vice Chairman.

3) Treasurer – Don Erickson

Trustee Don Erickson was nominated for treasurer. A call for additional nominations was requested three times and hearing none, the nominations were closed, and Trustee Erickson was unanimously elected the Board Treasurer.

4) Secretary – Brenda Lyttle

Trustee Brenda Lyttle was nominated for secretary. A call for additional nominations was requested three times and hearing none, the nominations were closed, and Trustee Lyttle was unanimously elected the Board Secretary.

Trustee Erickson acting as the Nominating Committee Chairman asked the Board to approve the committee appointees as listed below. Also noted was the Board Chairman is a standing member of the Board's Finance and Facilities, Academic Affairs and Student Services Ad Hoc, and Evaluation and Performance Review committees.

5) WACCT Representatives (two voting members) – Trustees Brad Barker and Don Erickson

The Board unanimously approved the appointment of Trustees Brad Barker and Don Erickson as WACCT voting members.

6) Foundation Board Representatives (three non-voting members) – Trustees Carol Merrell, Wendy Soto, and Brenda Lyttle

The Board unanimously approved the appointment of Trustees Carol Merrell, Wendy Soto, and Brenda Lyttle to serve as non-voting members on the Foundation Board.

7) Finance and Facilities Committee (two members) – Trustees Don Erickson and Jess Ketcham

The Board unanimously approved the appointment of Trustees Don Erickson and Jess Ketcham to serve as members of the Finance and Facilities Committee.

- 8) Academic Affairs and Student Services Committee (two members) – Trustees Bob Salazar and Brenda Lyttle

The Board unanimously approved the appointment of Trustees Bob Salazar and Brenda Lyttle as members of the Academic Affairs and Student Services Ad Hoc Committee.

- 9) Evaluation/Performance Review Committee (two members) – Trustees Don Erickson and Brad Barker

The Board unanimously approved the appointment of Trustees Don Erickson and Brad Barker as members of the Evaluation/Performance Review Committee.

Board Chairman Carol Merrell thanked the Nominating Committee for their work and consideration of the nominees and appointees brought forward. She noted all trustees are welcome to attend all committee meetings.

5. **EMERGENCY MANAGEMENT REPORT** (August 24th Active Shooter Exercise) – Vice President Rick Johnson, Cheyenne/Laramie County Emergency Management Agency Director Rob Cleveland
- A. [LCCC 2016 Active Shooter Exercise After-Action Report \(AAR\)](#)
- B. [LCCC Addendum to After Action Report](#)

Administration and Finance Vice President Johnson introduced Director Rob Cleveland who oversaw the College's exercise and stated the College is pleased to have the Emergency Management Agency's report on the August 24th Active Shooter Exercise. He also recognized Emergency Management Agency Planning and Training Coordinator Jeanine West and Operations Coordinator Matt Butler along with Lt. Kevin James from the Laramie County Sheriff's Office, who were instrumental in planning and leading the exercise along with the College's Campus Safety Officer James Crosby. Vice President Johnson stated the purpose of the exercise was to test the College's emergency response plan that has now been updated with the findings from the exercise. He told the Board the exercise planned for the College was not shared prior to the event, which placed the College in a position of truly having to respond to an unexpected active shooter situation.

Director Cleveland reported the findings of the College's active shooter exercise, the planning for which began in March 2016 and took several hours to complete. The August 24th exercise was held in the Agriculture complex. The event involved law enforcement responders using simulated rounds of ammunition and whose part was to confront the shooter and quickly neutralize the situation. The exercise focused on the response of law enforcement and the College's Crisis Communications Team—how the Team interacted with emergency officials, kept persons on campus informed and safe during the event, and addressed the aftermath following the event. Director Cleveland emphasized emergency response exercises are important and are designed to cause failures, because that's the whole reason behind the exercise. The EMA struggled to find issues with LCCC's responses and this is the best that can be expected. LCCC has conducted numerous exercises and is very much on the forefront of those schools who conduct exercises and with whom the Emergency Management Agency has worked. The assessment report was prepared by an outside team that also included Director Cleveland, Jeanine West, Matt Butler, and Lt. James. Director Cleveland stated Campus Safety Director Crosby has been proactive in addressing several of the improvements noted in the evaluation. He also stated President Schaffer, the Crisis Communications Team, and the exercise participants should be very proud of their response to the incident. Director Cleveland concluded his remarks, stating the exercise went very well overall and that he and his team and Lt. James are pleased with LCCC's performance and follow-up.

