

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, MAY 21, 2014, PETERSEN BOARD ROOM, ADMINISTRATION BUILDING, LARAMIE COUNTY COMMUNITY COLLEGE

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

Board Excused: Butch Keadle, ACC Ex Officio Member and Keenan Carroll, Student Ex Officio Trustee

Staff Present: President Joe Schaffer; Vice Presidents José Fierro, Judy Hay and Carol Hoglund; Associate Vice President Kathleen Urban; Administrators, Faculty and Staff Members Herry Andrews, Amy Ehlman, Candy Ferrall, Jeri Griego, Meghan Kelly, Tim Macnamara, Jayne Myrick, Leah Noonan, Arshi Rizwani-Nisley, and Rob Van Cleave; and Legal Counsel Tara Nethercott

Visitors: Dan Baxter and Todd Bishop (Kaiser and Co.), Aerin Curtis (*Wyoming Tribune-Eagle*), and Dave Holt (Wyoming Education Association)

1. **CALL TO ORDER** of the May 21, 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 May 21, 2014, Board Meeting of the Laramie County Community College District Board of Trustees at 7:03 p.m.

**Recess of Board Meeting to Conduct the Public Hearing**

1. **RECESS** of the May 21, 2014, Board Meeting – Board Chairwoman Carol Merrell

Board Chairwoman Carol Merrell recessed the May 21, 2014, Board Meeting of the Laramie County Community College District Board of Trustees at 7:03 p.m.

2. **CALL TO ORDER** of the Public Hearing – Board Chairwoman Carol Merrell

Board Chairwoman Carol Merrell called to order the Public Hearing at 7:03 p.m.

3. **CHAPTER I RULE OF PRACTICE FOR A CONTESTED CASE**

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

No public comment was given.

5. **BOARD DISCUSSION**

The Board commented as follows:

- Trustee Mosher asked what mechanism is going to be used to select the hearing officer and what will assure the selection is impartial. Counsel Nethercott recommended the College use the Office of Administrative Hearings (OAH) to select a hearing officer who is experienced in employment law. The OAH is an agency created by the State to conduct administrative hearings for contested cases and is paid by the State. President Schaffer further stated for clarification that the OAH workload may be such that they cannot take on a case, so no language was included in the rule to specify OAH as the sole source for

recommending a hearing officer. He also noted the selection of a hearing officer is a collaborative process between the attorneys. Counsel Nethercott continued that the presiding officer is the person representing the institution and essentially connects the trustees to the process but does not oversee judicial determinations.

## 6. ADJOURNMENT OF PUBLIC HEARING

Board Chairwoman Carol Merrell adjourned the Public Hearing at 7:25 p.m.

### **Reconvene Board Meeting**

#### 1. RECONVENE of the May 21, 2014, Board Meeting – Board Chairwoman Carol Merrell

Board Chairwoman Carol Merrell reconvened the May 21, 2014, Board Meeting at 7:25 p.m.

#### 2. MINUTES – Approval of the [April 2, 2014, Board Meeting Minutes](#) – Board Chairwoman Carol Merrell

Trustee Lyttle moved and Trustee Erickson seconded,

**MOTION:** That the Board of Trustees approves the April 2, 2014, Board Meeting Minutes as written.

**MOTION CARRIED** unanimously.

#### 3. [APPROVAL OF BOND RESOLUTION CALLING FOR SALE OF BONDS](#) – President Schaffer, Dan Baxter (Kaiser and Company)

##### A. [Bond Sale Information](#)

Mr. Baxter stated Standards and Poor awarded the College a AA bond rating, which is outstanding and what the College had in 2009. A public bond sale will be held on June 18<sup>th</sup> at 11 a.m. Bids will be accepted from bond bidders throughout the country. Each bidder will also submit a 2% (\$500,000) good faith check and agree to buy the entire bond issue. Bids with the lowest adjusted interest rate (average of 3.5%—still low by historic standards) on the bond issue, taking into account the par amount of the bonds, any premiums bid and the total interest cost over the duration of the issue, will be viewed as the most favorable. The interest rates will be locked when a bid is accepted. The Board will be asked during the Board meeting on the evening of June 18<sup>th</sup> to approve a bond resolution and a resolution accepting the best bid. Individual or institutional investors will be given contact information for the winning bidder so they can have an opportunity to purchase some bonds. Four to eight bidders are expected to submit bids to buy the entire \$25 million in bonds.

