

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, JANUARY 21, 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, ACC Ex Officio Trustee Butch Keadle, and Student Ex Officio Trustee Keenan Carroll

Staff Present: President Joe Schaffer; Vice Presidents José Fierro, Judy Hay, and Carol Hoglund, Associate Vice President James Malm; Administrators, Faculty and Staff Herry Andrews, Candy Ferrall, Jeri Griego, Meghan Kelly, Leah Noonan, and Roz Schliske; and Legal Counsel Tara Nethercott

Visitors: Bill Dalles (SGA President), Erica Klimt and Samantha Weaver (*Wingspan* Co-editors) and Tamara Rodgers (*Wingspan* Online Editor)

**1. CALL TO ORDER** of the January 21, 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 January 21, 2015, Board Meeting of the Laramie County Community College District Board of Trustees at 7:01 p.m.

**2. MINUTES** – Approval of the [November 12, 2014](#), and [December 3, 2014 Board Minutes](#) – Board Chairman Ed Mosher

Trustee Dubois moved and Trustee Erickson seconded,

**MOTION:** That the Board of Trustees approves the November 12, 2014, Board Minutes as written.

**MOTION CARRIED** unanimously.

Trustee Merrell moved and Trustee Barker seconded,

**MOTION:** That the Board of Trustees approves the December 3, 2014, Board Minutes as written.

**MOTION CARRIED** unanimously.

**3. REPORTS TO THE BOARD**

A. LCCC Reports – Beginning in January 2015, reports to the Board will be given during the Board’s meeting on the third Wednesday of the month.

- 1) SGA (Student Government Association) – Bill Dalles, President; Danielle Kienzle, Vice President and Treasurer

SGA President Bill Dalles reported:

- The SGA held their first meeting yesterday during lunch. All 14 senators were present. The SGA will meet with President Schaffer tomorrow, January 22<sup>nd</sup>, to discuss some “things.” In February the SGA will meet with organizations to hear requests for SAFAC (Student Activity Fee Allocation Committee) funds.

President Schaffer stated the student fee allocation process was reviewed almost two years ago by the SGA and the SFAC (Student Fee Allocation Committee). Their review resulted in an allocation

process that is more objective and affords more student debate opportunities. The joint committee review determined certain activities funded from student fees were tied more to College operations, such as the hiring of faculty or staff to serve in a certain capacity for student activities; e.g., show teams, ranch teams, livestock judging teams, and speech and debate teams. (Note: These organizations can still request funding from student fees for activities.) The students supported the activities but believed they were more a function of College-sponsored, co-curricular activities that are central to the College's educational mission. A memorandum from the SFAC members was attached to the College's FY 2015 budget along with a list of the final allocations and the rationale for their funding. As the FY 2016 budget is prepared, the core operating expenses that were paid from student fees will be folded into the College's general operating fund.

For Trustee Erickson, who inquired about the percentage of dollars that would become available for other allocations, President Schaffer stated moving the core expenses to the general fund will free up student fee dollars. The freed up dollars (approximately \$140,000) could be used to increase the total fees available for allocation, or the student fee amount that is assessed could be reduced—just a couple of options. The SGA will provide guidance on how the fees should be budgeted. President Schaffer pointed out student fees have not been increased in the last three years and in some cases were decreased. The only new fees added were those that accompanied new programs.

For Board Chairman Mosher, who asked about the process for identifying fees with their respective programs, President Schaffer said *Review and Approval of Student Fees Procedure 4.10.1P*, which became effective September 22<sup>nd</sup> of last year, describes the process for the proposal, review, and approval of student fees and provides a tracking mechanism for demonstrating the assessed fee is going for the intended purpose and is at the appropriate level. Whether a new or existing fee, the procedure requires the proposal to state the:

- Proposed fee's name
- Course, program, activity, or service with which the fee will be associated
- Amount and how it will be assessed
- Justification for why the fee is needed
- Purpose of the fee; i.e., on what will the fee be spent

- 2) Staff Senate – Candy Ferrall, President; Amy Ehlman, Vice President-Classified Staff; Jodi Weppner, Vice President-Professional Staff; Jennifer Thompson, Secretary

President Candy Ferrall shared the following:

- The December Deck the Door Contest had 20 teams and one individual participate. The Children's Discovery Center's pre-kindergarten class was one of the judges. The contest was a holiday-spirited success and will probably be held again next year.
- An Unsung Heroes Program has been initiated. The custodians were the first to be recognized. The custodians received an email recognition and were treated to coffee and cookies on Tuesday night. The plan is for a new group to be recognized each month.
- A staff retreat is being planned sometime during the first two weeks of June. Thought is being given to a venue, topics, and speakers. The retreat will be split into morning and afternoon sessions with lunch in between.

