

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, MAY 10, 2017, PETERSEN BOARD ROOM, ADMINISTRATION BUILDING, LARAMIE COUNTY COMMUNITY COLLEGE

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

Board Excused: Trustee Wendy J. Soto

Staff Present: President Joe Schaffer; Vice Presidents Judy Hay and Rick Johnson, and Interim Executive Director Talisha Mottinger; Staff Members Jayne Myrick and Rhonda Priest; and Legal Counsel Tara Nethercott

Visitors: Creighton Grove (*Wingspan*)

1. **CALL TO ORDER** of the May 10, 2017, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Carol Merrell

Board Chairman Carol Merrell called to order the May 10, 2017, Board Meeting of the Laramie County Community College District Board of Trustees at 6:57 p.m.

2. **MINUTES** – Approval of the [April 12, 2017, Special Board Meeting](#) and [April 19, 2017 Board Meeting Minutes](#) – Board Chairman Carol Merrell

Trustee Lyttle moved and Trustee Barker seconded,

MOTION: That the Board of Trustees approves the April 12, 2017, Special Business Meeting and April 19, 2017, Board Meeting minutes as written.

DISCUSSION: None

MOTION CARRIED unanimously.

3. **WORK ITEMS**

- A. [FY 2018 Budget](#) – 1st Reading – President Joe Schaffer, Administration and Finance Vice President Rick Johnson
- [LCCC FY18 Budget Presentation](#)

President Schaffer stated working with Vice President Johnson and having him at the helm of the budget preparation is a true pleasure. He and Budget Director Jayne Myrick have done yeoman's work. Vice President Johnson followed with his commendations for Budget Director Myrick and the members of the Budget Resource Allocation Committee (BRAC). Trustee Erickson later commended Vice President Johnson on a simplified budget presentation.

Vice President Johnson reviewed the \$3.5 million budget reductions and recommendations that resulted from the CORE Initiative process and the Board's approval of the recommendations during their November 30, 2016, Special Board Meeting. He also shared information about the State's changing revenue picture and how that has affected the College's FY17 and FY18 strategic budget reductions and will likely affect the College's future budget development. External factors affecting the State's revenue picture include but are not limited to changes in natural gas, oil, and coal prices and production. Changes in local valuations across the state, enrollments, and course completions will

also impact the College's budget. Revenue from the tuition increase mandated by the Commission will be offset by declining enrollment. Also, when the Commission institutes a tuition increase, the College's scholarship budget has to be adjusted to match that tuition increase.

For FY18, the total estimated funds available for distribution are \$1,802,940. Within that distribution some of highlights included \$340,728 budgeted for the Compensation Study Market Adjustments and \$85,195 (reallocated from the ACC Academic Affairs Director position) for a Risk Management and Safety Director. LCCC's total proposed FY18 budget is \$79,486,586 (FY17 \$88,231,478) and includes a One Mill Fund budget of \$1,691,055 (FY17 \$1,564,369). Recurring expenses funded from the One Mill in FY17 were moved back to the FY18 Current Fund budget. The College's first-year participation in the AACC's Pathways 2.0 project will cost \$45,000 and will be paid from the One Mill Fund. When asked how the Board should respond to questions concerning the College's budget, Vice President Johnson offered, "The College's budget has taken a \$3.5 million hit."

During ensuing conversation President Schaffer explained the first recalibration based on community college enrollments will take place the beginning of the fiscal year and will impact the next two biennia. This is one of the uncertainties that will be impact the funding model distributions. Trustee Ketcham stated, however, nothing binds the Legislature from funding the recalibration one way or another. Trustee Ketcham asked if the reduction in the Board's travel budget is a one-time reduction to which President Schaffer responded additional funds could be available for reallocation later in the fiscal year. He also noted statute requires the budget be given to the Commission before May 15th and that is why the budget is being presented on first reading today. The budget will be presented for approval on June 28th. Vice President Johnson advised that further adjustments may be necessary because of information not known at this time yet to become available. If the adjustments occur, they will be presented during the Board's June 28th meeting, as has been past practice.

4. 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

Staff Senate President Rhonda Priest reported:

- The work of Human Resources to produce a great Employee Recognition and Reception event was recognized. The classified staff and professional staff award recipients were Debora Ambroso and Janice Cheever respectively.
- Staff Senate by-laws are being revised.
- The nomination of new Staff Senate officers is taking place and additional representation from staff constituents is being encouraged.
- The staff retreat will be held on June 21st in the Clay Pathfinder Building. The trustees are invited to join the staff for lunch.

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

No report

5. PRESIDENT'S REPORT – President Joe Schaffer

An institutional phone interview was held yesterday, following which the College received the informal nod of acceptance.

The June 2nd retreat agenda is being prepared and will contain some general board development exercises and discussion items, one of which will be about a potential mill levy. The Board was asked to send items of interest to Board Recording Secretary Vicki Boreing.

6. POLICIES – President Joe Schaffer

A. Policies – 2nd Reading

- 1) [Acceptable Use Policy 8.3 – 2nd Reading](#)
([Acceptable Use Procedure 8.3P](#))
- 2) [Social Media Policy 8.4 – 2nd Reading](#)
([Social Media Procedure 8.4P](#))

Trustee Barker moved and Trustee Erickson seconded,

MOTION: That the Board of Trustees approves the adoption of Acceptable Use Policy 8.3 and Social Media Policy 8.4.

DISCUSSION: None

MOTION CARRIED unanimously.

- 3) [Spending Authority and Limits Policy 4.5 Revised – 2nd Reading](#)
(No procedure accompanies this policy.)

