

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, JUNE 18, 2014, PETERSEN BOARD ROOM, ADMINISTRATION BUILDING, LARAMIE COUNTY COMMUNITY COLLEGE

Board Present: Chairwoman Carol Merrell, Vice Chairman Kevin Kilty, Treasurer Ed Mosher, and Trustees Bill Dubois, Don Erickson and Christine Lummis

Board Excused: Secretary Brenda Lyttle and Butch Keadle (ACC Ex Officio Member)

Staff Present: President Joe Schaffer; Vice Presidents José Fierro, Judy Hay, Carol Hoglund, and Associate Vice President Lisa Murphy; Administrators, Faculty and Staff Members Herry Andrews, Candy Ferrall, Diane Germond, Jeri Griego, Brenda Laird, Jayne Myrick, and Tucker Stover; and Legal Counsel Tara Nethercott

Visitors: Dan Baxter and Todd Bishop (Kaiser and Co.), Aerin Curtis (*Wyoming Tribune-Eagle*), Anna Marie Hales (Foundation Board Vice President), Linda Heath (Community Member), and George McIlvaine (Foundation Board President)

### *Executive Session and Public Hearing*

1. **6:00 p.m. – CALL TO ORDER** of the June 18, 2014, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairwoman Carol Merrell

Board Chairwoman Carol Merrell called to order the June 18, 2014, Board Meeting of the Laramie County Community College District Board of Trustees at 6:02 p.m.

Trustee Dubois moved and Trustee Mosher seconded,

**MOTION:** That the Board of Trustees convenes an executive session to review President Schaffer's evaluation.

**MOTION CARRIED** unanimously.

2. **6:00 p.m. – Recess Board Meeting to Convene Executive Session to Review President Schaffer's Evaluation**

Board Chairwoman Carol Merrell recessed the June 18, 2014, Board Meeting of the Laramie County Community College District Board of Trustees at 6:02 p.m. to convene an executive session to review President Schaffer's evaluation.

3. **7:00 p.m. – Reconvene Board Meeting**

Board Chairwoman Carol Merrell reconvened the June 18, 2014, Board Meeting of the Laramie County Community College District Board of Trustees at 7:06 p.m.

4. **7:00 p.m. – Recess Board Meeting to Conduct a Public Hearing on the One Mill Levy**

Board Chairwoman Carol Merrell recessed the June 18, 2014, Board Meeting of the Laramie County Community College District Board of Trustees at 7:06 p.m. to conduct a Public Hearing on the One Mill Levy.

**5. 7:00 p.m. – CALL TO ORDER** of the Public Hearing for the One Mill Levy – Board Chairwoman Carol Merrell

Board Chairwoman Carol Merrell called to order the June 18, 2014, Public Hearing for the One Mill Levy at 7:06 p.m.

**6. STAFF PRESENTATION** – LCCC President Joe Schaffer

- [One Mill Levy Recommendation and FY 2015 One Mill Budget](#)

W.S. 21-18-303(b) allows a Community College District Board to approve up to one (1) additional mill levy on the assessed value of the District for a period not to exceed two (2) years for the regular support and operation of the College. One mill levy is critical to the funding of College operations, as the levy provides resources for areas that would otherwise not be funded. If the Board approves the continuation of the one mill levy, the funds will be used to continue support of the Eastern Laramie County Outreach in Pine Bluffs (\$142,038), to serve as seed funding for innovative projects initiated by employees (\$200,000), and to further develop the College's employees through professional development (\$75,000). Maintenance and planning funds totaling \$875,831 also come from the one mill levy.

**7. CALL FOR PUBLIC COMMENT/QUESTIONS** – Board Chairwoman Carol Merrell

Board Chairwoman Carol Merrell called for public input and received none.

**8. BOARD DISCUSSION**

Trustee Mosher stated one mill monies have effectively helped students throughout Laramie County and have also provided funds for innovation projects. Trustee Erickson seconded Trustee Mosher's comments.

Board Chairwoman Merrell explained to trustees that this will be the only time the Board will be commenting.

