

*Laramie County Community College Board of Trustees
Recommendations for Approval
2012 – Present*

Regular and Special* Business Meeting Dates	Motion	Vote
January 18, 2012	MOTION: That the Board of Trustees approves Mr. James E. “Ed” Harper to continue his director’s position on the LCCC Building Authority Board through December 31, 2014.	MOTION CARRIED unanimously.
February 15, 2012	MOTION: That the Board of Trustees approves the 2012 committees and their membership as follows: 1) College Communications and Relations – Bill Dubois and Carol Merrell (Staff: Lisa Murphy) 2) Finance and Facilities – Dr. Kevin Kilty and Ed Mosher (Staff: Carol Hoglund) 3) Governance – John Kaiser and Brenda Lyttle (Staff: Joe Schaffer)	MOTION CARRIED unanimously.
	MOTION: That the Board of Trustees approves the Resolution authorizing Jerry Harris, Carol Hoglund, Cindy Lindsay, and Jim Wilkinson as the College’s representatives to acquire surplus property from Wyoming Surplus Property.	MOTION CARRIED unanimously.
March 21, 2012	MOTION: That the Board of Trustees approves Amendment No. 1 to Contract PS11-923 issued to the College Brain Trust for the purpose of providing consultation and training for Board governance transition and policy development in the amount of \$7,500 for each workshop retreat (Spring 2012 and Fall 2012), plus reasonable travel expenses per workshop, and \$234 per hour for reading, reviewing and editing Board and College Policies.	MOTION CARRIED unanimously.
	MOTION: That the Board of Trustees approves the President entering into a contract to secure consultation services not to exceed \$100,000 for the purpose of assisting with the search for, and selection of, a Vice President of Academic Affairs and a Vice President of Student Services.	MOTION CARRIED unanimously.
April 18, 2012	MOTION: That the Board of Trustees approves 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.	MOTION CARRIED unanimously.

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May 16, 2012	<p>2012-2020 Facilities Plan – Building Forward MOTION: That the Board of Trustees approve the 2012-2020 Facilities Plan and direct the President to being implementation of activities necessary to advance the projects identified within the plan.</p> <p>DISCUSSION: Mr. Mosher asked that “Fine and Performing Arts Center” be changed to “Fine and Performing Art Building” and asked that the motion be so amended.</p> <p>Mr. Mosher moved and Dr. Kilty moved the original motion be amended as follows:</p> <p>AMENDED MOTION: That name of the “Fine and Performing Arts Center” be changed to “Fine and Performing Arts Building.”</p>	MOTION CARRIED unanimously with amended motion’s change.
June 20, 2012	<p>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, 2012, and ending June 30, 2014.</p>	MOTION CARRIED unanimously.
	<p>MOTION: That the Board of Trustees approves to present the LCCC/LCCC Foundation Operating Agreement to the LCCC Foundation, and if approved by the LCCC Foundation as presented, the Board of Trustees authorizes the Chairman of the Board to sign the agreement.</p>	MOTION CARRIED unanimously.
	<p>MOTION: That the Board of Trustees approves to amend the Fiscal Year 2011/2012 Annual Budget for Laramie County Community College as presented.</p>	MOTION CARRIED unanimously.
July 18, 2012	<p>MOTION: That the Board of Trustees approves the Laramie County Community College District FY 2013 Budget.</p>	MOTION CARRIED unanimously.
	<p>MOTION: That the Board of Trustees approves the naming of the north college loop “Tom Bauman Loop Road.”</p>	MOTION CARRIED unanimously.
August 15, 2012	<p>MOTION: That the Board of Trustees approves the Health Information Technology Program and recommends the Wyoming Community College Commission approves the program at its October 19, 2012, meeting at Northwest College.</p>	MOTION CARRIED unanimously.