For Trustee Erickson, Mr. Baxter stated the bond question restricts the bonds sales to \$25 million at interest rates approved by the voters. However, the College may prescribe the winning bidder to build into their bid premium two to eight percent in addition to the regular interest rate. The premium requested would pay the College \$1,250,000 (1.05 or 5% over \$25,000,000) up to \$2,000,000 (1.08 or 8% over \$25,000,000). Projections for the full life of the bond (15 years) average out to a total mill levy of 1.8 to 2 mills. Also, a seven percent project reserve (\$1,250,000) is required by the State, which takes some of the bond proceeds away from what will be available for the project. The bond issue will close around the first week in July and the first mill levy would be set in August and continue for 15 years. The maximum term prescribed was 15 ½ years. The bond action will be within the parameters set by the bond issue approved by the voters.

For Trustee Kilty, Mr. Baxter said the coupon rates are an estimate of what the rates would be if the bond sale were held now and includes the minimum premium of 1.05 (5% over \$25,000,000).

Trustee Dubois moved and Trustee Mosher seconded,

**MOTION:** That the Board of Trustees approves the Bond resolution calling for the sale of general obligation bonds in the principal amount of \$25,000,000, Series 2014, of the Laramie County Community College District, State of Wyoming.

**MOTION CARRIED** unanimously.

#### 4. REPORTS TO THE BOARD

##### A. LCCC Reports

- 1) SGA (Student Government Association) – Jackson Craft, President; Bill Dalles, Vice President

No report until fall.

- 2) Staff Senate – Amy Ehlman, President; Melissa Gallant, Vice President-Classified Staff; Jodi Weppner, Vice President-Professional Staff; Jennifer Thompson, Secretary; Christopher Corriveau, Treasurer

Ms. Ehlman congratulated and introduced newly elected Staff Senate President Candy Ferrall. The 2014-2015 Staff Senate officers are: Candy Ferrall, President; Amy Ehlman, Vice President-Classified Staff; Jodi Weppner, Vice President-Professional Staff; Jennifer Thompson, Secretary; and Christopher Corriveau, Treasurer.

Ms. Ehlman reminded the Board of the June 6<sup>th</sup> picnic and encouraged everyone to attend. She also requested help from anyone who would like to grill hamburgers. President Ehlman has been asked by some staff what information will be given to current and future applicants about at-will status. She suggested applicants be informed upon submitting an application of the at-will status if such applies to the position for which they seeking an interview/employment. Board Chairwoman Carol Merrell said her is point well-taken.

- 3) Faculty Senate – Rob Van Cleave, President; Burt Davis, Vice President; Valerie Millsap, Secretary

Mr. Van Cleave introduced new Faculty Senate President Leah Noonan. The 2014-2015 Faculty Senate officers: Leah Noonan, President; Seth Robbins, Vice President; and Paula Belknap, Secretary.

Mr. Van Cleave said, as a parting good-bye, that he has truly enjoyed working with the Board and administration. He leaves his position as Faculty Senate president with some pride knowing what the Faculty Senate accomplished under his leadership and knows they will continue to accomplish much under Ms. Noonan's leadership.

Ms. Noonan acknowledged Mr. Van Cleave's efforts and hard work and said she looks forward to working with everyone during the coming year.

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

LCCCEA President Meghan Kelly reported "it's a pretty quiet time." However, the LCCCEA does have the following on their watch list: the compensation study, workload policy, job descriptions,

and lobbyist connections on community college platforms. She looks forward to working as the LCCCEA liaison. Trustee Mosher stated as the WACCT President that WACCT is looking forward to working with WACCT Executive Director Steve Bahmer and the governmental affairs representative for the Wyoming Education Association (WEA), so that the community colleges speak with a united voice on issues such as enrollment funds.

