

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, SEPTEMBER 23, 2015, PETERSEN BOARD ROOM, ADMINISTRATION BUILDING, LARAMIE COUNTY COMMUNITY COLLEGE

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

Board Excused: Trustee Bradley S. Barker, III

Staff Present: President Joe Schaffer; Vice Presidents Judy Hay and Rick Johnson, Interim Vice President Terry Harper, Associate Vice President James Malm, and Executive Director Tammy Maas; Faculty and Staff Members Candy Ferrall, Jeri Griego, Rachel Martinez, Ann Murray, and Leah Noonan; and Legal Counsel Tara Nethercott

Visitors: SGA President Danielle Kienzle, *Wingspan* Co-editors Erica Klimt and Daniel Martinez, and *Wingspan* Online Editor Shari Johnson

1. CALL TO ORDER of the September 23, 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 September 23, 2015, Board Meeting of the Laramie County Community College District Board of Trustees at 7:04 p.m.

2. MINUTES – Approval of the [September 9, 2015, Board Minutes](#) – Board Chairman Ed Mosher

Trustee Erickson moved and Trustee Merrell seconded,

MOTION: That the Board of Trustees approves the September 9, 2015, Board Minutes as written.

DISCUSSION: None

MOTION CARRIED unanimously.

3. DISCUSSION (WORK) ITEMS

A. Data Byte: KPI A. Student Participation & Achievement

- 1) Overview of FY/AY15 Performance Results – President Joe Schaffer
- 2) [Measure A.7 Enrollee Success Rate](#) – President Joe Schaffer, Institutional Research Director Ann Murray

President Schaffer prefaced his comments saying the Board will receive a report on a Key Performance Indicator (KPI)—its specific measures and results from the previous year—each a month.

The Student Participation & Achievement KPI is a high-level measure of the number of students enrolling at LCCC and how well are they doing. The KPI has a variety of measures including:

- **12-Month Unduplicated Headcount Enrollment (Grade D)** – This KPI answers the question: How many students did LCCC serve during its academic year (Summer, Fall, and Spring semesters) in its credit-bearing coursework?
 - o Last year’s grade was a D due to declining enrollments.
- **Annualized Full-time Equivalent (FTE) Enrollment (Grade C)** – This KPI answers the question: If all students were converted to a full-time student, how many would the College be serving?
 - o This measure says students are taking more credits toward their credentials.

- Last year's grade was a C because FTEs have been tapering off more than the headcount. That is, the students who continue to enroll are taking more credits, so the FTE is not dropping. However, if the number of part-time students drops, then the headcount is going to drop at a more significant rate than the FTEs will.
- **Regional Market Penetration – Credit (Grade C) and Non-credit Enrollment (Grade B)** – This KPI shows the percent of the population in the College's service area that are enrolled in credit and non-credit programs.
 - The percentages tell how the College is engaging the community in the services it offers.
 - A Grade C in Credit Enrollment is not surprising with declining enrollments and benchmarking against other community college in the nations.
 - A Grade B in Non-credit Enrollment shows the College is capturing the market of students for programs such as A.C.T. Now! and other grant-funded programs in Outreach and Workforce Development.
- **Persistence (Retention) Rates – Full-time and Part-time Students (Grade B)** – This KPI tracks the number of first-time, full-time students who enroll one fall semester and again in the following semester—for this reporting, the Fall 2013 semester and again in the Fall 2014 semester.
 - A Grade B is indicative of the work being done in advising and program redesign. A 57% fall-to-fall persistence rate for full-time students at a community college is very good. A persistence rate of 40% and below is not uncommon. LCCC is moving in the right direction.
- **Graduation Rate – Full-time and Part-time Cohort (Grade C)** – This KPI reports the graduation rates within 150% of the time. In Spring 2015 (the end of AY 2015), the 150% cohort includes the number of students entering three years prior to that time in Fall 2012.
 - The conclusion is that what is being done today will take some time to impact the graduation rate percentages because of the timeframe in which the cohort analysis is performed. Referring to the part-time cohort, President Schaffer noted that getting part-time students, who are taking only three to six credits a semester, to graduate in three years is difficult. However, improvement in these numbers is possible.
- **Achievement of LCCC Core Institutional Competencies (No Grade)** – This KPI deals with student engagement and general education outcomes around the College's institutional competencies—collaboration, written and verbal communication.
 - No scores are posted because five years of institutional data has not yet been recorded on which a standard deviation and grade can be calculated.
- **Student Goal Attainment (Grade D)** – Student Goal Attainment KPI is a measure of how many students on graduate surveys report they attained their goal and is monitored across Wyoming's community colleges.
 - The numbers may be skewed, because students who respond they have attained their goal usually do so because they have found employment. Last year's reporting was 88%. However, historically, the percentage has been in the mid-90's. The percentages are extremely sensitive to volatility because only a certain number of measures are involved and swings in these measures can significantly change the scores. A question being asked is: Are these measures the best indication of student success? Consideration is being given to different methods for monitoring student success, such as asking students to state their goal when they enroll so a more systematic method can be used to determine student success.
- **Enrollee Success Rate – Course Completion Rate (Grade B)** – The Enrollee Success Rate KPI is the most base measure of how well the College's students are succeeding; i.e., how well students are doing in specific classes.
 - Much of the College's funding is allocated based on successful completions in the classroom. Enrollment growth funds and a portion of the variable funding are based on course completion rate percentages. A student cannot complete a degree without successfully completing the coursework within their degree program.

