

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, JULY 15, 2015, BIG HORN ROOM, LITTLE AMERICA HOTEL & RESORT, CHEYENNE, WYOMING

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

Board Excused: Student Ex Officio Trustee Jaime Quinones

Staff Present: President Joe Schaffer; Vice Presidents Judy Hay and Rick Johnson, Interim Vice President Terry Harper, and Associate Vice President James Malm; Administrator and Faculty Members Jeri Griego, Jayne Myrick, Scott Noble; and Legal Counsel Tara Nethercott

Visitors: None

1. **CALL TO ORDER** of the July 15, 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 July 15, 2015, Board Meeting of the Laramie County Community College District Board of Trustees at 5:30 p.m.

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

1. **RECESS** of the July 15, 2015, Board Meeting – Board Chairman Ed Mosher

Board Chairman Ed Mosher recessed the July 15, 2015, Board Meeting at 5:30 p.m.

2. **CALL TO ORDER** of the Public Budget Hearing – Board Chairman Ed Mosher

Board Chairman Ed Mosher called to order the Public Budget Hearing at 5:30 p.m.

3. **STAFF PRESENTATION** – President Joe Schaffer

President Schaffer introduced newly hired Administration and Finance Vice President Rick Johnson, who said he was very happy to be in Cheyenne and part of the LCCC team.

President Schaffer briefly reviewed the high points of the FY 2016 Budget noting Budget Director Jayne Myrick has provided updates as the changes evolved. He touched on the budget revisions to the Unrestricted Operating Fund, One Mill Fund, Auxiliary Fund, and the Plant fund. He also reviewed the most salient points of the budget listed below.

- LCCC received no new monies for FY 2016, leaving a negative \$575,000 in terms of new funds.
- Reallocated internal funds for priorities are in the amount of \$1.7 million.
- One-time enrollment growth funds equal \$1.5 million from the second year of the biennial appropriation. These funds are treated as one-time funds. The College has no guarantee the funds will be appropriated for the next fiscal year.
- The budget includes a 1% cost of living adjustment (COLA), which is being well-received by employees.
- Educational advancements, market adjustments, and the employee's share of the short-term disability insurance are being funded by the College.

- Funding for five new positions—three faculty, a career resource specialist, and a project manager coordinator—are included in the budget.
- Some adjustments have been made to the adjunct faculty lines to adjust for enrollment fluctuations.
- The Student Services budget now includes \$140,000 for the cost of managing student groups. The funding was previously provided from student fee allocations. The Student Services budget was also increased by required funding for Title IX administration.
- Both the Board of Trustees' and President's budgets were reduced. The Albany County Campus budget was also been reduced, predominately in adjunct faculty budgets.
- The Administration and Finance budget has a slight increase to cover insurance and utility cost escalations.
- The Operating Reserve has a moderate balance of \$250,000.
- The fund budget summary on page 8 of the budget book compares FY 2014 actuals with the estimated actuals for FY 2015 and tentative amounts for FY 2016.
  - o The Unrestricted Operating Fund and One Mill Fund (operating budget) is \$50,244,721. The variance from FY 2016 is due to carryover funds that were not expended for projects and activities during the first year of the biennium.
  - o Slight increases in the Restricted Fund are primarily due to variances in the estimates for Pell and other financial aid program funding.
  - o The Plant & Construction Fund Budget of \$50,326,734 is largely made up of the University/Student Center and Flex-Tech Building funds and will have the largest variance over the next fiscal year.

The College's total FY 2016 budget is \$123,616,833.

**4. CALL FOR PUBLIC COMMENT/QUESTIONS** – Board Chairman Ed Mosher

Board Chairman Ed Mosher called for public comment or questions and heard no requests.

**5. BOARD DISCUSSION**

The Board offered no discussion at this point.

**6. ADJOURNMENT OF PUBLIC BUDGET HEARING** – Board Chairman Ed Mosher

Board Chairman Ed Mosher adjourned the Public Budget Hearing at 5:39 p.m.