Board Chairman Merrell and Trustee Lyttle both stated they were impressed with the new RAVE system from which they received regular updates via text message as the incident progressed. President Schaffer stated the exercise felt very real and that he appreciated Lt. James stating upfront that the exercise is intended to “test the plan not the people.” The Crisis Communications Team’s response was not perfect but the teamwork and concern for improving the College’s emergency management plan was evident. As a result, President Schaffer believed the College is in a better place.

6. REPORTS TO THE BOARD

A. LCCC Reports

- 1) Staff Senate – Rhonda Priest, President; Amy Ehlman, Vice President-Classified Staff; Lexi Hartley, Vice President-Professional Staff; Melissa Gallant, Secretary; Sarah Smith, Treasurer
- 2) Faculty Senate – Rob McNabb, President; Paula Badgett, Vice President; Nate Huseman, Secretary/Treasurer

No new information was available since the last reports were presented.

7. WORK ITEMS

- ### A. [Program Reviews](#) – Institutional Effectiveness Associate Vice President Kim Bender, Interim Vice President Terry Harper (represented Academic Standards Subcommittee for Program Review Chair Monica Wilson who could not attend)

Interim Vice President Harper stated program reviews presented during the dinner meeting are being brought forward during the Board meeting, so that their presentation is made part of the record. Trustee Lyttle commented the program reviews were very well done and she learned a lot. She also acknowledged the work of Institutional Effectiveness Associate Vice President Kim Bender, noting that all those giving program review reports during the dinner meeting thanked Dr. Bender.

Trustee Erickson moved and Trustee Lyttle seconded,

MOTION: That the Board of Trustees accepts the annual program reviews as presented during the December 7, 2016, dinner meeting.

For the Record: Program reviews were given on the following degree programs.

- Business/Finance/Accounting
- Diesel Technology
- Natural Sciences (Biology)
- Nursing
- Physical Therapy Assistant
- Wind Energy

DISCUSSION: None

MOTION CARRIED unanimously.

- ### B. BOCES (Board of Cooperative Educational Services) – Trustee Don Erickson, President Joe Schaffer

Trustee Erickson prefaced the discussion stating when he first came on the Board he was asked to sit on a BOCES/BOCHES task force that met just a couple of times. He believed the BOCES/BOCHES should now be re-visited and noted further the Revenue Committee’s report also stated the BOCES/BOCHES should again be pursued.

President Schaffer explained a BOCES (Board of Cooperative Educational Services)/BOCHES (Board of Cooperative Higher Education Services) is formally created when two educational entities appoint Board members from each entity, and the Department of Education approves the BOCES/BOCHES. The purpose of a BOCES/BOCHES grew out of a need for additional resources to fund programs to provide quality educational experiences for high school populations. A BOCES/BOCHES by statute allows the BOCES/BOCHES governing boards to assess a millage (one mill), the revenues from which are to be used to support programs. A BOCES/BOCHES is very unique to the institutions that form them. For example, in Campbell County the BOCES (a partnership between the Campbell County School District and Sheridan and Gillette colleges) is focused on technical education. In Central Wyoming, the focus is on serving the reservation and dual or concurrent enrollment. Southeast Wyoming is the only region, and LCCC is the only community college, that does not have a BOCES/BOCHES. Over the years LCCC has committed a quarter of a million dollars in contracted services for the College's high school programs, which essentially have underwritten concurrent enrollment for the College's school district partners. The College wants to continue that level of service, assuring the College's district high school students have the same educational opportunities as other students across the state. To do so under the current budget constraints, a BOCES/BOCHES may be necessary. The establishment of a BOCES/BOCHES is a sensitive subject because elected officials are hesitant to place another tax on their constituents. Each BOCES/BOCHES Board can choose to assess only a half mill on each district instead of a full one mill.