Board Chairwoman Carol Merrell welcomed the new officers, adding the sad part of the change in leadership is that the Board gets to know the employee group leaders well just about the time the leadership changes.

## 5. PRESIDENT'S REPORT – President Schaffer

President Schaffer spoke on the Community Garden and acknowledged Jeri Griego's spirited leadership in the establishment of the garden that is located near the Ag Building in an area cordoned off by a green or black chain link fence. Board Chairwoman Carol Merrell spoke to an article in yesterday's May 20<sup>th</sup> *Wyoming Tribune Eagle* announcing a soft opening on Saturday, May 24<sup>th</sup>, at 9 a.m. The Community Garden was also featured on Channel 5 news. Mrs. Griego shared the garden incorporates 57 plots, a blue shed and tools, a picnic area and tables, and a 12-ft. in diameter pizza garden with plots shaped like pizza slices, each with a pizza topping such as tomatoes, onions, bell peppers, jalapenos, etc. Interest in the garden has been voiced for 23 plots. A 2014 LCCC Community Garden Agreement that is patterned after the one used by the Botanical Gardens must be completed in order to rent a plot—a 6'x12' plot is \$15. Pam Babcock, who is the College's retired Grounds Manager, has volunteered to install an irrigation system. Mrs. Griego also voiced her appreciation for President Schaffer's work with the Community Garden group to squelch rumors about a parking lot that was allegedly going to replace the garden area. Trustee Mosher said having garden-grown produce available to others who might not otherwise have that opportunity will be greatly appreciated.

President Schaffer advised the Board on the article appearing in today's May 21<sup>st</sup> *Wyoming Tribune-Eagle* concerning the Wyoming Office of Homeland Security audit. LCCC was mentioned in an audit finding regarding scholarship dollars. He clarified no indication of misuse of funds by LCCC was discovered during the audit that took place in 2013 for the years of 2010-2012. He emphasized the need for College staff to advise him so he can advise the trustees when a reporter inquires about a situation that may become an article in the newspaper. As a result of the 2013 audit, a new Memorandum of Understanding has been honed to assist in more closely targeting how those funds are administered.

Trustee Kilty said the article suggested that scholarships were not meant to be part of the grant. President Schaffer stated the question was in how those funds come to the College and whether or not they could be used for scholarships. The latest iteration of the MOU allows the College as a subsidiary of the funds to use those funds for tuition assistance for students who are pursuing programs in Homeland Security. President Schaffer also shared the College has been recognized by the federal government and the Wyoming Office of Homeland Security for its Homeland Security Program and also for the relationship that has developed between the agencies. Ultimately, the College has no concerns about the legitimacy of the MOU or the continued use of the funds for tuition assistance.

## 6. BOARD REPORTS

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

1) Finance and Facilities – Kevin Kilty, Ed Mosher

Trustee Kilty deferred to Trustee Mosher because he was not able to attend. Trustee Mosher stated the Finance and Facilities Committee meeting was an excellent one and provided information on bond sales, campus projects, pay increases, pay schedules, position classifications, and the Student Fee and

Allocation Committee's (SFAC) distribution of funds (no challenges or questions). He also commented the new east and west gateways will provide better visibility and should be in place by the time the USAF Thunderbirds arrive for their Wednesday, July 23<sup>rd</sup>, performance.

Trustee Mosher moved and Trustee Erickson seconded,

**MOTION:** That the Trustees by consent accept and approve the following reports.

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

**MOTION CARRIED** with no objection.

7. **FY 2015 BUDGET UPDATE** – President Schaffer, Vice President Hoglund, Budget Coordinator Jayne Myrick

President Schaffer stated a first reading of the FY 2015 budget was presented during the Board's April 16<sup>th</sup> meeting. Tonight, the Board is hearing an update on changes made to the budget since the first reading. A second reading of the budget will take place during the Board's June 18<sup>th</sup> Board Meeting, and the final presentation and request for approval will come before the Board during their July 16<sup>th</sup> meeting.