- The data have been shared with the faculty and academic leadership, and the faculty have been asked to look at the success rates by modality—face-to-face, hybrid, distance, and concurrent enrollment. Some faculty were not familiar with their class success rate. Faculty are now “digging into” this KPI and developing plans for increasing the rate of student success.

Institutional Research Director Ann Murray reviewed the FAQs sheet linked to the agenda, which explained Enrollee Success Rate and Officially Enrolled and answered the following questions:

- Why are students who dropped after the census date included in this calculation?
- Why aren't grades of D included in the successful grades?
- How is the Enrollee Success Rate used?

President Schaffer pointed out that a time lapse of three years affects the calculations, so the effects of the changes implemented in Fall 2014 will not be realized until Fall 2018. During the last three years, improvements have been posted every single year. Most importantly, getting students to successfully complete courses leads them to persistence and completion of their degrees. Ms. Murray added that even though the results for the Enrollee Success Rate KPI won't be published for three years, the results can be checked internally in the fall, so the culture the College wants can continue to be developed based on the evidence.

For Board Chairman Mosher, Ms. Murray clarified the enrollment census date is 12%. She explained there are two census dates. The second one is a financial aid census date that determines how much financial aid a credit-enrolled student receives when enrolled on that census date. The financial aid census date is also the same as the last day to drop without generating a “W”. The two census dates have been aligned as much as possible. The financial aid last day to drop has to be a business day; the 12% census date is not restricted to a business day.

Board Chairman Mosher questioned whether a D grade should be considered a passing grade. Ms. Murray responded A, B, and C grades are considered successful/passing grades without exception, and an F grade is not, also without exception. However, the D grade is in a gray area. A D grade is considered passing for financial aid purposes, although too many D grades can negatively affect a GPA and a student's financial aid eligibility. Ms. Murray concluded a D grade at LCCC counts as successful toward achieving satisfactory academic progress and maintaining financial aid eligibility.

President Schaffer reminded the trustees the KPI information is available on EaglesEye under the Institutional Research Community. In response to Trustee Erickson's request, he stated copies of each KPI will be provided to the trustees during the meetings when the KPIs are discussed.

B. Performance Review Committee Update – Trustee Carol Merrell

Trustee Merrell reported she, Trustee Barker, and Trustee Erickson met on September 17th and decided the Committee's focus will be on a progress report on the completion of President Schaffer's goals and the College's strategic goals along with a review of institutional effectiveness. Also, the Committee will begin working on President Schaffer's formal evaluation instrument and will refine it after the first of year. Board policies pertinent to the Committee's tasks were provided to Trustee Merrell by Mrs. Boreing at Trustee Merrell's request. Another Committee meeting will be held prior to the October 7th Board meeting.