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September 19, 2012	MOTION: That the Board of Trustees approves the Level I Plan update for the LCCC University/Student Center and directs the President to continue onto Level II Planning.	MOTION CARRIED unanimously.
	MOTION: That the Board of Trustees approves the five FY 2013 Board Priorities and directs the President to use them to guide operations and the development of the FY 2014 College budget.	MOTION CARRIED unanimously.
	MOTION: That the Board of Trustees accepts President Schaffer’s FY 2013 Personal Goals.	MOTION CARRIED unanimously.
	MOTION: That the Board of Trustees approves the amendment to the President’s employment contract.	MOTION CARRIED unanimously.
	MOTION: That the Board of Trustees approves increasing the unrestricted operating fund in the amount of \$560,046 for the August recapture/redistribution of local revenue collections and supports the President’s decision to set this aside in the contingency reserve account in anticipation of potential reductions to the College’s state appropriation in FY2014 by the Legislature.	MOTION CARRIED unanimously.
	MOTION: That the Board of Trustees authorizes the President to enter into a contract with Woodhouse Roden, LLC to provide legal services to the College for the duration of three years, with an option to renew for another three and other terms as outlined in the contract presented.	MOTION CARRIED unanimously.
	MOTION: That the Board of Trustees approves their new governance policies comprising Chapter 1 of the new LCCC Board Policies and Procedures manual and formally discontinues their operations under Policy Governance.	MOTION CARRIED unanimously.
	MOTION: That the Board of Trustees nominates John Kaiser and Bill Dubois as voting delegate and alternative respectively for the ACCT Annual Community College Leadership Congress, October 10-13.	

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October 17, 2012	MOTION: That the Board of Trustees expresses its formal intent to explore the options for student housing as part of the Hynds Capital Core Project, and directs the President to realize this intent by submitting the accompany letter and actively engaging in this exploration on behalf of the Board.	MOTION CARRIED unanimously.
	MOTION: That the Laramie County Community College Board of Trustees approves the adoption of a resolution to exercise the District's option to purchase the Albany County Campus property and terminate that certain lease agreement dated as of November 15, 2004, between the District and the Laramie County Community College Foundation.	MOTION CARRIED unanimously.
	MOTION: That the Laramie County Community College Board of Trustees approves the adoption of a resolution approving the ground lease and the facilities lease agreement each dated as of November 6, 2012, between the District and the Laramie County Community College Building Authority; approving the execution and delivery of an indenture of trust dated as of November 6, 2012, between the Building Authority and Wyoming Bank & Trust; approving the issuance and sale of refunding lease revenue bonds by the Building Authority; approving the sale of the bonds; and other details related thereto.	MOTION CARRIED unanimously.
	MOTION: That the Board of Trustees approves naming the Wind Energy Laboratory the Walter Scott Wind Energy Lab, in recognition of the significant contributions the Walter Scott Foundation has provided to the LCCC Wind Energy Program.	MOTION CARRIED unanimously.
	MOTION: The Board of Trustees approves no more than 16 slots be open and made available for TOP qualified employees during the current fiscal year of 2012-2013.	MOTION CARRIED unanimously.
November 28, 2012	MOTION: That the Board of Trustees accepts the FY 2012 Laramie County Community College audit.	MOTION CARRIED unanimously.
	MOTION: That the Board of Trustees approves the Board policies and procedures as recommended in Chapters 2-9 and Procedure 1.1.6P LCCC Organizational Chart in Chapter 1.	MOTION CARRIED unanimously.
	MOTION: That the Board of Trustees approves Dr. Martin Carroll to continue on the Laramie County Community College Building Authority, thereby filling a position with a term to expire December 31, 2015.	MOTION CARRIED unanimously.

Laramie County Community College Board of Trustees
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Regular and Special* Business Meeting Dates	Motion	Vote
November 28, 2012 (Continued)	MOTION: That the Board of Trustees authorizes President Schaffer to enter into a contract for services to provide financial aid oversight and policy development.	MOTION CARRIED unanimously.
December, 2012	No regular business meeting was held in December.	

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January 23, 2013	MOTION: That the Board approves the planned 2,000 square foot addition to the northeast side of the Career and Technical Education Building and authorizes the President, and/or his designees, to carry out all aspects of the project contingent upon approval for whatever programs may occupy that space.	MOTION CARRIED unanimously.
	MOTION: That the Board approves the adoption of a resolution authorizing, approving and enrolling Laramie County Community College in the UMB P-Card program and authorizing the College President or his designee to execute a formal Agreement with UMB Bank, and to implement the program under the direction of the Director of Contracting and Procurement.	MOTION CARRIED unanimously.
	MOTION: That the Board approves Amendment No. 2 to the College President's employment contract, specifically to extend the housing allowance period for not to exceed period of six (6) additional months terminating on/or before July 17, 2013.	MOTION CARRIED unanimously.
February 20, 2013	MOTION: That the Laramie County Community College Board of Trustees approves the General Admissions and Transfer of Credit policies as presented.	MOTION CARRIED unanimously.
	MOTION: That the Laramie County Community College Board of Trustees formally expresses their intent to call for a special election asking the voters of Laramie County to support the funding of the Flex Tech and University/Student Center building project, and directs the President to proceed with a campaign to inform the community of these projects.	MOTION CARRIED unanimously.
	MOTION: That the Laramie County Community College Board of Trustees approve a pilot program to offer Certificate and Associate of Applied Science degree in Welding. As a pilot, this program will require full Board approval within two years from the approval date. Without this approval, the program shall be considered terminated.	MOTION CARRIED with six yes votes and one no vote from Trustee Kilty.
	MOTION: That the Board of Trustees approves amending the original letter of intent for the exploration of student housing downtown as part of the Hynds Capitol Core Project, and directs the President to submit the accompanying amendment to the original letter of intent on behalf of the Board.	MOTION CARRIED unanimously.