**9. ADJOURNMENT OF PUBLIC HEARING** – Board Chairwoman Carol Merrell

Board Chairwoman Carol Merrell adjourned the June 18, 2014, Public Hearing for the One Mill Levy at 7:08 p.m.

**10. RECONVENE BOARD MEETING**

Board Chairwoman Carol Merrell reconvened the June 18, 2014, Board Meeting of the Laramie County Community College District Board of Trustees at 7:08 p.m.

***AGENDA - Board Meeting***

**1. MINUTES** – Approval of the [April 16, 2014, Board Meeting Minutes](#) and the [May 7, 2014, Board Meeting Minutes](#) – Board Chairwoman Carol Merrell

Trustee Dubois moved and Trustee Mosher seconded,

**MOTION:** That the Board of Trustees approves the April 16, 2014, Board Meeting Minutes as written.

**MOTION CARRIED** unanimously.

Trustee Mosher moved and Trustee Erickson seconded,

**MOTION:** That the Board of Trustees approves the May 7, 2014, Board Meeting Minutes as written.

**MOTION CARRIED** unanimously.

## **2. REPORTS TO THE BOARD**

A. LCCC Reports (Reports will begin again in the fall.)

- 1) SGA (Student Government Association) – Jackson Craft, President; Bill Dalles, Vice President
- 2) Staff Senate – Candy Ferrall, President; Amy Ehlman, Vice President-Classified Staff; Jodi Weppner, Vice President-Professional Staff; Jennifer Thompson, Secretary; Christopher Corriveau, Treasurer

Staff Senate President Candy Ferrall shared a staff retreat is being planned.

- 3) Faculty Senate – Leah Noonan, President; Seth Robbins, Vice President; Paula Belknap, Secretary
- Faculty Senate President Leah Noonan stated the Faculty Senate has nothing to report at this time.

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

LCCCEA President Meghan Kelly stated the LCCCEA has no report.

## **3. PRESIDENT’S REPORT – President Schaffer**

A. LCCC Foundation Update – Associate Vice President Murphy

Institutional Advancement Associate Vice President Murphy thanked the Board for their collaborative role with the Foundation Board, saying the trustees have been good friends and active supporters of the Foundation and its Board. She acknowledged donations by Trustee Kilty and Trustee Mosher, and the establishment of a Board Scholarship on behalf of the trustees by Board Chairwoman Carol Merrell. She also acknowledged the Lummis’s donation in 1968 of the land on which the College’s resides and Trustee Lummis’s more recent donation of the Arp and Hammond Hardware Co. wagon used by the College in Cheyenne Frontier Days parades. The wagon serves as a reminder of the College’s heritage. She also introduced Scholarships and Annual Giving Director Brenda Laird, Corporate Development and Major Gifts Director Tucker Stover, Accounting and Finance Specialist Diane Germond, and special guests Foundation President George McIlvaine and Vice President Anna Marie Hales. Following the acknowledgements and introductions, an update on the successful accomplishments of the Office of Institutional Advancement’s (Foundation and Public Relations) 2013-2014 goals was delivered in a presentation assembled by Promotions and Video Production Specialist Josh Thein and Tucker Stover. The update highlighted the following events, dedications and accomplishments:

- The LCCC Foundation is “dedicated to providing services and assistance to students, faculty, staff, and the community.” More than 400 students have benefited from Foundation giving.
- 2013-2014 Cultural Series – Keeps the community engaged with LCCC
  - o Endowed Cultural and Community Enrichment Series
  - o Annual Cultural and Community Enrichment Series
- 2013-2014 Celebration and Events
  - o Annual Scholarship Luncheon – Keeps donors engaged with their LCCC student scholarship recipients
  - o Retiree Event – Keeps retirees engaged with LCCC
  - o Lifetime Heritage Event – Honors friends and supporters of the College
- Connections and Friendships turned into donations and fundraising opportunities.
  - o Estate Gifts = \$1 million (\$675,000 will go to the Ludden Library Learning Commons Renovation and Expansion Project.)