Trustee Erickson state the trustees are receiving monthly reports on the College's institutional effectiveness as demonstrated by the KPI data, which is what Trustee Erickson had requested. Therefore, the Committee may consider instead an annual review of the College' institutional effectiveness. President Schaffer asked

the Committee to determine the content of the annual report to which Trustee Erickson replied he would like the report to contain what would be most beneficial to the trustees in addition to a collective report on the nine KPIs. Board Chairman Mosher stated the report should focus on progress.

4. APPROVAL ITEMS

- A. [Determination of One Voting Delegate and One Alternate for the October 14-17, 2015, ACCT Leadership Congress](#) – Board Chairman Ed Mosher

Trustee Erickson and Board Chairman Mosher will be attending the ACCT's Leadership Congress.

Trustee Erickson moved and Trustee Merrell seconded,

MOTION: That the Board of Trustees elects Board Chairman Mosher as the voting delegate for the October 14-17, 2015, ACCT Leadership Congress and Trustee Erickson as the alternate.

DISCUSSION: None

MOTION CARRIED unanimously.

- A. Approval to Increase Spending Authority on Flex-Tech Building – President Joe Schaffer

Trustee Erickson moved and Trustee Dubois seconded,

MOTION: That the Board of Trustees authorizes the expenditure of up to an additional \$500,000 of One Mill Fund balance for the LCCC Flex-Tech Building to cover the expense of LCCC requested alternative bids.

DISCUSSION: President Schaffer stated what was reported in the *Wyoming Tribune-Eagle* after the September 23rd meeting was inaccurate. The Flex-Tech Building's construction is on schedule and on budget. The project includes three distinct components—the base project, additional work included in Campus Master Plan, and a series of alternate bids that would improve the project. The additional work referenced in the Campus Master Plan includes additional parking and rerouting of frontage road at a cost of \$1.4 million. College monies were added to the base project to fund this additional work. The alternate bids were intended to be funded with monies from a Wyoming Business Council grant. However, the grant did not move forward through the funding process as hoped. Therefore, the \$500,000 of One Mill funds will be spent to fund the alternate bids.

MOTION CARRIED unanimously.

5. REPORTS TO THE BOARD

- A. LCCC Reports

- 1) SGA (Student Government Association) – Danielle Kienzle, President; Sawyer Burkett, Vice President

President Danielle Kienzle reported the SGA is participating in a lot of training and that elections will be held tomorrow to fill four vacant senator positions. Applications have been received from 12 students. The time for submitting applications closes tonight; votes will be cast tomorrow. A successor to replace Ex Officio Student Trustee Jaime Quinones will be appointed next week. The SGA is considering a proposal submitted by the Diversity Committee members for recognizing the College's foreign exchange students.

For Trustee Merrell, who inquired about the student responses to Sex Week, President Kienzle stated that even though some of the program materials have made some students uncomfortable the emphasis on education and awareness is viewed as important. Board Chairman Mosher commended the SGA for taking an active role in addressing the issues that are the focus of Sex Week activities.

- 2) Staff Senate – Candy Ferrall, President; Amy Ehlman, Vice President-Classified Staff; Kevin Yarbrough, Vice President-Professional Staff; Jennifer Thompson, Secretary; Sarah Smith, Treasurer

Staff Senate President Candy Ferrall reported the Staff Senate has developed mission, vision and values statements that include three elements of emphasis: advocacy, acknowledgement, and advancement. The mission statement reads as follows: LCCC Staff Senate **Advocates** for staff well-being through the **Acknowledgement** and **Professional Advancement** of all staff members.

The Staff Senate will organize one event per semester: 1) a chili cook-off in the fall on November 12th and 2) an ice cream social in the spring on March 10th. Monies from the two fundraising events will be donated to the Randy Miller Scholarship fund. Honoring the College's Unsung Heroes will continue with an employee group being recognized each month. Accounting, Payroll, Budget, and Contracts and Procurement employees were recently honored. Ms. Ferrall inquired about plans for parking, noting parking will become more limited with the addition of the University/Student Center and Flex-Tech Building to the campus. Board Chairman Mosher advised additional parking is part of the College's Campus Master Plan. He added the Board's Finance & Facilities Committee is aware the new building construction has eliminated some of the existing parking, but no short-term solution has been decided at this time.