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Regular and Special* Business Meeting Dates	Motion	Vote
March 20, 2013	No business meeting was held.	
April 17, 2013	Meeting cancelled due to snow closures.	
May 8, 2013*	MOTION: That the Board approves the purchase of a factory new NOELLE Birthing Simulator in the amount of \$46,053.22. Funds for this purchase will come from Current Fund monies.	MOTION CARRIED unanimously.
	MOTION: That the Board approves the purchase of two (2) factory new 2013 Sport Utility Vehicles in the amount of \$57,460.00. Funds for this purchase will come from current fund monies.	MOTION CARRIED unanimously.
	MOTION: That the Board approves and retains the services of McGee, Hearne & Paiz, LLP of Cheyenne WY for annual independent audit services in accordance with LCCC Professional Services Agreement No. PS13-932. Funds for this purchase will come from current fund monies.	MOTION CARRIED unanimously.
	MOTION: That the Board approves the Honors Policy.	MOTION CARRIED unanimously.
	MOTION: That the Board approves the Library: Patron Privacy Policy.	MOTION CARRIED unanimously.
	MOTION: That the Board approves the Limited Enrollment Programs Admission Policy.	MOTION CARRIED unanimously.
	MOTION: That the Board approves the Campus Alcohol Policy.	MOTION CARRIED unanimously.
May 22, 2013	MOTION: That the Board of Trustees approves the Level I Plan for the LCCC Flex-Tech Building and directs the President to continue onto Level II Planning.	MOTION CARRIED unanimously.
	MOTION: That the Board performs an evaluation involving only the trustees.	MOTION CARRIED unanimously.

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Regular and Special* Business Meeting Dates	Motion	Vote
May 22, 2013 continued	<p>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.</p> <ul style="list-style-type: none"> - ANB Bank - Bank of the West - Capital West Bank - Cheyenne State Bank - Farmer 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 	MOTION CARRIED unanimously.
June 13, 2013*	<p>MOTION: That the Board approves the expenditure of \$141,865 for the retention of Komada, LLC to perform construction services for the Bookstore and Student Lounge Renovation project as outlined in the professional services Agreement #GC13-737. Funds for this construction will come from Bookstore commission monies and Student Fee monies.</p>	MOTION CARRIED unanimously.
June 19, 2013	<p>MOTION: That the Board accepts the Current and Auxiliary Fund Balance Sheet and Fund Budget reports submitted to the Finance and Facilities Committee on June 11, 2013, by Administration and Finance Vice President Carol Hoglund.</p>	MOTION CARRIED unanimously.
	<p>MOTION: That the Board of Trustees approves the amendments to the FY 2013 Annual Budget as presented.</p>	MOTION CARRIED unanimously.

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July 17, 2013	MOTION: That the Board of Trustees approves the Laramie County Community College District FY 2014 Budget.	MOTION CARRIED unanimously.
	MOTION: That the Board of Trustees approves Amendment No. 3 to President Joe Schaffer’s Contract.	MOTION CARRIED unanimously.
	MOTION: That the Board of Trustees approves the resolution to dissolve the Laramie County Early Childhood Education and Development Joint Powers Board.	MOTION CARRIED unanimously.
	MOTION: That the Board of Trustees approves the <i>Field Trips Policy</i> .	MOTION CARRIED unanimously.
	MOTION: That the Board of Trustees approves the <i>Spending Authority and Limits Policy</i> .	MOTION CARRIED unanimously.
	MOTION: That the Board of Trustees approves the <i>Risk Management Policy</i> .	MOTION CARRIED unanimously.
	MOTION: That the Board of Trustees approves the <i>Academic Standards Policy</i> .	MOTION CARRIED unanimously.
	MOTION: That the Board of Trustees approves the <i>Strategic Course Enrollment Policy</i> .	MOTION CARRIED unanimously.
July 29, 2013*	MOTION: That the Board endorses the conceptual elements presented pertaining to size, design and cost of the facilities, and authorizes President Schaffer to use that endorsement for information and educational outreach purposes associated the Building Forward campaign.	MOTION CARRIED unanimously.
August 21, 2013	MOTION: That the Board of Trustees approves a pilot program to offer a Certificate in Process Technology. As a pilot, this program will require full Board approval within two years from the approval date. Without this approval, the program shall be considered terminated.	MOTION CARRIED unanimously.

