

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, FEBRUARY 4, 2015, PETERSEN BOARD ROOM, ADMINISTRATION BUILDING, LARAMIE COUNTY COMMUNITY COLLEGE

Board Present: Board Chairman Ed Mosher, Vice Chairman Bill Dubois, Secretary Christine Lummis, Treasurer Don Erickson, Trustees Bradley S. Barker, III, Brenda Lyttle, Carol Merrell, and Student Ex Officio Trustee Keenan Carroll

Board Excused: ACC Ex Officio Trustee Butch Keadle

Staff Present: President Joe Schaffer; Vice Presidents José Fierro and Judy Hay; Administrators, Faculty and Staff Jeri Griego, Leah Noonan, and Roz Schliske; and Legal Counsel Tara Nethercott

Visitors: Erica Klimt (*Wingspan* Co-editor) and Tamara Rodgers (*Wingspan* Online Editor)

**1. CALL TO ORDER** of the February 4, 2015, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Ed Mosher

Board Chairman Ed Mosher called to order the February 4, 2015, Board Meeting of the Laramie County Community College District Board of Trustees at 7:01 p.m.

**2. MINUTES** – Approval of the January 9, 2015, Board Retreat Minutes and the January 21, 2015, Board Meeting Minutes – Board Chairman Ed Mosher

Trustee Merrell moved and Trustee Barker seconded,

**MOTION:** That the January 9, 2015, Board Retreat Minutes, and the January 21, 2015, Board Meeting Minutes be approved as written.

**MOTION CARRIED** unanimously.

Trustee Erickson commended Mrs. Boreing on her Board Retreat minutes. Board Chairman Mosher also commended President's Cabinet members for their in-depth and extremely informative presentations during the retreat and recommended the trustees periodically review the retreat minutes to refresh their minds on the discussions held and determinations made concerning those discussions.

Board Chairman Mosher spoke to the December 3, 2014, Meet and Greet with faculty and the letter from him that was sent following the Meet and Greet. He encouraged the Faculty Senate and LCCCEA to process their concerns through President Schaffer and to use their regular meetings with him to do so. Trustees will listen to concerns but will appreciate knowing those concerns have been appropriately channeled.

**3. PRESIDENT'S REPORT** – President Joe Schaffer

President Schaffer shared a couple of good news points and provided a brief legislative update.

**Good News Points**

- The Hathaway Scholarship has both merit-based and needs-based components. The needs-based component is accessed by filling out a FAFSA (Free Application for Federal Student Aid). Financial Aid Director Julie Wilson encourages students to fill out a FAFSA form because doing so may increase the amount of their Hathaway Scholarship from the needs-based component. A messaging campaign last year

increased the number of FAFSA filings and the award of Hathaway Scholarship needs-based aid from \$13,000 to \$48,000. This half-way through this year the awards already total \$27,000. The receipt of Hathaway Scholarship monies will not preempt the award of Pell Grant monies; i.e., receiving monies from one scholarship does not eliminate the possibility of receiving monies from the other scholarship.

- The redesign of the math curriculum is called the Math Pathways Project. The College's redesign is based on the Carnegie Foundation's work in Quantway and Statway pathways, "...which reduce the time required to earn college credit while improving the content and pedagogy of developmental mathematics". <http://www.carnegiefoundation.org/in-action/pathways-improvement-communities/> The College's faculty led by Math Lab Coordinator/Instructor Dean McIntire created a robust sequence of mathematics pathways—Stemway, Quantway, Statway, Algebraway. The Carnegie group was so impressed with the creativity and innovation of the LCCC faculty's pathways that they asked and were given permission to disseminate the pathways across the Carnegie improvement network. These same faculty will present their Math Pathways Project during the University of Wyoming's Math Colloquium.

