

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, SEPTEMBER 9, 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 Bradley S. Barker, III, Brenda Lyttle, and Carol Merrell, ACC Ex Officio Trustee Butch Keadle, and Student Ex Officio Trustee Jaime Quinones

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 Members Jeri Griego, Arshi Rizwani-Nisley, Leah Noonan, and Jeff Shmidl; and Legal Counsel Tara Nethercott

Visitors: SGA Vice President Sawyer Burkett, *Wingspan* Co-editors Erica Klimt and Daniel Martinez, and *Wyoming Tribune-Eagle* Reporter Kristine Galloway

**1. CALL TO ORDER** of the September 9, 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 9, 2015, Board Meeting of the Laramie County Community College District Board of Trustees at 7:03 p.m.

**2. MINUTES** – Approval of the [August 19, 2015, Board Minutes](#) – Board Chairman Ed Mosher

Trustee Erickson moved and Trustee Merrell seconded,

**MOTION:** That the Board of Trustees approves the August 19, 2015, Board Minutes as written.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

Board Chairman Mosher commended President Schaffer and Associate Vice President Kim Bender on their presentations of accreditation, AQIP pathway, and continuous improvement information during the dinner meeting's learning session, noting the presentations were thorough and extremely beneficial.

**3. DISCUSSION (WORK) ITEMS**

A. Discussion and Consideration of Adding a Compensation Analyses Component to the Budget Process – President Joe Schaffer

Board Chairman Mosher stated salary and benefits make up more than 70% of the College's budget and spoke to the importance of process, emphasizing a determination needs to be made on what the trustees want to achieve from the compensation analysis. He stated that after President Schaffer addresses the compensation analysis, the trustees will be asked for their perspectives.

President Schaffer asked the trustees to consider the following when determining what they would like included in the compensation analysis component.

- Where do we want to place ourselves in the market—status quo, 80%, 100%, 110%?
- How does the Board want to shape the institution from a market perspective?
- What do we want to reward in terms of compensation? Longevity, Meeting Expectations, Excellence?

- What role do we want benefits to play? Employee Security, Attractive Enhancements? In some cases, should these be offered in lieu of additional compensation?
- Should the focus be on the base or non-base building incentives such as bonuses?
- From a Board's philosophical position, where should the College be directing its attention?

#### Comments

- The College should be the employer of choice, by offering competitive wages and benefits.
- The focus should not necessarily be on the market but on a systematic approach for salaries that employees can count on and believe is fair.
- The Board should be establishing a policy rather identifying procedures for adding a compensation component to the budget process. "Employer of Choice" is a policy term.
- The Board is setting direction for the administration. The administration will then bring forward the process.
- The process should circumvent prejudice; i.e., it should be objective not subjective.
- If the Board's direction recommends freeing up internal funds for administering a compensation system, will doing so limit the College's influence for procuring State funds?
- Central Wyoming College has utilized their one mill funds several times for increasing salaries.
- The Board should support a strong system, taking into consideration what the market will bear.
- A policy perspective should be the first consideration. Determining how to obtain revenue to support that perspective should follow.
- A compensation system should include long-term sustainability. Will budget cuts be needed to assure sustainability?
- Employees need to love the place they work, but they also need a livable wage.
- Does the lack of performance one year justify the lack of a salary increase?
- The compensation system should focus on fairness, sustainability, and employer of choice.

Following the philosophical and lengthy discussion, President Schaffer stated the Board's input is especially helpful in determining some high-level policy points. Once the Board agrees on these points or others that additional conversation may generate, a model establishing the mechanics can be developed. Then a comprehensive presentation on that model can be brought back to the Board. Human Resources Executive Director Maas stated that nationally the question is: Are benefits the new wages? In the next few years the prediction is that five generations will make up the workforce. What each generation considers to be the most important differs, so a holistic and not a blanket policy should be applied. For example, the younger generation values time off. Whereas, the baby boomers value salary increases. If the College is to be an employer of choice, some salaries such as those of the Campus Safety officers need to come up to market. They are making \$3.00/hour less than the Cheyenne median.

Board Chairman Mosher stated the College and the Legislature are already well into the budget process for the FY 2017 budget. He suggested developing a short-term goal for what can be done for employees in the coming year and a long-term goal for a policy. With the Board's agreement President Schaffer and Executive Director Maas will bring a compilation of the high-level policy points discussed this evening to the October 7<sup>th</sup> meeting.