- 3) Faculty Senate – Leah Noonan, President; Mohamed Chakhad, Vice President; Mary Ludwig, Secretary

Faculty Senate President Leah Noonan stated Board Chairman Mosher asked the Faculty Senate to provide a report on the philosophy of compensation and will do so on October 7th.

The faculty job description was sent to President Schaffer in April and has now gone to the deans for further input. The deans' input will be sent back to the Faculty Senate for consideration.

The Faculty Senate is providing direct input to President's Cabinet, College Council, Learning Leadership Team (LLT), the task force on college-sponsored absences, the online policy committee, and the statewide Faculty Alliance on which Ms. Noonan is serving as the chair for this academic year. In her role as Faculty Alliance Chair, Ms. Noonan will be reporting on behalf of the Alliance during the Wyoming Community College Commission meeting on October 20th in Douglas.

Trustee Lyttle summarized the faculty job description as that which describes the baseline duties for a faculty member. President Schaffer stated the need for a standardized job description came from the organizational analysis performed by the College Brain Trust. Dr. Fierro asked the Faculty Senate to develop a generalized job description for the faculty employee classification. Other components need to be updated in tandem with the development of the job description. For example, Interim Vice President Terry Harper and the Center for Teaching and Learning have been asked to identify and articulate faculty competencies for world class faculty. And, standards on which faculty will be evaluated while in their provisional or continuing contract status need to be developed in conjunction with the competencies. Additionally, work still needs to be done on promotion and advancement along with titling and rank. Interim Vice President Harper and the deans have been tasked with assuring all of the aforementioned align. President Schaffer stated for Trustee Lyttle the major implication is that alignment exists between the base job description, new faculty competencies, advancement, ranking, and evaluation.

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

TRiO Student Support Services Interim Director and LCCCEA member Rachel Martinez reported the LCCCEA is figuring out where they are with their membership, answering membership questions, and aligning common goals with those of the Faculty Senate and the Staff Senate.

This year's Higher Education Summit was held in Jackson this summer. Sessions headlined the following:

- effect of changes in higher education on community college full-time and part-time employees (pedagogy, delivery of instruction)
- the assessment revolution and completion agenda
- community college role in accreditation
- building relationships with lawmakers
- the role and significance of the federal government (grants) and congressional delegations
- the higher education act and reauthorization
- financial aid law (re-written eight times) and student loan programs

Board Chairman Mosher also attended the summit in the role of a retiree.

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

A. College Promise Campaign

President Schaffer stated an aggressive push is supporting the funding of President Obama's College Promise Campaign and is gaining some ground. The Campaign is being commonly referred to as the "free community college campaign." A former Wyoming governor is actively promoting the funding of the campaign. The community college trustees will likely be asked to take a position on the Campaign either via the Wyoming Association of Community College Trustees (WACCT), the Association of Community College Trustees, or as representatives of their community college. Conceptually, of course, the community colleges want to find a way to keep higher education affordable. However, the full extent of what the Campaign would implement is a significant undertaking. President Schaffer would not recommend taking a position in support of the Campaign at this time because too many unknowns need to be identified and a major policy shift would have to take place. Trustee Erickson concurred with President Schaffer's update on the Campaign. Board Chairman Mosher hoped additional information would be shared during the October 19th WACCT and the October 20th Wyoming Community College Commission meetings.

B. [Enrollment Update](#) (emailed Tuesday 9/22/15)

President Schaffer stated the enrollment report is intended to provide: 1) an awareness of the enrollment data being frequently monitored and 2) an enrollment update. The report has gone through significant evolution during the last year and remains a work in progress. Good benchmarking data is not yet available and nuances with the data are still being worked out. The enrollment monitoring report presented this evening provides point-to-point comparisons of enrollment numbers after the first three weeks of the semester for headcount (the number of students enrolled this semester), FTE (full-time equivalency), and full-time and part-time students. Final enrollment numbers were also included in the report for one year ago and two years ago. President Schaffer pointed out that because the enrollments continue to change throughout the semester, these comparisons will nearly always show enrollments are down until the final numbers are posted at the end of the semester. Important to note, too, is the full-time, degree-seeking student enrollments are up 4% when compared to those this time last year. These students are taking more credits, so the FTE is also up by 5.5%. Overall, the FTE is not quite 1% down and flat.