- 3) Faculty Senate – Leah Noonan, President; Seth Robbins, Vice President; Paula Belknap, Secretary  
President Leah Noonan updated the Board as follows:

- The Faculty Senate will meet for the first time this semester on Friday, January 23<sup>rd</sup>.

- The Faculty Senate will be tackling a number of issues: faculty job descriptions and evaluation form, faculty advising role, and promotion and faculty workload procedures. The Faculty Senate will also devote some time to determining how faculty advising will fit within the holistic advising model.
- For Trustee Erickson, Faculty Senate President Noonan stated Mohamed Chakhad is the faculty representative for Complete College Wyoming.

Faculty Senate President Noonan concluded her remarks stating that as the statewide Faculty Alliance vice chair, she is looking forward to the Wyoming Community College Commission meeting on Friday.

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

LCCCEA President Meghan Kelly thanked the Board for the opportunity to attend the December 3<sup>rd</sup> Meet and Greet, noting further the professional and classified staff are looking forward to their opportunity to meet with the trustees. Board Chairman Mosher confirmed that a letter in follow-up to the concerns expressed during the Meet and Greet was sent to Faculty Senate President Leah Noonan and LCCCEA President Meghan Kelly on December 5<sup>th</sup>. Board Recording Secretary Vicki Boreing will email a copy of the letter to Presidents Noonan and Kelly, who indicated they did not receive the original.

#### 4. PRESIDENT’S REPORT – President Joe Schaffer

President Schaffer shared information about the Lifetime Heritage Dinner, President Obama’s State of the Union Address, his meeting with UW President McGinity, the University/Student Center and Flex-Tech Building projects, and the Noel-Levitz Survey.

- The Lifetime Heritage Dinner will be held tomorrow, Thursday, January 22<sup>nd</sup>, at 5:30 p.m. in Private Dining room CCC 178. Attendees will celebrate donors who have generously contributed to the College. President Schaffer and Board Chairman Mosher will have an opportunity to thank the donors on behalf of the College.
- President Obama spoke about an America’s College Promise during his State of the Union Address. The proposal would “make two years of community college free for responsible students, letting students earn the first half of a bachelor’s degree and earn skills needed in the workforce at no cost.” <http://www.whitehouse.gov/the-press-office/2015/01/09/fact-sheet-white-house-unveils-america-s-college-promise-proposal-tuition>. President Schaffer believed free tuition for students in certain programs will likely come with some commitment of a match, but as yet this is unknown. How rapidly the proposed legislation is advanced will be interesting. The ACCT will likely be publishing a statement on the proposed legislation soon. (POSTSCRIPT TO MINUTES: SEE <http://www.acct.org/news/acct-lauds-president-obama-s-support-community-college-students>) He will keep the Board apprised.
- President Schaffer will meet with President McGinity in Laramie to discuss the status of the Albany County Campus/UW Building project. ACC Associate Vice President James Malm will join that conversation.
- The Flex-Tech Building’s budget overrun has been resolved.
- The University/Student Center’s design is posing some development challenges. The square footage has been scaled back. However, the cost per square foot and cost to build is vacillating quite a bit. Architects and LCCC administration are examining options. However, the project staying on schedule is becoming less likely. The project’s volatility is a product of the construction market and the design. President Schaffer assured the Board the State’s Construction Management Division is working well with the College to resolve issues and nail down unknowns.

- The Noel-Levitz Survey results have been received. The College Council organized a subcommittee that will be analyzing the results.
- Referring to his update email to the Board sent last week, President Schaffer acknowledged the “faculty rolled up their sleeves and dug into curriculum work” during the semester start-up activities. A clear path for moving forward with the advising model has been developed. Some 60 students were dropped because of lack of payment and almost all of them got back into their classes. Board Chairman Mosher added that he was able to attend activities on assessment, program adjustments, and advising and was pleased to hear the free-flow of comments and that conversations centered on benefiting students. President Schaffer concluded “we are chaotically cohesive but when it comes to our students, we are jointly focused.”

Trustee Dubois commented he very much enjoyed reading three huge articles about the exciting things going on at LCCC. Trustee Erickson thanked *Wyoming Tribune-Eagle* reporter Aerin Curtis for those articles. Board Chairman Mosher again thanked Counsel Tara Nethercott for her refined and well-structured presentation during the Board’s January 9<sup>th</sup> retreat on Board duties and responsibilities and the College’s policies and the State’s statutes governing those actions.

## 5. BOARD POLICIES 1<sup>st</sup> READING

- A. [Scholarships and Waivers Policy 3.2](#) (*Revisions brought forward from 12/3/14 Board Meeting.*) – President Joe Schaffer

Trustee Erickson noted that because of the requested changes during the Board’s December 3<sup>rd</sup> Board meeting, the Board should consider *Scholarships and Waivers Policy 3.2* on first reading as represented on the agenda. President Schaffer noted the Board is not prevented from considering the evening’s second presentation as a second reading of the policy and could take action if they wished.