President Schaffer concluded re-opening the BOCES/BOCHES conversations with Albany County School District No. 1, Laramie County School District No. 1, and Laramie County School District No. 2 would be appropriate. He suggested scheduling a meeting with each school district board and their leadership to discuss the possibility of a super BOCES/BOCHES (a collaboration between all school districts), three individual BOCES/BOCHES, or just one with just Laramie County.

President Schaffer asked the Board to charge him with coordinating the meetings and facilitating the conversations.

Trustee Lyttle moved and Trustee Erickson seconded,

MOTION: That the Board of Trustees gives President Schaffer the authority to begin discussions with the Albany County School District No. 1, Laramie County School District No. 1, and Laramie County School District No. 2 to gather information and perhaps come up with a recommendation on a BOCES/BOCHES.

DISCUSSION: Ex Officio Trustee Keadle asked about the possibility of all three school districts agreeing to a super BOCES/BOCHES to which President Schaffer responded certain districts will probably be ready to pursue a BOCES/BOCHES before others, but he would still like to have all three conversations.

MOTION CARRIED unanimously.

8. APPROVAL ITEMS

- A. [Building Authority Recommendation](#) for Approval to Appoint Ed Mosher to serve a two-year term beginning January 1, 2017, and expiring December 31, 2019. Mr. Rod Janney, whose term expires December 31, 2016, asked that his term not be renewed.

Trustee Erickson moved and Trustee Barker seconded,

MOTION: That the Board of Trustees appoints Mr. Ed Mosher to serve on the LCCC Building Authority Board for a two-year term beginning January 1, 2017, through December 31, 2019.

DISCUSSION: President Schaffer stated for the benefit of new trustees that building authorities are created to provide colleges and other institutions with a financing arm for their capital projects. Before the LCCC Building Authority was established, the College partnered with the Foundation to issue bonds for a capital construction project. Once approved, the College would enter into a lease agreement with the Foundation for the completed project.

MOTION CARRIED unanimously.

9. PRESIDENT'S REPORT – President Joe Schaffer

A. [Update on FY 2017 Goals](#)

President Schaffer welcomed the new trustees and stated he is looking forward to learning under their leadership and encouraged them to ask questions. He also recognized Trustee Erickson's re-election to the Board and welcomed him back as well.

Board Chairman Merrell stated tonight's report is the mid-year progress report normally given in November. However, this year the CORE Initiative priorities took precedence, so the Board is receiving President Schaffer's mid-year report during this meeting. President Schaffer further explained the progress reports on his goals are given in May as part of his annual performance review, in September in the format of the President's Report on Institutional Effectiveness, and in November as a mid-year report. As indicated by Board Chairman Merrell his and the College's focus has been on the all-consuming budget reduction. Therefore, his report will be given on the one goal below.

- Incorporate a compensation analysis component into the LCCC budget development process.
 - o Some progress has been made on a compensation and classification study by Human Resources Executive Director Tammy Maas and her team. In light of the CORE Initiative demands she and her team are to be commended for their progress so far, which included the hiring of a consulting firm and implementing information gathering projects. One of the requests was for employees to complete a JAT (Job Analysis Tool) followed by a supervisor evaluation of the information submitted by each employee in that format. An 80% completion was achieved for the JAT requests. The study should be nearing completion by the end of January and should provide a strong compensation and classification model. If issues such as compression or inversion emerge from the study, those and any other issues will have to be addressed to assure the quality of the workforce is maintained. Resources will have to be moved around during the budget development process to accomplish this. Trustee Lyttle stated for the new trustees that the College has been focused on compensation and classification for a number of years and she is very impressed with Executive Director Maas' ability to follow through with this great work.