- Total Endowments = \$21 million – The 2014 Legislature allocated \$1.25 million in State match monies for Laramie County Community College. The College has already received match monies totaling \$800,000.
- Scholarships Endowed and Annual and Agency Accounts = \$655,488.69 – Endowed accounts are endowed into perpetuity; i.e., they will remain with the College for the life of the College. A scholarship has “to sit” for a year before being endowed. Only the interest earned on these accounts is spent. Agency account scholarships are non-LCCC scholarships that are managed by the Foundation. These scholarship monies follow the students. Annual scholarships are given on a yearly basis but are not endowed.
  - o 2014-2015 Endowment Allocations for Scholarships and Cultural Series = \$437,755 (\$96,000 over what was allocated last year.)
- Employee Giving – Since 2004, \$2 million has been raised by employees (includes \$1 million in State match). The Price is Right was a huge success and will be the theme of next year’s Employee Giving Campaign.
  - o A \$200,000 donation from Andy and Barbara Andrikopoulos was also matched by the State. Over \$76,000 in other new gifts and donations have been received.
- Successful University/Student Center and Flex-Tech Building Bond Issue = \$25 million – LCCC and Foundation Board members, employees, students, and community members who participated in the campaign received a huge thanks, as did Dan Baxter of Kaiser and Company, who led the College in its preparation of the bond issue, election ballot statement, bond bids and sales.
- Booster Club – Pepsi pledged \$225,000/year over the next ten years for athletic scholarships as part of their contract with the College.
- Alumni and Friends Program – The program was launched by Lisa Trimble and Jawnie Sanders.
- Corporate Relations Program – Established
- Flex-Tech Building – A naming opportunity may be realized later this summer.
- Golden Apple Grants – This year’s grant monies funded, as an example, the Food Pantry; the grant was submitted by Accounting/Business Instructor Jeri Griego. Because \$200,000 from the College’s One Mill funds have been set aside for innovative projects, the Golden Apple Grant will be re-evaluated.

Foundation Board President McIlvaine said the Foundation is working toward a long-term relationship with the community that will benefit the College and that the accomplishments of 2013-2014 will evolve into new development priorities with multi-year tasks. Foundation Vice President Hales stated the LCCC Board and Foundation Board relationship has become one of mutual interests and collaboration and that she appreciates the symbiosis the two Boards have established. She also noted the two major estate gifts were each spawned by one phone call—one by Angela Glode years ago and the other by Brenda Laird in 2008. Trustee Mosher stated the \$21 million in total endowments is phenomenal. He credited Brenda Laird and the Foundation with developing the College’s employees’ giving relationship that he believed has also generated greater community giving. Board Chairwoman Carol Merrell stated the Foundation has approximately \$8 million more in endowments than when she first became an ex officio Foundation Board member and that she was extremely pleased at how the relationship between the two Boards has evolved.

President Schaffer concluded the discussion by stating the Office of Institutional Advancement has just completed the second year of a three-year relationship that was established to manage positive change between the LCCC and Foundation boards. During that time the Public Relations and Foundation staff have gelled, and the Foundation Board has contributed greatly to the successful melding of the two areas. President Schaffer also drew attention to the FY 2015 LCCC Foundation Development Priorities, which he is required to provide to the Laramie County Community College Foundation Board by May 31<sup>st</sup> of each fiscal year. President McIlvaine and Vice President Hales have offered him their candid support for the development priorities he is recommending. They have also openly expressed their concerns about the accomplishment of the priorities within the timeframe proposed. The FY 2015 development priorities are:

- 1) Naming the Student/University Center and Flex-Tech Building
- 2) Funding the Ludden Library and Learning Commons Renovation
- 3) Growing New Institutional Scholarship Programs
- 4) Strengthening LCCC Athletics through Private Giving
- 5) Cultivating New Donors, Strengthening Existing Donors

B. [FY 2015 LCCC Foundation Development Priorities](#) – President Schaffer, Associate Vice President Murphy

President Schaffer reviewed the priorities. Trustee Erickson thanked President Schaffer for sending out the information early.

C. Human Resource Priority Plan – [Rationale](#) and [Process Workflow](#) – President Schaffer

The materials were provided in answer to trustee questions about how decisions were made regarding staffing and one-time funding.