### Legislative Update

- **SF 180 Wyoming endowment challenge program.** (Endowment Challenge Matching Funds of \$25 million) Today, the Joint Appropriation Commission earmarked \$20 million for an appropriation to be legislated in 2016 for FY 2017. The Legislature is using Unprofiled Capital Gains on the State's portfolio to fund some requests in the supplemental budget this year and some requests during the next year's legislative session. A special thanks was noted for Senator Tony Ross who pushed through the 2016 appropriation of the endowment matching funds. However, important to note is that when Representative Tim Stubson (Casper) made the motion to add in this appropriation, a contingency accompanied the motion that the endowment monies be used only for STEM (Science, Technology, Engineering, and Mathematics) or career and technical education-based programs.
- **HB 118 Education-community college commission budget.** The legislation would change the way the Wyoming Community College Commission prepares its budget request for the Legislature. Northwest Community College District-Sheridan College (NWCCD) President Paul Young describes the current funding method as "ping pong ball" funding, because the request for enrollment growth monies (one-time only) has to be brought forward every year. (Enrollment growth monies were not requested this year in the supplemental budget to demonstrate community college support of HB 118.) The bill passed the House Education Committee with a unanimous vote and the House Education Committee with a "shall pass" unanimous vote. The bill was placed on general file in the House of Representatives today. However, when the bill reached the House floor. Rep. Bob Nicholas brought forward an amendment that changed the entire piece of legislation. The amendment, which passed with a 29-24 vote on first reading, asked that the Joint Appropriations Committee, Wyoming Community College Commission, and other interested parties create a community college funding model over the interim and then have the Legislature consider that funding model during the 2016 legislative session. Rep. Nicholas also expressed a desire for a statewide mill levy for community colleges. Both of the aforementioned have been attempted numerous times with no final outcome by a Blue Ribbon Panel and a subsequent task force. Board Chairman Mosher stated the Blue Ribbon Task Force and the task force were charged with creating a funding system for the seven community colleges. Once the discussion evolved into including a statewide funding model that would include Wyoming's 23 counties and not just the counties in which a community college resides, the conversation quickly ended. President Schaffer continued that the community colleges support the development of a funding model that would provide a stable funding source and would also assure the appropriate parties are involved in the development of that model. One-time enrollment growth monies cannot be used to address ongoing needs, which means community colleges have to decide where cuts will be made in their standard budgets so that an investment can be made in ongoing needs. He is not aware of any other State agency that faces a budget cut every biennium. Although Rep. Nicholas has a valid point that the community colleges need a new funding model, his amendment will cause a delay in funding that

is critical for the education of Wyoming's community college students. President Schaffer expressed his hope that a compromise will be reached and will advise the trustees of any messaging they would want to share as the bill moves through the House and over to the Senate.

- **HB 114 Wyoming Repeal Gun Free Zones Act.** Trustee Lyttle stated the bill passed the house and that she has concerns about persons who have a concealed weapons permit being allowed to bring guns onto campus. Trustee Erickson said all seven community colleges voted not to support the bill. The Wyoming Association of Community College Trustees has also taken the position not to support HB 114. WACCT Executive Director Steve Bahmer has shared both the community colleges' and the WACCT's position with legislators based on two concerns: 1) a community college's lack of ability to know the level of expertise of those carrying a concealed weapons permit and 2) the removal of local control. The Wyoming Education Association has also taken the position not to support the bill. A letter written by Executive Director Bahmer under WACCT President Ed Mosher's name was sent to the House Committee and will be forwarded to the Senate. Board Chairman Mosher will forward the letter to the LCCC trustees. Trustee Erickson noted that opposition to HB 114 is not an opposition to Second Amendment rights. However, constraints need to be placed on the carrying of a concealed weapon onto school campuses, which is consistent with constraints for concealed weapons in court rooms—they are not allowed. President Schaffer shared for Trustee Lyttle that the College's insurance provider did not believe the passing of HB 114 would have an impact on the cost of the College's insurance. However, a situation involving a concealed weapon could drive up the cost. Student Ex Officio Trustee Keenan Carroll stated the Student Government Association has not discussed the bill, but he personally does not support the bill.
- **Hathaway Scholarship Legislation.** Multiple bills and files have been introduced in the House and Senate. One piece of legislation would create a task force to study the addition of a career and technical education component to the Hathaway Scholarship. Another would increase the Hathaway Scholarship dollars being distributed. HB 191 *Education-Hathaway scholarship requirements* would change the definition of a full-time semester from 12 semester hours to 15 semester hours. HB 192 *Education-Hathaway scholarship program* provides that "A student receiving a Hathaway performance scholarship who maintains a cumulative grade point average of at least 3.25 for two (2) consecutive semesters may apply to the department for receipt of the Hathaway honor scholarship for the remainder of scholarship eligibility provided under W.S. 21-16-1303(d)."
- **HB 101 Education-charter schools.** This bill would have authorized the Wyoming Community College Commission to oversee charter schools but failed in committee.