#### B. Discussion on the Establishment of a Performance Process Review Committee – Board Chairman Ed Mosher

Board Chairman Mosher clarified the intent of the Committee should be to establish a process for bringing forward an update on the progress being made toward the accomplishment of President Schaffer's goals and not a process for evaluating his performance. He suggested the progress report be brought to the Board in November and late February or early March. Trustee Barker asked if a performance review committee already exists to which Board Chairman Mosher responded the performance review committee that oversaw President Schaffer's evaluation this year was an ad hoc committee established only for that

purpose and therefore no longer exists. Trustee Erickson interjected that a Performance Process Review Committee was formed during the last Board meeting and those members are Trustee Merrell, Trustee Barker, and him. He suggested the scope be 1) refine the annual evaluation instrument, 2) examine the progress of the President's accomplishment of his goals, and 3) receive a periodic report on institutional effectiveness. Trustee Barker asked what the Committee's scope will bring to the Board that hasn't already been provided. Trustee Merrell stated the Committee will bring a process to the Board at their September 23<sup>rd</sup> meeting.

C. Discussion of [Letter to Wyoming Community College Commission](#) for Expenditure Authorization for Flex-Tech Building – President Joe Schaffer

President Schaffer stated One Mill monies may be needed to fund the additional scope of work that includes an additional parking lot and re-routing of the frontage road. The cost of these projects is estimated to be \$1,241,000, which will increase the Flex-Tech Building's budget by 10% over what the Wyoming Community College Commission approved. Wyoming statute requires Commission approval for budgets that increase beyond the 10% threshold. The College will seek this approval during the Commission's October 20<sup>th</sup> meeting in Douglas. The Board's approval for the authority to move the One Mill funds is also needed. That request will be brought to the Board on September 23<sup>rd</sup>. A list of alternate bids for other projects will be brought to the next Finance and Facilities Committee meeting. The alternate bids for the parking and frontage road have been accepted.

**4. APPROVAL ITEMS – None**

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

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

President Schaffer stated the Construction Update was linked to the agenda for information purposes. The same information may be found on the College's Home Page. Construction updates will be provided with each agenda as a written report. The Board will have an opportunity to ask questions. Additional time to discuss the construction progress may be taken as the projects advance and there is more activity to report. For Ex Officio Trustee Quinones, President Schaffer stated the Flex-Tech Building is to be completed so that students are in the building for Fall 2016 classes. The University/Student Center should be completed shortly thereafter in October or November.

B. Sex Week – September 21 thru 24, 2015

President Schaffer stated the purpose of the activities being held during the week of September 21 thru 24 is to engage students in a conversation about sexual harassment. The intent is to ensure students' college experience is safe. He also shared that the "Think About It" survey has been modified for non-traditional students and no complaints have been received since the modified survey was implemented. Vice President Hay stated the survey a student is asked to complete is determined by age—students 23 years of age and under take the survey designed for traditional age students. Students over the age of 23 take the survey that has now been re-designed for non-traditional students. President Schaffer commended the College's student leaders and ambassadors' exceptional efforts to promote high standards for students and their activities and encouraged the trustees to participate in any or all of the Sex Week sessions.

C. Update on Proposed Legislation Coming from JAIC Subcommittee on Community College Funding at their August 24<sup>th</sup> Meeting

President Schaffer stated meaningful legislation has not been drafted on the question of community college funding. The draft legislation presented at the August 24<sup>th</sup> meeting did not address what the community colleges are trying to accomplish, which is to find a way to provide stability for funding enrollment growth and the exception request budget. The draft legislation would not allow concurrent and dual enrollment credits to be included in enrollment growth and would only allow one-half credit for each online course credit hour. A lot of conversation is being held on the impacts of these pieces of the draft legislation and whether or not the weighting of these credit hours are realistic. Other drafted language would have concurrent and dual enrollment courses funded only by a BOCES or BOCHES. If that legislation were to pass, the community would have to be taxed to establish a BOCES. Being pushed into taxation by legislation is not a place where the College or the trustees want to be. Legislative approval of vocational and academic programs also raised concerns. The next subcommittee meeting is scheduled for Tuesday, October 27<sup>th</sup>. A subsequent subcommittee meeting will not be held until the legislative session convenes.