D. [Scoring Criteria for Budget Investments](#) – President Schaffer

As above, the materials were provided to show how budget requests are scored and tied to the College's strategic plan. The scoring criteria were developed by Institutional Effectiveness Associate Vice President Kim Bender with the Budget Resource Allocation Committee (BRAC).

The Board had no questions on Items C. and D. above.

E. [President Schaffer's 2013-2014 Self-Evaluation](#) – President Schaffer

President Schaffer stated his self-evaluation was included with the agenda so that it would be made part of the public record.

F. [Complete College Wyoming Update](#) – President Schaffer

Complete College Wyoming encourages involvement from all stakeholders in Wyoming. The team continues to meet by conference call every other Wednesday at 1 p.m. and will meet August 11 and 12 in Riverton. President Schaffer's update provided information on the following eight key areas:

- Faculty involvement in the Complete College Wyoming effort
- Developmental Bootcamp, Charlotte, North Carolina in April (Lumina-funded)
- Developing Capacity and Support for Completion and Success Strategies and Guided Pathways – June 3-4, Jackson, Wyoming (Keynote Addresses: "Teaching Resiliency: It Takes More than Academic Skills to Succeed in College and Life" and "Taking a Second Look at the Completion Agenda")
- Statewide marketing efforts
- Employment data
- Fourth Annual Community College Summit to Focus on Collaboration, Completion
- Transfer challenges
- Finalizing the metrics that are important to Wyoming

The Complete College Wyoming website <http://www.completecollegewyoming.org/> shares information about Complete College Wyoming and its membership along with success stories, research and data, meetings, initiatives, important links, and best practices.

G. Verizon Cell Tower on LCCC Campus

President Schaffer stated conversations and negotiations on a potential relationship between the College and Verizon are ongoing. Contracting and Procurement Director Jerry Harris is in the process of finalizing the financial terms, which may generate about \$1,600/month to be paid by Verizon to lease the College's land where the tower will be erected. The finalized contract will be brought to the Board for information. Trustee Kilty stated the contract will be a revenue generator for the College and will define the parameters for placing a cell tower on the College's campus. The cell tower will strengthen the College's bandwidth and make the 4G network more reliable. Increasing the bandwidth will allow for more simultaneous phone calls, which could be of extreme importance during an emergency.

**4. BOARD REPORTS**

A. Board Committee Reports – Board Chairwoman Carol Merrell serves on all committees.

1) Finance and Facilities – Kevin Kilty, Ed Mosher

Trustee Kilty stated the June 12<sup>th</sup> Finance and Facilities Committee meeting's agenda had two items of interest, the FY 2014 budget amendments and the reauthorization of the one mill. He stated the one mill monies are very important, because they fund innovation and planning projects.

Trustee Dubois moved and Trustee Mosher seconded,

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

- a. [May 2014 Current and Auxiliary Fund Balance Sheet Reports](#)
- b. [FY 2014 Current and Auxiliary Fund Budget Reports](#)
- c. [June 2014 Contracting and Procurement Report](#)

**MOTION CARRIED** unanimously.

**5. [LCCC FY 2015 BUDGET](#) – SECOND READING** – Vice President Hoglund, Budget Coordinator Myrick

Budget Coordinator Jayne Myrick reported no changes have been made to the budget since it was last presented to the Board on May 21<sup>st</sup> and offered to answer any questions the Board might have. The Board had no questions. President Schaffer stated the FY 2015 budget will be presented to the Board during their July 16<sup>th</sup> meeting for final consideration and approval.

**6. APPROVAL ITEMS**

Board Chairwoman Carol Merrell asked the Board to consider agenda Item 6.D. as a courtesy to Dan Baxter and Todd Bishop. The Board agreed. The following are listed in the order discussed.