**Reconvene Board Meeting**

**1. RECONVENE** of the July 15, 2015, Board Meeting – Board Chairman Ed Mosher

Board Chairman Ed Mosher reconvened the July 15, 2015, Board Meeting at 5:39 p.m.

**2. MINUTES** – Approval of the [May 27, 2015](#), [June 1, 2015](#), [June 3, 2015](#), and [June 17, 2015](#), Board Meeting, and [June 17, 2015](#), Joint Board Meeting Minutes – Board Chairman Ed Mosher

Trustee Merrell moved and Trustee Dubois seconded,

**MOTION:** That the Board of Trustees approves the May 27, 2015, June 1, 2015, June 3, 2015, and June 17, 2015, Board Meeting, and the June 17, 2015, Joint Board Meeting Minutes as written.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

### 3. APPROVAL ITEMS

- A. [Laramie County Community College District FY 2016 Budget](#) (Hard copies will be distributed at the meeting.) – President Joe Schaffer  
- [Budget Revisions Since the June 17<sup>th</sup> Board Meeting](#)

Trustee Erickson stated the Finance and Facilities Committee reviewed the minor modifications made to the budget and the FY 2016 Budget as presented.

Trustee Erickson moved and Trustee Merrell seconded,

**MOTION:** That the Board of Trustees approves the Laramie County Community College District FY 2016 Budget.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

Trustee Erickson stated as the Board's new treasurer he had the opportunity to participate in the development of the budget, which afforded him a tremendous learning experience, and he appreciated the faculty, staff and administration allowing him to do so. President Schaffer stated the Board of Trustees' interest in the objective development of the budget is appreciated. Board Chairman Mosher noted the Board will pursue an earlier approval date for the FY 2017 budget, which now with statutory changes, can be done as early as the first day of July. President Schaffer stated the Board's interest in an earlier approval date has been noted and will be taken into consideration as the budget development process unfolds for the FY 2017 budget, which will begin in September. Board Chairman Mosher observed State appropriations for LCCC were 61.88% last year; this year the appropriations are at 58.08%, which is a significant reduction in State support and below the average appropriations for Wyoming's community colleges of 60.3%. He asked that the trustees keep this reduction in mind as they work with the State's legislators.

- B. [Program Exception Requests](#) – Interim Academic Affairs Vice President Terry Harper

Trustee Lyttle stated the Academic Affairs and Student Services Ad Hoc Committee reviewed the degrees and certificates for which an exception is being requested. Because approval would likely not be received from the Higher Learning Commission in time for the modified degrees and certificates to be offered in the fall, an exception is being requested pursuant to Degrees and Certificates Procedure No. 2.1P. The programs' modifications along with some pilot programs will be presented for official approval next year. The committee members asked pertinent questions, received acceptable responses, and recommended approval of the exception requests.

Trustee Lyttle moved and Trustee Dubois seconded,

**MOTION:** That the Board of Trustees grants an exception for the programs listed below according to [Degrees and Certificates Procedure No. 2.1P](#).

- 1) Medical Claims Coding, Credit certificate
- 2) Dental Hygiene, AAS
- 3) Radiography, AASE
- 4) Emergency Service, Paramedic Credit Diploma
- 5) Diagnostic Medical Sonography, AAS
- 6) Paralegal, Credit Certificate