#### 4. BOARD REPORTS

##### A. Board Member Updates – Board Chairman Ed Mosher (*Standing Agenda Item*)

##### WACCT Meeting – January 29, 2015

Board Chairman Mosher provided a report on the actions and discussions that took place during the January 29<sup>th</sup> WACCT Board Meeting. WACCT officers were elected for 2015. Those officers are: President Walter Wragge (NWCCD), Vice President Jim Vogt (Northwest College), and Secretary Mickey Douglas (Central Wyoming College). LCCC Board Chairman Mosher will serve as WACCT Treasurer. An audit of the WACCT was completed this past summer. Two former students of LCCC Instructor Jeri Griego were asked to do the audit, which was approved. Executive Director Bahmer's contract was extended to June 30, 2015, so that the evaluation documents that will be used to conduct Executive Director Bahmer's evaluation can be reviewed. A timeline for the complete evaluation process will be presented at the WACCT Board's April meeting.

Trustee Barker has recently joined the Complete College Wyoming Task Force. His role as a Hathaway Scholarship consultant for the Wyoming Department of Education and his background in higher education were influential in his selection. Trustee Barker works directly with guidance counselors in the school districts across the state and so is able to share the importance of Hathaway scholarship initiatives directly with the counselors. President Schaffer followed up that HB 191, which failed to come out of Committee of the Whole, would have moved the threshold for attendance from 12 to 15 credits. Both Complete College America and Complete College Wyoming recognize the need to take 15 credits a semester (“15 to Finish”) in order to complete the 60-64 credits required for an associate’s degree in two years. And so the question being asked is, “Do we want students to finish on time?” Board Chairman Mosher stated LCCC is very fortunate to have Trustee Barker and President Schaffer serve on Complete College Wyoming. Casper College Trustee Kathy Dolan also serves on Complete College Wyoming. Complete College Wyoming task force members will be focusing on a definition of “College Ready.”

### **WCCC Meeting – January 30, 2015**

Trustee Erickson shared information about the presentations, reports, and activities that took place during and following the Wyoming Community College Commission meeting.

Those attending the Commission meeting heard some advice from Rep. John Freeman (Sweetwater County), who is a strong supporter of community colleges, on how “to carry a straight message to a legislator.” Rep. Freeman is also a faculty member at Western Wyoming Community College. Jackie Freeze, also from Western Wyoming Community College, provided a Complete College Wyoming update. WACCT Executive Director Steve Bahmer shared his views on advocacy that reinforced Rep. Freeman’s earlier comments.

Among the reports given were a 2014 Summer Enrollment Report and the 2014 College Audit Report. Two new pilot certificate programs were approved. Those were Heating, Ventilation and Air Condition (HVAC) Apprenticeship Certificate program at Northern Wyoming Community College District-Sheridan College and a Medical Assistant Certificate program at Central Wyoming College. From the enrollment report data, Trustee Erickson noted Niobrara County is the only county from which LCCC does not have a student.

Trustees were encouraged to meet with their legislative delegations during Thursday afternoon at the State Capitol. The WACCT awards were announced and the legislative reception was held that evening at the Little America. LCCC’s nominees were:

- Billie Addleman, Foundation Volunteer
- Bill Dubois, Trustee
- Roz Schliske, Faculty
- Lisa Trimble, Professional Staff
- Bill Dalles, Student

Billie Addleman and Lisa Trimble received their respective awards.

Board Chairman Mosher thanked Trustee Erickson for his report and noted the following Wyoming Community College Commission meeting dates for the remainder of 2015:

- Thursday, April 16 – Central Wyoming College
- Friday, June 26 – NWCCD (Sheridan College)
- Friday, October 30 – Eastern Wyoming College

He also reminded the trustees that the WACCT Board typically meets the day before a Commission meeting, and even though they are not voting members of that board, their attendance would be welcomed.