Budget Coordinator Jayne Myrick noted the following changes to the budget:

- The five mill budget is no longer included; those funds in the amount of \$172,226 will be expended by the end of this fiscal year.
- Proposed Distributions highlighted on page 11 included the following additions:
  - o Short-term Disability Insurance (six months through January) - \$32,000
  - o Five New Positions – Ranked by College Council using the Human Resources Priority Plan Process
    - Center for Teaching and Learning Director - \$80,000
    - Biology Instructor - \$73,000
    - Career Resource Specialist - \$56,500
    - Research Analyst - \$58,500
    - Grounds Assistant - \$35,100

Budget Coordinator Myrick also stated the final budget presented for approval in July will include carryover amounts, and any personnel changes (new hires and/or terminations) will also be reflected in the final budget. President Schaffer expounded on the short-term disability insurance, stating the College has a robust long-term disability insurance plan but a short-term, affordable plan was also needed to provide employees with adequate leave of absence options. The current short-term disability plan (three months coverage of a portion of an employee's salary) is horrendously expensive. Human Resources staff worked with the State and the College's long-term disability provider to develop a plan that will cost the College \$64,000 a year and cover every benefitted employee. This year's budget includes funding for half-a-year's coverage (\$32,000). The FY 2016 budget will include the full \$64,000. Short-term disability is paid 100% by the College; long-term disability is split 75%/25% between the College and the employee, respectively.

Trustee Dubois thanked Ms. Myrick for contacting trustees prior to the meeting to learn of any concerns they may have regarding the budget. Trustee Erickson also commended Ms. Myrick on her thorough answers. Trustee Mosher asked if the \$202,000 on page 11 for scholarships listed under Continuation of Services was the full amount for institutional scholarships. President Schaffer responded the \$202,000 comes from the tuition increase monies of \$300,000 that he proposed go to needs-based aid scholarships and other programs such as the Soaring Eagle scholarship. The overall institutional scholarship program has \$1.8 million, which includes the \$202,000. Trustee Mosher asked for a report on what constitutes the institutional scholarships

and the qualifications for a Soaring Eagle scholarship. Trustee Erickson said Vice President Hay is currently working with Financial Aid Director Julie Wilson on the qualifications for financial aid and scholarships. President Schaffer said a sub-group of LLT (Learning Leadership Team) is drafting a detailed document that will cover what Trustee Mosher is requesting and will include the scholarship's name, the type of scholarship (merit or needs-based), who qualifies, the parameters, and how the scholarship is awarded. The compiled information will assist the College in strategically expending the institutional scholarship dollars so that they are leveraged for the greatest return on enrollment, persistence, and completion by demographics. Trustee Mosher emphasized the need for trustees to have the information so they can be players in the College's enrollment, persistence, and enrollment goals and demonstrate the College is serving its students. Board Chairwoman Merrell would also like to know how many students attend LCCC with no financial assistance. President Schaffer stated a presentation will be worked on and presented during a future dinner meeting. Trustee Kilty said he is very interested in the budget's detail but did not find the trend data nor the budget information presented this evening in the Library. He believed faculty and staff would benefit from having public access to the information. Budget Coordinator Myrick apologized and assured the budget documents will be sent to the Library. Trustee Kilty said the budget documents made available to the Board are great and he can tell progress is being made because the budgets are being reduced. He is really happy with the budget process, but reiterated the information needs to be readily available to those who might make astute observations.