Part-time, non-degree seeking enrollments are also up, but these are community enrollments and tend to vacillate a lot. Not surprising is that the part-time, degree-seeking student enrollments are down.

Also important to know when considering enrollment data are the categories of students. The number of new degree-seeking students is down 9%, and the number of degree-seeking and non-degree seeking re-enrolled students is up. The latter has to do with the way concurrent enrollment students in high school are coded. Concurrent enrollment students who enroll at LCCC have been coded as re-enrolled students and should be coded as new students. When the coding is shifted, subsequent reports will probably show the number of new degree-seeking students is flat or up a little and will show the number of re-enrolled students is down. Advising and orientation numbers are evidence that the new degree-seeking numbers should be up or flat and that's what spurred an examination of those numbers, during which the coding discrepancies were found.

In summary, President Schaffer stated the following:

- The number of full-time, degree-seeking students is good.
- The number of new enrolled students is good (pending coding corrections).
- In terms of retention, the number of continuing students are not where they need to be.
 - o In an early analyses performed by the Advising Center, the primary reason given for withdrawing or reducing the number of credits is job-related.
- The number of students transferring to LCCC needs to improve.
- Wyoming's community colleges are experiencing a decrease in enrollment. Exceptions are in the number concurrent enrollments.

Enrollments by program and by makeup are also provided in the report. The only recruitment areas not being as strongly pursued are expensive international student recruitments and broader, non-resident student recruitments from other states. Concentration is on recruiting Laramie and Albany County students. In support of this, financial aid for need-based students has been increased. President Schaffer explained for Trustee Lyttle the recruitment for first-generation students is a function of the College's TRiO and GEAR-UP (high school populations) outreach programs. First-generation students make up 48% of the College's enrollments. The College also has enrollment relationships with Triumph High School and South High School and the Latino population.

President Schaffer stated the College needs to focus now on programming, services, and environment, so when enrollments increase, as the trends show they will, the College will be able to provide a high-quality, coherent educational experience in which Laramie County Community College's students will succeed. President Schaffer said he is open to a broader, more strategic and philosophical discussion. Trustee Erickson suggested a presentation on the overall focus of recruitment be made during a dinner meeting. Vice President of Student Services Judy Hay stated one of the recruitment strategies is for Admissions representatives to partner more heavily with faculty who have deeper ties with their respective industries and also to share what needs to be conveyed to students by a faculty member when they have an opportunity to recruit a student. President Schaffer added the technical and trades program areas such as Welding, HVAC, Processing, Auto Diesel, Automotive and health care are experiencing strong recruitments and in some cases are having to turn away students. As a result of faculty building networks, the Ag program has the largest class in its history with an enrollment of 50 new students.

A. [Construction Update](#) (*Standing Agenda Item*)

The College's homepage has a Construction Update box that links to the University/Student Center and Flex-Tech Building projects. President Schaffer stated for Board Chairman Mosher the FCI construction of both projects has resulted in some economies of scale. For example, the movement of fill and

excavation dirt from one site to the other saves time and money. Sharing of one crane for both projects and coordinating bulk ordering and drop times for materials has also proven advantageous. Each project is being approached as a separate project and has its own construction team and supervisor.

7. BOARD REPORTS

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

Trustee Erickson moved and Trustee Lyttle seconded,

MOTION: Trustee Dubois be elected the alternate for the October meeting of the WACCT Board of Directors.

MOTION CARRIED unanimously.

Board Chairman Mosher stated WACCT President Walt Wragge advised the trustees that the nomination packets for the annual awards to be announced during the Community College Conference in February will be coming out shortly. He also shared that the WACCT Board wants to align the criteria for their awards with that used for the ACCT awards, so that the same criteria may be used for both the national ACCT and the local WACCT nominations. The trustee and faculty awards already align but the others do not quite so closely match up. Changes to the nomination criteria for awards not in alignment with the ACCT's will not be made in time for this year's nominations but hopefully will be for next year's. (POSTSCRIPT TO MINUTES: The proxy notification for Trustee Dubois was emailed to Mr. Wragge on Thursday, September 24th.)