Trustee Merrell asked for clarification of the language under 4.0 A. the definition of scholarship. President Schaffer stated for her benefit that definitions in the policy are more fully explained in the procedure. The policy statements frame how the College delivers its financial aid scholarship programs. Each method is unique to the student who is served by the scholarship program and should be identified. Trustee Merrell agreed to leave the proposed language intact. The policy will be brought back to the February 4<sup>th</sup> Board meeting for second reading.

- B. [Counseling and Campus Wellness Policy 3.19](#) (No feedback received.) – President Joe Schaffer

The Board had no additional question or comment. The *Counseling and Campus Wellness Policy 3.19* will be brought back to the Board for second reading on February 4, 2015.

## 6. APPROVAL ITEMS

- A. [Recommendation for Approval to Fill Building Authority Position](#) – Vice President Carol Hoglund

Trustee Lyttle moved and Trustee Merrell seconded,

**MOTION:** That the Board of Trustees approves extending the term of Mr. James E. “Ed” Harper through December 31, 2017.

**DISCUSSION:** Trustee Erickson visited with Accounting Services Director Herry Andrews about the purpose of the College having a Building Authority. Mr. Andrews provided Trustee Erickson with information from which he read the following: “The lease revenue bonds issued by a governmental entity’s Building Authority usually receives stronger interest from investors and lower bond interest rates compared to other capital facility lease financing options for financial capital construction projects.” Trustee Erickson believed the foregoing statement justifies the existence of the College’s the LCCC Building Authority.

**MOTION CARRIED** unanimously.

## 7. BOARD REPORTS

### A. Committee Roles – Board Chairman Ed Mosher

Board Chairman Mosher stated that after considering the discussions during the Board's January 9<sup>th</sup> Retreat, he has concluded the Finance and Facilities Committee has become a standing committee and will need policy language to authorize it as a standing committee. Trustee Erickson stated monitoring the College's financial affairs on a monthly basis is incumbent upon the trustees and the monthly Finance and Facilities Committee meeting provides a mechanism to accomplish this. The Finance and Facilities Committee should stay with an agenda specific to the College's finances and its facilities. The Committee should also be cognizant of the institution's investments, which would be an agenda item specific to the College's finances. Trustees Barker, Dubois, Lummis, Lyttle, and Merrell concurred with Board Chairman Mosher and Trustee Erickson that the Finance and Facilities Committee should continue as a Board standing committee. President Schaffer and Counsel Nethercott will produce a working draft of revisions to the *Board Committee Policy* 1.2.6 for Board consideration on February 4<sup>th</sup>.

### B. [Policy 1.2.6 Board Committees – Standing Committee Language](#) – Board Chairman Ed Mosher

Trustee Lyttle continued the conversation on the possible need for an ad hoc committee that also began during the January 9<sup>th</sup> retreat. Following discussion, the Board agreed Trustee Lyttle should chair an Academic Affairs and Student Services Ad Hoc Committee. Trustee Dubois, President Schaffer, Academic Affairs Vice President José Fierro, Student Services Vice President Judy Hay and Student Ex Officio Trustee Keenan Carroll will serve on the committee with Trustee Lyttle. (POSTSCRIPT TO MINUTES: The ad hoc committee will meet on February 25<sup>th</sup>, March 25<sup>th</sup>, and April 22<sup>nd</sup>, the fourth Wednesdays of the month at 5:30 p.m. in Private Dining Room CCC 178.) A determination will be made following the April 22<sup>nd</sup> meeting whether the Academic Affairs and Student Services Ad Hoc Committee will continue. Ad hoc committees are addressed in *Board Committee Policy* 1.2.6.

Board Chairman Mosher suggested the following changes to the Board's agenda, and the trustees supported those changes, which will be made to the February 4<sup>th</sup> agenda.

- Member Updates will be added under Board Reports on the first Wednesday of the month's agenda.
- Ex Officio Trustee Updates will be added to the Board's agenda as a standing agenda item.

For the record and clarification Board Reports from employee groups and the Finance and Facilities Committee report will continue being added to the agenda for the third Wednesday of the month's Board meeting.

### C. Board Committee Reports – Board Chairman Ed Mosher serves on all committees.

#### 1) Finance and Facilities – Don Erickson, Carol Merrell

Trustee Erickson, who is now the Finance and Facilities Committee Chairman, summarized the discussions held and information shared during the January 15<sup>th</sup> Finance and Facilities Committee meeting.

- Financial reports were reviewed.
- A University/Student Center project update on the struggles currently being experienced was given.
- The gateways are mostly complete with the exception of the installation of complementary spires that will have renderings of College Eagle and logos. The project is scheduled for completion this summer.