#### Additional Clarifications

- Retention Management System Contract Services – A competitive RFP (request for proposal) process resulted in the selection of the Starfish software that is a “gold standard” and will facilitate aspects of the new advising model including an early alert function and communication among the student success team of advisors and faculty. Starfish also allows Student Planning and Success Director Kathryn Flewelling to assess advising activity. Connections to the campus lab software for handling program review, student learning assessment, and some operational planning were also considered but none of those considered would provide the software level desired in the holistic advising model.
  - o An Academic Planning Module is being considered for addition to the Colleague System that would allow a student's academic plan to be connected to Colleague.
- Business Analyst – Business Analyst Julie Gerstner, who is a full-time professional staff employee, speaks the language of both a software user and a software provider and helps consolidate and map out decisions involving both.
- Student salaries under the Athletics Budget show an increase because the student staffing salaries previously budgeted under Physical Education were moved to the Athletics Budget, because Athletics and Campus Recreation Director Pete Cautilli manages the student staffing of the Physical Education Building.
- The purchase of Anatomical and Physiology models at a cost of \$75,000 was approved through the budget process by the Budget Resource and Allocation Committee (BRAC). A software subscription used for models, x-ray views, and dissection has also been purchased. In addition, textbooks come with software for simulation.
  - o One-time requests vetted by the BRAC are brought to College Council for information and for dissemination to the membership's peers. The requests come from the persons who are experts on the equipment being requested. The BRAC ranks the requests using the detail submitted with each.
- The recruitment process for approved positions begins as soon as the Human Resources Priority Plan for the upcoming fiscal year is complete and brought to College Council for approval. All hirings are contingent upon the Board's approval of the budget. Interim faculty appointments are sometimes made when a fully faculty recruitment is prohibitive.
- Of the five new positions included in the budget, the career resource specialist and the research assistant are professional staff positions; the grounds assistant is a classified staff (at-will) position. If a position has an at-will status, the person who is offered employment for that position is made aware of the

position's at-will status before they accept the job offer. So far, no one has turned down the position because of an at-will status.

## 8. POLICIES – 2<sup>ND</sup> READING – President Schaffer

President Schaffer stated he is recommending approval of the policies and thanked Trustees Mosher and Erickson for their input on the revised language in the General Education Policy. In addition to the General Education Policy, the Board will also be considering approval of the Gen Ed Transfer Block. If approved, students will be awarded a certificate of completion of the Gen Ed Transfer Block as they work toward the completion of an associate degree. The Board's approval is necessary in order to award that certificate of completion that will hopefully align with the University of Wyoming's University Studies Program (USP).

### A. [Membership of Board Policy No. 1.2.2](#)

Trustee Erickson moved and Trustee Mosher seconded,

**MOTION:** That the Board of Trustees approves Membership of Board Policy No. 1.2.2.

**MOTION CARRIED** unanimously.

At Board Chairwoman Merrell's suggestion, the trustees agreed to consider items 8.C. and 8.D before 8.B, which she believed would have a lengthy discussion.

### B. [General Education Policy No. 2.2](#)

#### 1) [General Education Transfer Block](#)

Trustee Erickson moved and Trustee Mosher seconded,

**MOTION:** That the Board of Trustees approves General Education Policy No. 2.2 including the current iteration of section 5.0.

**DISCUSSION:** Trustee Kilty asked if the award of a certificate of completion will inflate the number of certificates awarded. President Schaffer responded yes, adding that 33% of the total number of students who transfer to the University of Wyoming transfer without a degree and 67% transfer with an associate's degree. Students making up the 33% take with them an average of 30 credits and most of those credits are earned from general education courses.

The three goals of the General Education Certificate of Completion project were to:

- Validate, define, and reform Gen Ed curriculum so that it meets the institution's learning outcomes
- Find a way to recognize the completion of the Gen Ed curriculum as a milestone to encourage student progress to persistence and to discern that many students attend a community college not to earn a degree but to satisfy general education requirements before transferring to the University
- Articulate a block transfer of the College's Gen Ed courses to the University (Articulation conversations are still in process.)