D. [Resolutions Awarding the Sale and Authorizing the Issuance of GO Bonds](#) – Dan Baxter and Todd Bishop (Kaiser and Company)

Mr. Baxter announced he and Mr. Bishop are recommending approval of the resolutions to award the sale and to authorize the issuance of the General Obligation Bonds. He reported the sale of the bonds took place at 11:00 a.m. today and was very successful. Bids were received from nine bidders across the United States. The outstanding number of bids received and the impressive bid results were attributed to the College's AA general obligation bond rating and a strong bond market. Also, the timing of the bond sale was excellent with interest rates expected to rise. Because of the College's strong rating, the sale was structured as an original issue premium bond, so that additional proceeds from the bonds could be secured and still end up with a reasonable debt service schedule, which came in under two mills. The successful

bidder was William Blair & Company, LLC, in Chicago, with a bid offering of an average adjusted interest rate/or true interest (TIC) of only 2.577048%. The original issue premium came in just over \$1.7 million, which means the total proceeds will be just over \$26.7 million. The funding will be in place with the completion of the bond closing on July 8, 2014. Trustee Kilty observed the \$1.7 million was about \$250,000 more than anticipated.

Trustee Dubois moved and Trustee Erickson seconded,

**MOTION:** That the Board of Trustees approves a resolution awarding the sale of Laramie County Community College District, State of Wyoming, General Obligation Bonds, Series 2014, in the Aggregate Principal Amount of \$25,000,000 to William Blair & Company, LLC.

And, That the Board of Trustees approves a resolution authorizing and directing the issuance by Laramie County Community College District, State of Wyoming, of General Obligation Bonds, Series 2014, in the aggregate principal amount of \$25,000,000 for the purpose of paying the costs of planning, designing, engineering, constructing, furnishing and equipping a new Flex-Tech Building and a new University/Student Center on the District's campus in Laramie County, Wyoming, prescribing the form of said bonds and providing for the levy of taxes to pay the principal and interest thereon.

**MOTION CARRIED** unanimously.

Mr. Baxter explained for Trustee Erickson that William Blair & Company, LLC, purchased all of the bonds. In a lot of instances the buyer (William Blair & Company, LLC) has all of the bonds presold. However, some of the bonds may show up on the secondary market. If so, private investors may be able to purchase those bonds.

Board Chairwoman Merrell asked the Board to return to agenda Item 6.A., and the Board agreed to do so.

A. [One Mill Levy Recommendation and FY 2015 One Mill Budget](#)

President Schaffer stated the funds are critical to funding College operations and will be used to support the Eastern Laramie County Outreach in Pine Bluffs (\$142,038) and fund innovative projects initiated by employees (\$200,000), employee professional development (\$75,000), facilities planning (\$275,831), equipment repairs (\$100,000), and small maintenance projects that can no longer be funded with major maintenance State appropriations (\$500,000).

Trustee Dubois moved and Trustee Kilty seconded,

**MOTION:** That the Board of Trustees approves the continuation of the one mill levy authorized by W.S. 21-18-303(b) for an additional two-year period beginning July 1, 2014, and ending June 30, 2016.

**DISCUSSION:** President Schaffer stated for Trustee Erickson \$1,293,369 is anticipated from the one mill. An additional \$204,704 is expected from local assessments such as motor vehicle fees. Vice President Hogle added the one mill will be levied this fall, and the College will begin receiving the funds in spring 2015.

**MOTION CARRIED** unanimously.

B. [FY 2014 Budget Amendments](#) – Vice President Carol Hoglund, Budget Coordinator Myrick

Budget Coordinator Jayne Myrick explained the amendments to the FY 2014 budget are necessary to close the current fiscal year 2014. Upon Board approval amendments will be made to the Unrestricted Operating Fund, One Mill, and Federal Fund budgets.

The Unrestricted Operating Fund had a net decrease of \$272,980 and was offset by \$412,037 in the reserve. An increase of \$60,000 in tuition revenue for community services will be used to cover increased adjunct costs and Public Services contract services.

The Campus Safety Academy was funded in the amount of \$10,000 from Innovative Funds under Instruction. That amount will be moved to Public Services. At Trustee Erickson's request, President Schaffer will report during the July 16<sup>th</sup> Board meeting on the Campus Safety Academy that just concluded. (POSTSCRIPT TO MINUTES: Campus Safety Director James Crosby will be on vacation, so the report will be given at a later date.)

Grant award monies from the Wyoming Department of Health (\$40,675), Wyoming Quality Counts (\$1,000), and the League for Innovation (\$15,000) will increase the budget authority for Public Services, Institutional Support, and Student Services respectively. Additionally, increased distributions of direct student loans will require an increase in the scholarships budget authority of \$1,375,000.