B. Governor's Proposed FY 2018 Budget

President Schaffer stated the Governor is not proposing further budget reductions and he expects the Governor will "toe that line" with the legislative leadership. Also, thus far the message being shared is that the community colleges have done their work in reducing their budgets. Some rebound is being experienced in the energy industry. However, any additional revenues may take some time "to hit the State's coffers." The January CREG update will provide the latest information. Hopefully, the community colleges will now have a structurally-balanced budget.

The Governor's ENDOW (Economically Needed Diversity Options for Wyoming) Initiative to diversify Wyoming's economy plan <http://governor.wyo.gov/media/news-releases/2016-news-releases/governormeadcreatesendowinitiativetoexpandwyomingeconomy> includes \$2.5 million in funding of which \$1.5 million would be dedicated to community colleges to respond to emerging workforce

needs. Support for the plan is being generally heard. The process/criteria for allocating the funds is to be determined. The Governor's plan is very much like what the WACCT was interested in pursuing. The JAC begins their deliberations this week. Trustee Ketcham added the Wyoming Community College Commission meets with the JAC Thursday around 8:30 a.m.

C. Construction Update (*Standing Agenda Item*)

President Schaffer reported this will be the last Construction Update pertaining to the new construction of the Pathfinder Building and the Flex-Tech Building and commended FCI Constructors. A Temporary Certificate of Occupancy was received yesterday for the Pathfinder Building; a punch list will continue to be processed. The Pathfinder Building's ribbon cutting is Thursday, January 12th, at 1:00 p.m.

Vice President Johnson stated arrangements with UW for use of the fourth floor were finalized when UW President Nichols was on campus. He elaborated in response to Trustee Erickson's question of whether the lease requires Board approval that UW signed a contract to pay on a square foot basis. This is the practice for the use of other space on campus. At Board Chairman Merrell's request, Vice President Johnson will have Counsel Nethercott review the contract, which he believed was a standard form.

The Board also agreed to re-schedule their tour of the Pathfinder Building to Friday, December 9th at 5:00; the tour was originally scheduled for Thursday, December 8th, but the timing was not good for some of the trustees. Trustees Ketcham and Barker and Ex Officio Trustee Keadle were not available at the newly scheduled time. The SGA is touring the building on December 13th.

Board Chairman Carol Merrell concluded the conversation stating she is very pleased about the new signage on campus.

10. BOARD REPORTS

A. Board Member Updates – Board Chairman Carol Merrell (*Standing Agenda Item*)

President Schaffer drew attention to the Board's spring meeting dates, noting the meetings will be held on the third Wednesday of each month with the exception of the May 10th June 28th meetings, which are scheduled to accommodate the budget approval. The Board agreed to hold a retreat on Friday, January 6th, from 1 to 5 p.m. in the Petersen Board Room, that will also serve as a more comprehensive orientation for the new trustees. A board meeting may be held between May 10th and June 28th if necessary.

B. November 17, 2016, Foundation Board Meeting – Trustee Brenda Lyttle

Trustee Lyttle first thanked the Board for allowing her to continue serving as an ex officio member of the Foundation Board in 2017. Board Chairman Merrell and Trustee Soto will also represent the trustees as non-voting members on the Foundation Board in 2017. Trustee Lyttle updated the Board on the information shared and action taken during the November 17, 2016, Foundation Board meeting. The Foundation's fundraising is ahead of schedule with \$2,529,548 raised including the State match. Director of Corporate Development and Major Gifts Ann Nelson was recognized for her fundraising work. Associate Vice President Lisa Murphy will be retiring and will take the next year to help with the transition of her replacement. In doing so, she will assume the duties of the Director of Alumni Affairs and Event Planning, a position currently held by Lisa Trimble. Lisa Trimble will become the Interim Institutional Advancement Associate Vice President. President Schaffer also reported on the CORE Initiative during the meeting. Under actions, the Foundation Board elected their 2017 officers—President Stig Hallingbye, Vice President Jeff Collins, Secretary Cindy Pomeroy, and Treasurer Kathy Mawford. The Foundation's 2017 budget was also approved. As a matter of information, Trustee Lyttle noted a