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Regular and Special* Business Meeting Dates	Motion	Vote
August 21, 2013 (continued)	MOTION: That the Board of Trustees approves the Level II Plans for the proposed industrial technology (Flex-Tech) building and the proposed student services, university, and instruction (University/Student Center) building.	MOTION CARRIED unanimously.
	MOTION: That the Board of Trustees adopts the resolution calling for a special school election on November 5, 2013, on the question of issuing general obligation bonds of the District.	MOTION CARRIED unanimously.
	MOTION: That the Board of Trustees approves the expenditure of \$62,000 for the purchase of OmniUpdate Content Management System for the purpose of managing the College’s web site content. The funds will come from the Public Relations FY 14 budget.	MOTION CARRIED unanimously.
September 18, 2013	Consensus: Board Chairwoman Carol Merrell stated the Board’s consensus for implementing the Learning Commons project is unanimous, noting the project is an exciting one.	Consensus was unanimous.
	MOTION: That the Board of Trustees adopts the Laramie County Community College 2013-2020 Strategic Plan and directs the President to begin its implementation.	MOTION CARRIED unanimously.
	MOTION: That the Board of Trustees nominates Carol Merrell to be the voting delegate and Don be the alternate the October 2013 ACCT Leadership Congress.	MOTION CARRIED unanimously.
October 23, 2013	MOTION: That the Board of Trustees will hold two Board Meetings per month on the first and third Wednesdays during which business may be conducted and that the Board Meeting will be advertised accordingly.	MOTION CARRIED unanimously.
	MOTION: That the Board of Trustees accepts the FY 2013 Laramie County Community College Audit.	MOTION CARRIED unanimously.
	MOTION: That the Board of Trustees approves: 1) the framework and format of the evaluation process and survey provided by Marti Cizek, President of Cizek Associates, Inc., 2) retaining Marti Cizek, President of Cizek Associates, Inc. to produce the final online, multi-rater evaluation survey, administer the survey, and compile the survey results, and 3) charge President Schaffer with working out the details of the evaluation process and amending the contract with Cizek Associates, Inc.	MOTION CARRIED unanimously.
	MOTION: That the Board of Trustees approves no more than 16 slots be open and made available for TOP qualified employees during the current fiscal year of 2013-2014.	MOTION CARRIED unanimously.

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Board and Special* Board Meeting Dates	Motion	Vote
October 23, 2013 (continued)	MOTION: That the Board of Trustees approves the nomination of Trustee Brenda Lyttle as the Board's 2013-2014 WACCT trustee nomination.	MOTION CARRIED unanimously.
NOTE: Beginning with the November 6, 2013, meeting, the Board holds two Board Meetings each month during which they may take action in lieu of a study session and a regular business meeting. No action could be taken during the previously held study sessions.		
November 20, 2013	MOTION: That the Laramie County Community College Board of Trustees approves the draft resolution as presented to the Board.	MOTION CARRIED with one no from Trustee Kilty.
	MOTION: That the Board of Trustees adopts the resolution declaring the results of the November 5, 2013, Bond Election. MOTION TO APPROVE THE AMENDMENT TO RESOLUTION (The amendment removed "it appears that" on page a4 of the resolution.) MOTION TO APPROVE THE AMENDED RESOLUTION	MOTION CARRIED unanimously. MOTION CARRIED unanimously.
	MOTION: That the Board of Trustees approves the amendment to the contract with Woodhouse, Roden, and Nethercott, LLC for the purpose of providing general legal counsel to the College for an annual sum of \$68,400 (\$5,700 per month).	MOTION CARRIED unanimously.
December 4, 2013	MOTION: That the Board of Trustees approves the resolution. (The resolution declared the Laramie County Community College Board of Trustees support of the WACCT's position on the Wyoming Community College Commission's legislative agenda.	MOTION CARRIED unanimously.