Board Chairman Mosher stated WACCT Executive Director Erin Taylor is updating the WACCT website at <http://wacct.org/>.

B. Finance and Facilities Committee – Don Erickson, Carol Merrell

Trustee Erickson reported out of the Finance & Facilities Committee that discussion was held concerning short-term and long-term parking solutions. President Schaffer is closely monitoring parking availability and will be sharing additional ideas about issues that are resolvable at the full board level.

During the meeting, Physical Plant Director Tim Macnamara stated the Flex-Tech Building is on a fairly ambitious schedule to be enclosed by November 1st. President Schaffer and Director Macnamara are prioritizing the alternative bids for the additional Flex-Tech Building projects that will be funded from the \$500,000 in One Mill funds. Removal of water from the University/Student Center's construction site will require a sump pump. The crane at the Flex-Tech Building site will be moved to the University/Student Center site for erecting concrete panels. An upcoming meeting with University of Wyoming representatives will be held to discuss the joint use of the University/Student Center. Trustee Erickson said the trustees are welcome to attend. President Schaffer added that a memorandum of understanding for the joint use of the building will likely be a topic of discussion sometime in the future.

In other discussion, the wayfinding project will be re-bid. The marquees' color digital displays are installed; work continues on the one on the west end of the campus. The spires on the east and west entrances will be in place by the middle of October.

Noting the financial reports were determined to be in good standing, Trustee Erickson moved and Trustee Merrell seconded,

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

- 1) [September 2015 Current and Auxiliary Fund Balance Sheet Reports](#)
- 2) [FY 2015 Current and Auxiliary Fund Budget Reports](#)
- 3) [Procurement and Contracting Report](#)

DISCUSSION: None

MOTION CARRIED unanimously.

The next Finance and Facilities Committee meeting is scheduled for Monday, October 12th, at 10 a.m. in the Administration and Finance Conference Room.

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

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

Ex Officio Keadle reported that he, Associate Vice President James Malm, and Rep. Kermit Brown met for lunch today. Rep. Brown is a friend of the College and has a pretty good understanding of the community college system and the services being provided at the Albany County Campus for UW and high school students. Rep. Brown also expressed his support of a mill or a BOCES/BOCHES in Albany County as an additional revenue stream. In other conversation, Associate Vice President Malm updated Rep. Brown on the College's plans for acquisitioning land and how the College would use the land to expand the ACC offerings. Mr. Keadle believed Rep. Brown was supportive of that as well.

President Schaffer thanked Butch and Danette Keadle for hosting a reception for the Albany County legislators at their home on October 8th.

B. LCCC Student Trustee Ex Officio – A Student Trustee Ex Officio to replace Jaime Quinones will be elected later in September.

SGA President Danielle Kienzle stated she had no further comments to make in addition to her earlier report, except that she would reiterate the SGA is looking for someone to fill the Student Trustee Ex Officio position.

9. NEW BUSINESS – Board Chairman Ed Mosher

Board Chairman Mosher commented the College has a very fine orientation program for new employees and asked the trustees if they would like to share information about the trustees' role as the College's governing body during the new employee orientations. He also noted that President Schaffer is supportive of the idea.

10. ADDITIONAL ITEMS – Information Only

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

11. NEXT MEETINGS/EVENTS

- **October 7 (Wednesday)** – Board Meeting and Dinner: Dinner – 5:30 p.m. – CCC 178/179; Meeting – 7 p.m. – Petersen Board Room
- **October 28 (Wednesday)** – Board Meeting and Dinner: Dinner – 5:30 p.m. – CCC 178/179; Meeting – 7 p.m. – Petersen Board Room

Board Chairman Mosher reminded the trustees to be vigilant of the upcoming homecoming activities the week of October 5th.

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

No requests to offer public comment were made.

13. ADJOURNMENT of the September 23, 2015, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Ed Mosher

Board Chairman Ed Mosher adjourned the September 23, 2015, Board Meeting of the Laramie County Community College District Board of Trustees at 8:51 p.m.

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

Respectfully submitted,

Vicki Boreing
Board Recording Secretary