Trustee Kilty stated LCCC is spending twice that of the University on a per degree/per certificate basis. He also stated students who transfer hours earned at the University back to LCCC to earn an associate's degree more genuinely measures student progress. President Schaffer said increasing the recognition of a credential (associate's degree) through reverse transfer is important, especially when

a student is just three or four credit hours shy of an associate's degree, and is being worked on. He countered that recognizing a core group of courses with the award of a certificate of completion after which the student achieves a baccalaureate degree at the University is no different. Trustee Kilty agreed creating milestones so that students stay motivated is important. President Schaffer continued, saying LCCC's work has considerably piqued the interest of Wyoming's other community colleges and many have asked LCCC to slow down so they can catch up. Additionally, the entire State of Utah and a smattering of campuses across the United States are recognizing the completion of a core group of Gen Ed courses.

For Trustee Mosher who expressed concern the Gen Ed Transfer Block had not been properly processed through the Board, President Schaffer stated the Gen Ed Transfer Block's curriculum and framework for assessing courses were presented to the Board during their January 24<sup>th</sup> retreat and May 7<sup>th</sup> meeting at which time the trustees were advised the Gen Ed Transfer Block would be brought forward for approval at tonight's meeting. The Board's review of the documentation (curriculum, outcomes, vetting of courses) followed the protocol for seeking Board approval. He noted the certificate is not a part of the Gen Ed policy at this time, and the request to approve the policy is separate from that for the Gen Ed Transfer Block.

Trustee Erickson called for the question,

**MOTION:** That the Board of Trustees approves General Education Policy No. 2.2.

**MOTION CARRIED** unanimously among those present. Trustee Lytle was out of the room.

Trustee Mosher said he appreciated the work and opportunity to discuss the policy and believed a good solution had been achieved.

Trustee Erickson moved and Trustee Dubois seconded,

**MOTION:** That the Board of Trustees approves the General Education Transfer Block.

**DISCUSSION:** Trustee Erickson stated the incentive for a student to receive a certificate and have that certificate identified on the student's transcript is a milestone. Trustee Mosher said he would not approve the Transfer Block unless it was brought forward as a program along with cost, staffing, and need. President Schaffer reiterated the Transfer Block was presented to the Board during their January 24<sup>th</sup> retreat and May 7<sup>th</sup> Board meeting and has been examined by the General Education and Academic Standards committees, Learning Leadership Team, and President's Cabinet. Trustee Kilty said the Transfer Block is done very well and satisfies needs such as a laboratory science. However, he objects to being asked to approve the certificate because, in light of the Complete College Wyoming agenda that has challenged community colleges to increase completions by 5% this year, doing so would appear to be "sharp practice." President Schaffer stated considerable debate has occurred at the national level about the recognition of sub-degrees in the technical areas but not within Gen Ed. He posed the question: if there is value in a general education block, shouldn't it be recognized? The curricula exist now within the AA and AS programs of study. Trustee Lytle noted the trustees received a presentation during their last meeting and that she asked similar questions during that presentation. She has been waiting almost eight years as a trustee for something that acknowledges completion of courses. She understood from the presentations that students need to leave LCCC with a sense of completion and that the Gen Ed Transfer Block is not a program but rather a certificate of completion that provides a student with a sense of readiness. Trustee Erickson echoed Trustee Lytle's comments, adding that following the faculty presentation during the Board's

January 24<sup>th</sup> retreat, the University of Wyoming staff and administrators at the retreat championed what the LCCC faculty were doing.

Board Chairwoman Carol Merrell called for the question.

**MOTION CARRIED** with five yes votes and two no votes from Trustees Kilty and Mosher.

C. [Nondiscrimination and Anti-Harassment Policy No. 6.2](#)

Trustee Mosher moved and Trustee Kilty seconded.

**DISCUSSION:** Counsel Nethercott, in response to Trustee Mosher, stated counsel reviewed the policy and that the Title IX references have also been reviewed by Vice President Hay.