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January 15, 2014	MOTION: That the Board of Trustees approves Accounting Policy No. 4.1, Investment Policy No. 4.6, and Audit Policy No. 4.7.	MOTION CARRIED unanimously.
	MOTION: That the Board of Trustees approves the continuation of Rod Janney’s appointment to the LCCC Building Authority Board of Directors through December 31, 2016.	MOTION CARRIED with one abstention.
February 5, 2014	MOTION: That the Board of Trustees approves the <i>Academic Appeals Policy 2.16</i> .	MOTION CARRIED unanimously.
	MOTION: That the Board of Trustees approves the <i>Degrees and Certificates Policy 2.1</i> .	MOTION CARRIED unanimously.
	MOTION: That the Board of Trustees approves the <i>Policy Development and Approval Procedure 1.2.11P</i> as revised.	MOTION CARRIED unanimously.
February 19, 2014	MOTION: Trustee Kilty moved that the Board of Trustees accepts and approves the items acted on in the Finance and Facilities Committee as listed above as a consent agenda. The above motion included the approval of a Carry Forward/Fund Balance Investment Plan in the amount of \$2,879,399. Major technology investments, campus improvements, and miscellaneous items (transfer of ITS Operating Expenses to the General Fund) expenditures total \$1,877,679; estimated FY 2014 Carry Forward Expenditures total \$1,001,720.	MOTION CARRIED unanimously.
March 5, 2014 Public Hearing and Board Meeting	No official action was taken during either the Public Hearing or the Board Meeting	
March 19, 2014	MOTION: That the Board of Trustees approve the Reimbursement Resolution as presented.	MOTION CARRIED unanimously.
	MOTION: That the Board of Trustees accepts the Joint Level I study for the Albany County Campus/University of Wyoming partnership building.	MOTION CARRIED unanimously.
	MOTION: That the Board approves the purchase of two (2) Phillips iU22 ultrasound systems in the amount of \$110,400. Funds for this purchase will come from the Current Fund line item titled Health Occupations Improvements.	MOTION CARRIED unanimously.

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April 2, 2014	MOTION: That the Board of Trustees approves the appointment of Deborah Baumer as a hearing officer for an anticipated contested case hearing.	MOTION CARRIED unanimously
	MOTION: That the Board of Trustees approves the Human Resources policies as amended (FTR – Policy 6.1 <i>Employment</i> was amended). FTR – A second amendment by Trustee Mosher that would have added the four employee classification categories to Policy 6.1 <i>Employment</i> failed.	MOTION CARRIED with one no vote from Trustee Mosher
	MOTION: That the Board of Trustees approves the Adoption of Emergency Chapter 1 Rules of Practice and Procedures for a Contested Case.	MOTION CARRIED unanimously
	MOTION: That the Board of Trustees approves the repeal of Chapter 2 Rules of Practice and Procedures for Discipline of Employees and Chapter 3 Rules of Practice and Procedures for Reduction in Force	MOTION CARRIED unanimously
April 16, 2014	No approval items were presented for Board consideration.	
May 7, 2014	MOTION: That the Board of Trustees approves the lists of respondents and questions for President Schaffer’s 360 Evaluation and moving ahead with the process.	MOTION CARRIED unanimously
May 21, 2014 Public Hearing and Board Meeting	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 Laramie County Community College District, State of Wyoming.	MOTION CARRIED unanimously
	MOTION: That the Board of Trustees approves Membership of Board Policy No. 1.2.2.	MOTION CARRIED unanimously
	MOTION: That the Board of Trustees approves General Education Policy No. 2.2.	MOTION CARRIED with five yes votes and two no votes from Trustees Kilty and Mosher
	MOTION: That the Board of Trustees approves Nondiscrimination and Anti-Harassment Policy No. 6.2.	MOTION CARRIED unanimously
	MOTION: That the Board of Trustees approves Sexual Misconduct Policy No. 6.3.	MOTION CARRIED unanimously
	MOTION: That the Board of Trustees approves Chapter I Rules of Practice for Contested Cases.	MOTION CARRIED unanimously

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Board and Special* Board Meeting Dates	Motion	Vote
May 21, 2014 (continued)	MOTION: That the Board of Trustees approves the Physical Education Building Renovation Level I Study.	MOTION CARRIED unanimously
	MOTION: That the Board of Trustees approves the Ludden Library and Learning Commons Renovation and Expansion Level I Study.	MOTION CARRIED unanimously
	<p>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.</p> <ul style="list-style-type: none"> 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 	MOTION CARRIED unanimously