**DISCUSSION:** Interim Academic Affairs Vice President Terry Harper provided additional information in a handout. Referencing the handout, she explained three of the exceptions are for Applied Associate of Science (AAS) degrees—Dental Hygiene, Radiography, and Diagnostic Medical Sonography—whose curriculum course requirements exceed the maximum 72 hours stipulated in Procedure 2.1P. Approval of the exception request would allow the AAS degree programs' curriculum to exceed the maximum 72 credit hours, which is necessary to comply with the individual accrediting body's curriculum requirements. The curriculum course requirements for each of the AAS degrees were prudently modified by the programs' faculty, and the program modifications were reviewed by the Academic Standards Committee. Conversely, the two credit certificates and one credit diploma curriculum requirements were increased over the maximum 29 credits allowable by Procedure 2.1P in order to meet accrediting agency requirements and/or to meet the College's requirements for the inclusion of general education courses. President Schaffer stated Procedure 2.1P requires both his and Board approval, and he has approved the exceptions. He gave extra thought to the non-inclusion of general education requirements in the Emergency Services, Paramedic credit diploma curriculum. After further consideration of the program's intense curriculum of 42 credits and its target population of students who have a very specific interest and tend to bring a different level of preparatory education with them, he agreed to approve the exception request. He emphasized, however, exception requests should not be used to avoid incorporating general education curriculum requirements. Further, an exception request should require a rigorous process that does not deviate from ensuring the programs are designed for student success, and that is why the Board's and his approval are required.

For Trustee Erickson, President Schaffer explained in some cases the College has to comply with accreditation guidelines that require the number of credit hours to exceed the maximum stated in Procedure 2.1P. In other cases, the College's conviction to implement high impact practices that help students succeed necessitate curriculum requirements to include more than 72 credit hours. He concluded that increasing the credit thresholds under the aforementioned circumstances substantially increases the curriculum's value from which students will benefit. President Schaffer also explained for Trustee Erickson that the College does not have to seek a waiver from accrediting agencies for credit hours beyond what the agencies require as long as the accreditation guidelines are met. That is, the agencies set minimum content and credit thresholds rather than maximum credit thresholds. Interim Vice President Harper restated for clarification that the accrediting bodies for these program exception requests require more than the 60 to 72 credits for an AAS degree stipulated in the College's Procedure 2.1P. She pointed out the lesser number (60 to 72) of credit hours is a worthy goal so that students complete in the least amount of time and at the lowest cost. However, the College's faculty and the Academic Standards Committee members may determine the program content requires more than the 60 to 72 credits in order for a student to achieve the program outcomes.

**MOTION CARRIED** unanimously.

Trustee Merrell asked if a Vet Tech program could be added to the College's offerings. President Schaffer said yes, noting the School of Outreach and Workforce Development staff have been considering doing so. He added, however, that the conversation has been received with less than an enthusiastic response because of the Eastern Wyoming College program.

In other conversation Trustee Dubois observed one of the problems with the Board's ad hoc committees is that only those trustees on these committees have the information. He accepts the Finance and Facilities Committee report, because he believes one of the reasons behind an ad hoc committee is to save time during a Board meeting. Trustee Erickson said knowing something has been vetted by an ad hoc committee is useful. Board Chairman Mosher suggested the items considered by, and the discussions of, the Academic Affairs and Student Services Ad Hoc Committee need to be notated; Trustee Merrell concurred. Trustee Dubois proposed then the ad hoc committees should cease to exist, and Trustee Lyttle

stated having the ad hoc committee, given Board Chairman Mosher's and Trustee Merrell's input, may be a duplication of time.

C. [President Schaffer's 2015-2016 Goals](#) – President Joe Schaffer

Trustee Merrell stated she was amazed and happy that President Schaffer was receptive to the six recommended goals and that he provided additional language that elaborated on the Board's intent of each goal. Board Chairman Mosher asked the trustees to consider a periodic review, perhaps in the fall, and suggested an ad hoc committee be created to develop that interim review process. He clarified the interim review would be an assessment of the goals and not of President Schaffer's performance. Trustee Dubois stated early fall would be too quick and suggested November or December. He then called for the question.

Trustee Merrell moved and Trustee Dubois seconded,

**MOTION:** That the Board of Trustees approves President Schaffer's FY 2015-2016 goals as presented.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

D. [Approval of Public Depositories](#) – President Joe Schaffer

Trustee Erickson moved and Trustee Merrell 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.