Trustee Kilty moved and Trustee Erickson seconded,

**MOTION:** That the Board of Trustees approves the amendments to the FY 2014 Annual Budget as presented.

**MOTION CARRIED** unanimously.

Trustee Erickson commended Ms. Myrick on doing a wonderful job of giving the Board every opportunity to be involved in budget. She has met one-on-one or in groups with the trustees and called each trustee today. Board Chairwoman Merrell stated she appreciates the continued improvement in Board and College relationships on all levels.

C. [62<sup>nd</sup> Legislature Endowment Match Funds Resolution](#) – Associate Vice President Murphy

In answer to Trustee Erickson's question concerning the intent of the resolution, President Schaffer stated the resolution's approval is procedural and is the Board's assurance that Laramie County Community College's match of \$1,250,000 will be expended to provide matching funds for endowments approved by the Board of Trustees. The resolution also acknowledges the Board's appreciation for the match monies. Casper College trustees have also approved a resolution acknowledging the appropriation and their Board's intent. The resolution may be submitted to the Legislative Service Office if requested. Otherwise, the original will remain with the Board-approved June 18, 2014, minutes. Associate Vice President Murphy stated the Foundation will be diligent in its requests for these matching funds and that gifts will be brought to the Foundation Development Committee for approval.

Trustee Erickson moved and Trustee Lummis seconded,

**MOTION:** That the Board of Trustees approves the resolution acknowledging the Board is grateful for the funds appropriated by the 62<sup>nd</sup> Legislature to match endowment gifts and is committed to ensuring State matching funds associated with private endowment gifts continue to support students and community through programs and services that benefit the economy of Wyoming.



**MOTION CARRIED** unanimously.

**7. ADDITIONAL ITEMS** – Information Only

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

**8. NEXT MEETINGS/EVENTS**

- **July 16 (Wednesday)** – Board Meeting and Dinner: Dinner – 6 p.m. – CCC 178/179; Meeting – 7 p.m. – Petersen Board Room
- **July 18 (Friday)** – Board Retreat – 8 a.m. to Noon (Breakfast at 7:45 a.m.) – Petersen Board Room
- **August 20 (Wednesday)** – Board Meeting and Dinner: Dinner – 6 p.m. – CCC 178/179; Meeting – 7 p.m. – Petersen Board Room
- **September 3 – NO MEETING**
- **September 17 (Wednesday)** – Board Meeting and Dinner: Dinner – 6 p.m. – CCC 178/179; Meeting – 7 p.m. – Petersen Board Room

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

Trustee Erickson and Trustee Mosher reported on the June 12 and 13 Wyoming Community College Commission Retreat, Wyoming Association of Community College Trustees (WACCT) meeting, and the Wyoming Community College Commission meeting. Trustee Erickson noted the WACCT newsletter is a good source of information and can be accessed at <http://wacct.org>.

Trustee Mosher has led two meetings as the WACCT President. Trustee Mosher commented on the openness of the Wyoming Community College Commission retreat and noted the WACCT minutes are also available at <http://wacct.org>. He stated faculty are now playing a much larger role in Complete College Wyoming. For the future, the Fourth Annual Community College Summit will be held in Laramie on Wednesday and Thursday, October 8<sup>th</sup> and 9<sup>th</sup>. The theme will be “completion and collaboration.” A larger venue has been secured to allow for more attendees on the first day when major speakers are scheduled.

**10. PUBLIC COMMENT** (Public comment may be made on anything not on the agenda. Comments will be limited to five minutes.)

**11. ADJOURNMENT** of the June 18, 2014, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairwoman Carol Merrell

Trustee Erickson moved and Trustee Kilty seconded,

**MOTION:** That the June 18, 2014, Board Meeting of the Laramie County Community College District Board of Trustees be adjourned.

**MOTION CARRIED** unanimously and the June 18, 2014, Board Meeting of the Laramie County Community College District Board of Trustees was adjourned at 8:35 p.m.

**12. EXECUTIVE SESSION** – *No executive session was held.*

Respectfully submitted

Vicki Boreing  
Board Recording Secretary