holiday party for both the LCCC Board and the Foundation Board will be held at the home of Sloan and Anna Marie Hales on December 19th. The Foundation Honor Roll will be included in the December issue of the *Talon*.

C. [Spring 2017 Board Meeting Dates](#) – Board Chairman Carol Merrell

The Board of Trustees agreed to the Spring 2017 meeting dates as shared by President Schaffer.

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

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

Ex Officio Trustee Keadle stated the management team is relatively new and recognized Interim Director Talisha Mottinger who was present. He expressed his appreciation for the program reviews, which he said were impressive and added one would never know from the program reviews that the campus is experiencing a decline in enrollment. He also believed the program review data suggests many opportunities for increasing enrollment.

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

Ex Officio Trustee Wilkerson thanked trustees Dubois, Lummis, and Mosher for their time on the Board, noting specifically the enjoyment he experienced in his conversations with Trustee Mosher. He also reported that he and four other senators purchased 43 toys with SGA funds to donate to the Toys for Tots campaign. In addition, each SGA committee also purchased a gift for a child who had a tag on the Campus Activities Board Giving Tree.

12. NEW BUSINESS – Board Chairman Carol Merrell

Board Chairman Merrell asked Wyoming Tribune-Eagle Education Reporter Kristine Galloway to introduce herself, stating she is part of the LCCC team. Ms. Galloway shared she has worked for the Wyoming Tribune-Eagle for four years and has been the education reporter for about a year and a half. She has an associates of arts degree in mass media from LCCC and a bachelor's of arts degree in journalism from the University of Wyoming.

Board Chairman Merrell commented on the sponsorship of Rodeo Team students and noted Rodeo Team calendars are selling for \$20 each as a fundraiser.

Trustee Lyttle shared for the benefit of the new trustees that a trustee scholarship fund has been established through the Foundation. Board Chairman Merrell, who encouraged the establishment of the scholarship, stated it has a balance of \$6,000. She continued that the Foundation just signed a new agreement lowering the GPA requirement so that more students will be eligible for the scholarship monies. A request for Board approval of that agreement will appear on the January 18th Board agenda.

13. ADDITIONAL ITEMS – Information Only

A. Board Correspondence – Board Chairman Carol Merrell

- 1) [Climb Wyoming](#)
- 2) [HOPE \(Hispanic Organization for Progress and Education\)](#)

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

14. NEXT MEETINGS/EVENTS

- **January 6 (Friday)** – Board Retreat – 1 to 5 p.m. – Board Room
- **January 18 (Wednesday)** – Board Meeting and Dinner: Dinner – 5:30 p.m. – CCC 178/179; Meeting – 7 p.m. – Petersen Board Room

15. PUBLIC COMMENT (Public comment may be made on anything not on the agenda. Comments will be limited to five minutes.) – Board Chairman Carol Merrell

No requests for public comment were received.

16. ADJOURNMENT of the December 7, 2016, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Carol Merrell

Trustee Soto moved and Trustee Lyttle seconded,

MOTION: That the December 7, 2016, Board Meeting of the Laramie County Community College District Board of Trustees be adjourned.

MOTION CARRIED unanimously, and the December 7, 2016, Board Meeting was adjourned at 9:14 p.m. as so moved.

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

Respectfully submitted,

Board Recording Secretary
Vicki Boreing