- American National Bank
- Bank of the West
- Cheyenne State Bank
- Farmers State Bank, Pine Bluffs
- 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

In response to Ex Officio Trustee Keadle's observation that 1<sup>st</sup> Interstate Bank is not on the list. President Schaffer stated his understanding is the banks annually apply to be a depository of the College's funds and that the banks listed in the motion submitted applications. However, the College is not obligated to deposit its funds with the banks submitting applications. (POSTSCRIPT TO MINUTES: Capital West Bank is now part of ANB; Jonah Bank has never submitted an application; and 1st Interstate Bank was awarded the bid for the College's financial advisor and has \$5 million on deposit as a result of that bid award.)

**MOTION CARRIED** unanimously.

#### 4. ADDITIONAL ITEMS – Information Only

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

B. Board Correspondence – [AACC](#), [Climb Wyoming](#) – Trustee Erickson noted President Schaffer has been a faculty member with the AACC for its Future Leaders Institute. Dr. Bumphus's letter specifically cites the June 2015 cohort during which President Schaffer was a faculty member and that this program was in the top five of those presented over the past several years. President Schaffer added the College also sends faculty and staff to the Future Leadership Institute on a regular basis, which is greatly appreciated. He also pointed out that attendance and presentations by LCCC administrators, faculty and staff at these national venues helps establish a national presence for the College. Trustee Erickson suggested LCCC submit a best practices presentation for next year's annual ACCT Leadership Congress. President Schaffer stated, however, the deadline for submitting a presentation has passed, adding a presentation on Complete College Wyoming will be given and that Board Chairman Mosher has been asked to be a part of that presentation.

Board Chairman Mosher acknowledged the CLIMB Wyoming correspondence that recognized School of Community and Workforce Development Dean Maryellen Tast, who coordinated the Certified Medical Assistant Training for CLIMB Wyoming. Also recognized was Nicole Sackrider who arranged for the children of CLIMB Wyoming participants to receive SEEK scholarships. Trustee Barker added his wife Carrie was a teacher of a Math Science course during SEEK and she asked him to express how well the SEEK activities were organized this year. She also asked that he especially mention Custodian Marvin Jackson, who was responsible for cleaning up the mess of her Math Science course students and did so with humor and understanding. Board Chairman Mosher expressed his appreciation of those directly involved in the campus events sharing their experiences.

#### 5. NEXT MEETINGS/EVENTS

- **August 19 (Wednesday)** – Board Meeting and Dinner: Dinner – 6 p.m. – CCC 178/179 (*Dinner will be catered.*); Meeting – 7 p.m. – Petersen Board Room

##### Retreat Agenda Items and Suggested Dates and Times

Board Chairman Mosher explained the intent of the retreat will be to gain a better understanding of AQIP (Academic Quality Improvement Plan) and the accreditation process and to learn what the College's employees are doing and the challenges with they are facing as they work to assure quality education is being provided. Another possible topic would be President Schaffer's and the College's strategic plan goals, how the two are tied together, and what is expected by the trustees. He noted further that the process for refreshing the strategic plan will begin soon.

Following discussion of possible dates and times, during which no consensus was achieved, Board Chairman Mosher asked Board Recording Secretary Vicki Boreing to follow up with the trustees on other options. (POSTSCRIPT TO MINUTES: The trustees were surveyed about their availability on Wednesday, August 5<sup>th</sup>, Friday, August 7<sup>th</sup>, and Wednesday, September 2<sup>nd</sup>. However, none of the proposed dates and times worked for all or most of the trustees.) President Schaffer asked the trustees to also include in their email responses to Mrs. Boreing the dates they will be gone in the fall.

##### Other Business

Trustee Erickson advised the Finance and Facilities Committee will tour the residence halls at 9 a.m. on August 12<sup>th</sup> prior to the regularly scheduled Finance and Facilities Committee meeting at 10 a.m. The meeting will be held in the new Residence Hall Classroom C115.

Trustee Lummis shared the wagon and horses are ready to go for the CFD parade and that President Schaffer will be riding Smokey during Thursday's parade.

Board Chairman Ed Mosher adjourned the July 15, 2015, Board Meeting of the Laramie County Community College District Board of Trustees at 6:37 p.m.

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

Respectfully submitted,

Vicki Boreing  
Board Recording Secretary