**Music Meeting – February 3, 2015**

Trustee Lyttle and President Schaffer called a meeting to discuss the College's music program. In attendance were community members, LCCC music faculty, Trustees Dubois and Erickson, President Schaffer, Academic Affairs Vice President José Fierro, and Interim Dean of the School of Arts and Humanities Nycole Bryant. The community members were invited because they are involved in the College's wind ensemble and/or other music programs around the community. The purpose of the meeting was to hear concerns and clarify misconceptions; understand the current state of the College's music program, and chart a future for that program. The discussion produced three charges:

- 1) The community would like to see more participation by non-music major students in the music program and would like activity scholarships to be provided to these students to encourage their participation in vocal and instrumental programs. (Information received prior to the meeting indicated the community would want more scholarship money earmarked for students who are pursuing a music degree.)
- 2) The community would like to see increased outreach by the College's music faculty to recruit students from Central High School, East High School, and South High School.
- 3) The community would like to see increased outreach by the College's music faculty to recruit students already enrolled at the College.

The meeting atmosphere was positive with the focus on wanting the music program to succeed. The attendees decided they would like to hold a follow-up meeting, which may be held in conjunction with one of the scheduled Academic Affairs and Student Services Ad Hoc Committee meetings that Trustee Lyttle chairs. The ad hoc meetings are scheduled for February 25, March 25, and April 22, at 5:30 p.m. in CCC 178. Attendees will make dinner selections from the all-you-can-eat buffet. Trustee Dubois stated the key word is "enrichment"—enriching lives not only through music but also through theater and the arts. He noted further that discussion is being held in the Legislature about the Hathaway Scholarship and the eligibility of music and arts students for this scholarship. Trustee Lummis suggested inviting Cara Smith, who is an LCCC music adjunct faculty and also a junior high teacher, to the next meeting, noting the input and outreach would then syphon down to the junior high level. Trustee Erickson stated, as did Trustee Dubois, Trustee Lyttle did a marvelous job of conducting the meeting and the discussion was comfortable and professional. He quoted Trustee Lyttle as saying, the College is "hearing the voice of the community" adding "it would be good to trumpet this."

**Trustees FY 2016 Budget**

Trustee Erickson distributed a draft of the operating budget and asked for Board feedback prior to the February 11<sup>th</sup> Finance and Facilities Committee meeting, during which the trustees' budget will be reviewed. All college budgets are due to Budget Coordinator Jayne Myrick on Friday, February 13<sup>th</sup>. The trustees had no questions at this time. Board Chairman Mosher confirmed a motion is not needed to refer the budget to the Finance and Facilities Committee. Trustee Erickson said the Board's innovative funds (\$2,500) and professional development funds (\$6,000) have not been expended and suggested the Board consider whether these line items need to remain at their current amounts. Trustee Erickson also noted the Finance and Facilities Committee meetings have been moved to the second Wednesday of the month at 10 .m. in the Administration and Finance Conference Room. Board Recording Secretary Vicki Boreing will notify Public Relations Coordinator/Writer Troy Rumpf of the change in date for the public meeting notices.

**5. BOARD POLICIES**

- A. Scholarships and Waivers Policy 3.2 – 2<sup>nd</sup> Reading (*Revisions brought forward from 12/3/14 Board Meeting.*) – President Joe Schaffer

Trustee Dubois moved and Trustee Erickson seconded,

**MOTION:** That the Board of Trustees approves Board Policy 3.2 Scholarships and Waivers.

**MOTION CARRIED** unanimously.

- B. Counseling and Campus Wellness Policy 3.19 – 2<sup>nd</sup> Reading (No feedback received.) – President Joe Schaffer

Trustee Merrell moved and Trustee Lyttle seconded,

**MOTION:** That the Board of Trustees approves Board Policy 3.19 Counseling and Campus Wellness.

**MOTION CARRIED** unanimously.

- C. Board Committees Policy 1.2.6 – Proposed Revisions (*Revisions brought forward from 1/22/15 Board Meeting.*) – President Joe Schaffer

Board Chairman Mosher stated changes have been made to the policy from input provided by the trustees during their January 9<sup>th</sup> retreat and January 21<sup>st</sup> board meeting. President Schaffer clarified the Board's Policy Development and Approval Policy 1.2.11 and Procedure 1.2.1P provide for the advancement of new and revised policies and procedures, including those of the Board, through the College's internal process. Tonight's review of the policy changes could serve as first reading, so that when the policy comes back to the Board sometime in March, the policy could be presented on second reading. Counsel Nethercott concurred. Trustee Erickson asked for editorial changes to be made to the policy. The Board agreed with Trustee Erickson's suggested changes, which will be incorporated prior to the policy going to President's Cabinet on first reading.