**MOTION CARRIED** unanimously.

D. [Sexual Misconduct Policy No. 6.3](#)

Trustee Erickson moved and Trustee Mosher seconded,

**DISCUSSION:** Counsel Nethercott, in response to Trustee Mosher's question about the definition of a hostile work environment, stated a hostile work environment in the Sexual Misconduct Policy No. 6.3 refers to one caused by sexual discrimination or harassment as specified by federal law.

**MOTION CARRIED** unanimously.

9. [CHAPTER I RULE OF PRACTICE FOR CONTESTED CASES](#) – President Schaffer

Trustee Dubois moved and Trustee Kilty seconded,

**MOTION:** That the Board of Trustees approves Chapter I Rule of Practice for Contested Cases as amended.

**MOTION CARRIED** unanimously.

10. **LEVEL I REPORTS** – President Schaffer, Vice President Hoglund, Physical Plant Director Macnamara

President Schaffer noted Level I studies are reconnaissance reports and the Board's approval of the Level I studies for the Physical Education Building Renovation and the Ludden Library and Learning Commons Renovation and Expansion projects will allow the College to move forward with Level II studies.

A. [Physical Education Building Renovation](#)

Trustee Erickson moved and Trustee Mosher seconded,

**DISCUSSION:** Physical Plant Director Tim Macnamara, in response to Trustee Mosher's question, stated the Physical Education Building's second floor will have space for physical education classes.

**MOTION:** That the Board of Trustees approves the Physical Education Building Renovation Level I Study.

**MOTION CARRIED** unanimously.

B. [Ludden Library and Learning Commons Renovation and Expansion](#)

Trustee Dubois moved and Trustee Kilty seconded,

**DISCUSSION:** None

**MOTION:** That the Board of Trustees approves the Ludden Library and Learning Commons Renovation and Expansion Level I Study.

**MOTION CARRIED** unanimously.

Trustee Mosher noted for the record that both projects are included in the College's Campus Master Plan and will require much discussion in the future.

**11. RECOMMENDATION FOR APPROVAL FOR DEPOSITORIES OF APPLICATIONS OF PUBLIC FUNDS – Vice President Hoglund**

Accounting Services Director Herry Andrews explained the banks included in the list have shown interest in having the College make deposits in their financial institutions. The Board's approval will allow the College to do so.

Trustee Kilty moved and Trustee Dubois seconded,

**MOTION:** That the Board of Trustees approves the following list of Laramie County Community College depositories for Applications of Public Funds as required by W.S. 9-4-818.

ANB Bank  
Bank of the West  
Capital West Bank  
Cheyenne State Bank  
Farmers State Bank, Pine Bluffs  
First Interstate Bank  
First Tier Bank  
Oregon Trail Bank  
Pinnacle Bank  
Security First Bank  
U.S. Bank  
Wells Fargo Bank Wyoming, N.A.  
Wyoming Bank & Trust  
Wyoming State Bank

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

**12. ADDITIONAL ITEMS – Information Only**

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

**13. NEXT MEETINGS/EVENTS**

- **June 4 (Wednesday)** – Board Meeting and Dinner: Dinner – 6 p.m. – CCC 178/179; Meeting – 7 p.m. – Petersen Board Room
- **June 18 (Wednesday)** – Board Meeting and Dinner: Dinner – 6 p.m. – CCC 178/179; Meeting – 7 p.m. – Petersen Board Room
- **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

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

Board Chairwoman Carol Merrell asked if the trustees had received a copy of the Communications Survey to which all trustees responded they had. The survey will be discussed during the Board's July 18<sup>th</sup> retreat.

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

None

**16. ADJOURNMENT** of the May 21, 2014, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairwoman Carol Merrell

Trustee Kilty moved and Trustee Dubois seconded,

**MOTION:** The May 21, 2014, Board Meeting of the Laramie County Community College District Board of Trustees be adjourned.

**MOTION CARRIED** unanimously.

Board Chairwoman Carol Merrell adjourned the May 21, 2014, Board Meeting of Laramie County Community College District Board of Trustees at 9:14 p.m.

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

Respectfully submitted,

Vicki Boreing  
Board Recording Secretary