- The wayfinding project will have a prototype phase, during signage will be tested for durability. Signage for the University/Student Center and the Flex-Tech Building will be determined after they are named.
- Interstate Bank was selected through a request for proposal process to advise the College on its investments. Interstate Bank has entered into a three-year contract with the College with three one-year extensions. The College has \$5 to \$7 million that may be invested according to State law.
- Balance sheets and fund budget reports were also reviewed. Tuition and fees are a bit lower as a result of the decreased enrollments. Data provided by President Schaffer for the last ten years shows how headcount spiked after “the great recession” in 2007 and 2008. The enrollments are now levelling off from that spike. The question of when does a drop in enrollment begin affecting the operating budget will be a topic of conversation during a future Finance and Facilities Committee meeting. Administration and Finance Vice President Carol Hoglund said State and local appropriations are being monitored as are the changes in enrollment, which are causing a decrease in tuition revenues. The need for budget adjustments will be determined at the end of January. The College has a considerable amount of vacancy savings that should cover any shortfall. A budget amendment is brought to the Board in June of every year. If necessary, the amendment will come to the Board sooner.

Trustee Erickson concluded his briefing by thanking the Board for electing him treasurer, stating he is finding the assignment to be delightful. He also stated his position as treasurer is providing him with a welcomed opportunity to become more familiar with the organization’s structure and functions.

Trustee Erickson moved and Trustee Merrell seconded,

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

- a. [December 2014 Current and Auxiliary Fund Balance Sheet Reports](#)
- b. [FY 2015 Current and Auxiliary Fund Budget Reports](#)
- c. [January 2015 Contracting and Procurement Report](#)

**MOTION CARRIED** unanimously.

**8. ADDITIONAL ITEMS – Information Only**

- A. [Historical List of Board Motions](#)
- B. [Board Correspondence – Nicole Bryant](#)

**9. NEXT MEETINGS/EVENTS**

- **February 4 (Wednesday)** – Board Meeting and Dinner: Dinner – 6 p.m. – CCC 178/179; Meeting – 7 p.m. – Petersen Board Room
- **February 18 (Wednesday)** – Board Meeting and Dinner: Dinner – 6 p.m. – CCC 178/179; Meeting – 7 p.m. – Petersen Board Room
- “Meet and Greet” with staff will be scheduled in early 2015. (POSTSCRIPT TO MINUTES: The Meet and Greet will be held Wednesday, February 18<sup>th</sup>, from 5:30 to 6:30 p.m. in CCI 130. A light menu will be catered.)

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

WACCT Executive Director Steve Bahmer has scheduled a conference call every Friday during the legislative session at 3 p.m. to update the community colleges on legislation action. As of last Friday, 21 representatives in the House have signed as sponsors of HB 118 *Education-community college commission budget request*, which is the community colleges’ funding recalibration legislation. The number of sponsors is usually limited

to 15. However, House Majority Floor Leader Rosie Berger has the authority to increase the number of sponsors and has done so. The sponsors include nine senators as well. Laramie County Community College's local delegation who are sponsors of the bill include House Minority Floor Leader Mary Throne, Reps. Ken Esquibel, Sue Wilson, Dave Zwonitzer and Dan Zwonitzer, and Sen. Floyd Esquibel. Senators Stephan Pappas and Fred Emerich are expected to join the others in support of the bill.

The WACCT has taken the position to not support HB 114 *Wyoming Repeal Gun Free Zones Act* as it is currently written. All seven community colleges agreed to not support the bill. Although in the works, no bill has yet been filed for community college endowment matching funds.

Board Chairman Mosher reminded the trustees of the January 29<sup>th</sup> Trustee Education Conference being held on LCCC campus. A WACCT Board meeting is scheduled for 7 a.m. on January 29<sup>th</sup>. The annual WACCT awards and legislator reception will be held that evening at Little America—5 p.m. Leadership Awards and 6 to 9 p.m. Legislative Reception.

The LCCC trustees and the Wyoming Community College Commission commissioners will have lunch on Friday, January 30<sup>th</sup> in CCI 129 at 12 noon.

- 11. 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.

- 12. ADJOURNMENT** of the January 21, 2015, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Ed Mosher

Trustee Merrell moved and Trustee Erickson seconded,

**MOTION:** The January 21, 2015, Board Meeting of the Laramie County Community College District Board of Trustees be adjourned.

**MOTION CARRIED** unanimously and Board Chairman Ed Mosher adjourned the January 21, 2015, Board Meeting of the Laramie County Community College District Board of Trustees at 9:04 p.m.

- 13. EXECUTIVE SESSION** – *An executive session was not held.*

Respectfully submitted,

Vicki Boreing  
Board Recording Secretary