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

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

Mr. Keadle was not able to attend due to weather conditions.

- B. LCCC Student Trustee Ex-Officio – Mr. Keenan Carroll

Mr. Carroll shared the following information:

- Two resource fairs have been held in the student lounge. The SGA shared information about areas of interest to students such as financial aid, clubs, SGA, and intramural sign-ups. Mr. Carroll believed from the feedback he has received that the fairs have been successful. Trustee Lyttle would like to coordinate participation in the resource fair of persons who are interested in the music program and will follow up with President Schaffer, who will gather additional information from Student Services Vice President Judy Hay about the clubs on campus.
- SGA senators will be the first students to participate in screening committee training, which will be completed on Thursday. The SGA would like the training to be made available to other students. In answer to Mr. Carroll's question about opportunities for internal candidates, President Schaffer stated

two mechanisms are in place for searches, one for a limited search for internal candidates and one for both external and internal candidates. He added conversations continue to be held concerning preferential treatment for existing employees. No language currently exists in policy or procedure governing this.

- The SOAR (Student Organization Achievement Recognition) banquet is being organized and is tentatively planned for April—the date to be determined. (NOTE: The SOAR Banquet planning group have been advised of Board meeting dates, so that the SOAR Banquet date will hopefully not conflict with a Board meeting.)
- Plans for graduations are underway. Author C. J. Box will be the commencement speaker.
- SGA is promoting more student support for basketball games through competitions of the most creative sign or chant that displays the most school spirit in the most creative way. Mr. Carroll encouraged the trustees to attend the basketball games. Trustee Barker thanked the SGA for their promotion of athletics, noting as a former athlete the SGA's promotion of school spirit would have been very important to him.

**7. NEW BUSINESS** – Board Chairman Ed Mosher

Instructor Jeri Griego, who coordinates the service learning project for the LCCC Food Pantry, reminded trustees and all those present that donations of food and toiletry items are much needed for the Food Pantry, which is located in B108. Items may be dropped off at the Food Pantry, the President's Office, or Mrs. Griego's office in B118. The Food Pantry hours are limited until a work study can be assigned to the Pantry. Monetary donations are welcome as well. Students must show an ID and if they bring their own bag, they get one extra item—all items are free and available to full- and part-time students. Students are allowed to shop for five items per week. Examples of exceptions to the five item rule are two pop tarts count as one item as do two rolls of toilet paper. Additionally, one jar of peanut butter is allowed per month. Some 59 students were served by the Food Pantry during the first week of the semester. Board Recording Secretary Vicki Boreing will forward information about the items needed to the trustees. Items mentioned by Mrs. Griego during the meeting included razors, shampoo, soap, feminine hygiene products, laundry detergent, peanut butter, diapers, baby food, mac and cheese cups, and pop tarts. Mrs. Griego also serves on the community's Needs Board.

**8. ADDITIONAL ITEMS** – Information Only

A. Historical List of Board Motions

**9. NEXT MEETINGS/EVENTS**

- **February 18 (Wednesday)** – Board Meeting and Dinner: Dinner – 6 p.m. – CCC 178/179; Meeting – 7 p.m. – Petersen Board Room
- **March 4 (Wednesday)** – Board Meeting and Dinner: Dinner – 6 p.m. – CCC 178/179; Meeting – 7 p.m. – Petersen Board Room
- “Meet and Greet” with Staff – The Staff Senate has been contacted with a proposed February 18<sup>th</sup> date and suggested time of 5:30 to 6:30 p.m. in CCI 130.

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

None

**11. ADJOURNMENT** of the February 4, 2015, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Ed Mosher

Trustee Merrell asked if a motion is necessary to adjourn the meeting. Counsel Nethercott explained a motion is not necessary but may serve to expedite ending a meeting.

Board Chairman Ed Mosher adjourned the February 4, 2015, Board Meeting of the Laramie County Community College District Board of Trustees at 8:58 p.m.

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

Respectfully submitted,

Vicki Boreing  
Board Recording Secretary