Vice Chairman Barker proposed eliminating the last sentence of paragraph 3 that reads “The Board also expects the President, or his/her delegate, to keep the Board apprised of any significant purchases or contracts where the anticipated cost would exceed \$50,000.” President Schaffer stated the sentence lent itself to greater confusion than clarity and is probably unnecessary. He added that he would appreciate having it stricken from the policy. Trustee Lyttle stated the \$60,000 threshold seems low. President Schaffer said the change would give significantly more flexibility and that he is comfortable with the \$60,000 amount.

Trustee Barker moved and Trustee Erickson seconded,

MOTION: That the Board of Trustees approves the deletion of “The Board also expects the President, or his/her delegate, to keep the Board apprised of any significant purchases or contracts where the anticipated cost would exceed \$50,000.” from the policy.

DISCUSSION: None

MOTION CARRIED unanimously.

Trustee Barker moved and Trustee Erickson seconded,

MOTION: That the Board of Trustees approves the adoption of Spending Authority and Limits Policy 4.5 with the language amended in paragraph 3 to read as follows.

“Therefore, it is the policy of the Board of Trustees to require any anticipated purchase of more than \$60,000 to be disclosed and approved by the Board. This approval may occur either in the annual budget approval process where anticipated purchases over \$60,000 are itemized and disclosed or through the consideration and action by the Board during their business meetings.”

DISCUSSION: None

MOTION CARRIED unanimously.

B. Policies – 1st Reading

- 1) [Degrees and Certificates Policy 2.1 Revised – 1st Reading](#)
([Degrees and Certificates Procedure 2.1.1P](#))

President Schaffer stated the revisions were made so that the College's terminology coincides with that of the Wyoming Community College Commission due to programmatic changes. The College's Registrar Stacy Maestas led the charge to make the language changes.

The Board agreed to have the policy brought forward for 2nd Reading at the June 28th Board Meeting.

7. BOARD REPORTS

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

None

B. Finance and Facilities Committee (May 10th Meeting) – Trustees Don Erickson and Jess Ketcham

Trustee Erickson shared the discussion topics of the May 10th meeting, some of which included a review of Wyoming's community college residence hall rates and the selection of architects for the Crossroads Building and the new Residence Hall. (POSTSCRIPT TO MINUTES: The room rates' and occupancy charts were emailed to the trustees at Trustee Erickson's request.) Vice President Johnson also provided during the meeting in response to Trustee Erickson's request an update on the budget reductions approved by the Board in November.

Trustee Erickson moved and Trustee Ketcham seconded,

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

- 1) [Current and Auxiliary Fund Balance Sheet Reports as of April 30, 2017](#)
- 2) [Current and Auxiliary Fund Budget Reports as of April 30, 2017](#)
- 3) [April 2017 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

Ex Officio Keadle reported the associate vice president search will officially close on Monday, May 15, for the number of applications received to date but will remain in a "soft closed" state; i.e., open until filled. He acknowledged Interim Executive Director Talisha Mottinger's impressive presentation on the Albany County Campus's Environmental Scan during the Board's April 19th dinner meeting and specifically mentioned the study's inclusion of programs the study's respondents would like to see offered at the Albany County Campus. President Schaffer stated any new programs would likely be held at Laramie High School, the hospital, and other partner facilities. Ex Officio Keadle also reported the associate vice president should be on board in August. President Schaffer recalled the discussion during the April 19th Board Meeting where he explained the administration re-configuration that eliminated one administrator position. The resources from that position will be used to get the risk management program off the ground.

B. LCCC Student Ex Officio Trustee – Mr. Robert Swank

Student Government Association President Swank reported the SFAC process is finalized and teaching excellence awards have been determined. Instructors receiving this year's awards are Dave Zwonitzer, Rob McNabb, and Starla Mason. Mr. Swank also personally thanked the trustees for their support, noting the trustees' interest in the College's future is apparent.

9. **NEW BUSINESS** – Board Chairman Carol Merrell

A. [Evaluation of the President Timeline](#) – Board Chairman Carol Merrell

The Board agreed to the timeline as presented, which is in line with the proposed changes to CEO Evaluation and Accountability Policy 1.3.2. The timeline will be included with the June 2nd retreat materials.

10. **ADDITIONAL ITEMS** – Information Only

A. [Board Correspondence – Wyoming Department of Education](#)

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

11. **NEXT MEETINGS/EVENTS**

- **June 2** – Board Retreat – 8:30 to 11:30 a.m. – Board Room (A light breakfast will be served.)
- **June 28** – Board Dinner and Meeting (Dinner: 5:30 p.m. – CCC 178/179; Meeting: 7 p.m. – Board Room)
 - Approval of FY 2018 Budget

Trustee Erickson asked that the trustees revisit wearing robes during commencement. President Schaffer stated he has had a discussion with Special Assistant to the Vice President of Academic Affairs James Miller and that the trustees will probably have regalia for next year's commencement.

12. **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 public comment was requested.

13. **ADJOURNMENT** of the May 10, 2017, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Carol Merrell

Trustee Lyttle moved and Trustee Barker seconded,

MOTION: That the Board of Trustees adjourns the May 10, 2017, Board Meeting of the Laramie County Community College District Board of Trustees.

DISCUSSION: None

MOTION CARRIED unanimously.

Board Chairman Carol Merrell adjourned the May 10, 2017, Board Meeting of the Laramie County Community College District Board of Trustees at 8:37 p.m., as so moved.

Respectfully submitted,

Vicki Boreing
Board Recording Secretary