The general consensus is to not pass legislation during a budget session that would affect budgets being developed during that same time but rather wait for implementation during another biennium. Trustee Erickson stated President Schaffer responded to the subcommittee with an explanation of the financial impact of concurrent and dual enrollment at LCCC. President Schaffer explained in response to Board Chairman Mosher's question, that the Wyoming Community College Commission submitted an exception budget request based on the enrollment calculation the community colleges proposed during the last session, which asked that the exception budget be added to the standard budget. The Commission's budget request would essentially implement the approach the community colleges tried to move through the 2015 general session of the Legislature. The community colleges did not advance a traditional exception budget request for FY 2017. Given the current revenue picture, President Schaffer believes the Governor will not allow funding a request that will commit to the base budget but rather will recommend the Legislature work through legislation for implementation during the next biennium. Another option would be for the Governor to approve the Commission's budget request as a one-time expenditure and not put that funding toward the base. Wyoming Community College Commission Executive Director Jim Rose has been working closely with the Governor's policy advisor Mary Kay Hill to keep the Governor well-informed.

D. [Foundation Development Priorities](#)

The operating agreement between the College and the Foundation states President Schaffer is responsible for providing the Foundation Board a written statement of the College's current development priorities. President Schaffer provided a list of those priorities to the Board and stated because the accomplishment of these major goals in one year is not feasible, each year an updated list of development priorities will be brought forward, but the goals will span multiple years. The decision to approach the development priorities in this manner was made with the consensus of the Foundation's Executive Committee and Development Committee members. The priorities will go before the Foundation Board tomorrow.

The 2015-2018 LCCC Development Priorities for the Foundation are:

**Priority #1: Naming of College Spaces - Student/University Center and Flex Tech Buildings**

**Priority #2: Strengthen LCCC Athletics through Private Giving**

**Priority #3: Capital Construction Projects on the LCCC Campus**

**Priority #4: Endowed Faculty Positions – NEW –** The College has an opportunity with State matching funds to begin considering endowed division chairs and faculty positions.

**Priority #5: Donor and Community Relations**

## 6. BOARD REPORTS

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

Board Chairman Mosher asked the trustees to consider attending the October 19<sup>th</sup> WACCT meeting at 2 p.m. in Douglas. Trustee Erickson added he will not be able to attend and encouraged the nomination of a trustee to attend in his place as a voting member. Board Chairman Mosher will notify WACCT President Walt Wragge if a trustee is able to represent Trustee Erickson at the meeting.

Board Chairman Mosher shared Jim Voigt, who was a Northwest College trustee and the WACCT Vice President, passed away following a battle with cancer.

### B. Academic Affairs and Student Services Ad Hoc Committee and the Finance and Facilities Standing Committee – Board Chairman Ed Mosher

The Board discussed whether the Academic Affairs and Student Services Ad Hoc Committee should continue. They also considered what agenda items should go before the ad hoc committee such as policies and procedures, new program proposals, and program reviews. Trustee Lyttle stated the meetings were appropriately noticed. She believed, as did Trustee Dubois, that some of the information requested by other trustees during a full board meeting was redundant, because the recommendation brought forward by the ad hoc committee was based on their thorough review of the information processed during the ad hoc committee's meeting. Following discussion, the trustees concurred the ad hoc committee should continue. No changes were recommended for the Finance and Facilities Committee, which is a standing committee.

## 7. EX OFFICIO TRUSTEE UPDATES (*Standing Agenda Item*)

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

Ex Officio Trustee Keadle stated President Schaffer made a well-justified plea for the transition of ownership of the four Crystal Court lots to the College during the September 3<sup>rd</sup> Laramie City Council work session. He also noted that Mayor Dave Paulekas made some interesting remarks concerning the donation of the land to the College that became first-page news in the next edition of the *Laramie Boomerang*. Board Chairman Mosher added President Schaffer stood before the City Council for an hour answering questions. The Council's questions and President Schaffer's answers were both "spot on."

### B. LCCC Student Trustee Ex Officio – Mr. Jaime Quinones

Ex Officio Trustee Quinones stated student leaders spend a great deal of time organizing events such as those for Sex Week and Homecoming week. Homecoming events for the week of October 5 thru 11 are being finalized. Vice President Hay will send a Homecoming schedule to Mrs. Boreing who will email the information to the trustees. Among the collegiate events will be a bonfire, a rodeo, men's and women's soccer games, and a parade. Athletic Director Scott Noble is also asking the high school bands to participate. Vice President Hay asked the trustees to consider being judges for the parade entries on October 7<sup>th</sup> and to please contact her if they are interested. The parade will begin at 4 p.m. and the trustees will be on campus for their dinner meeting at 5:30 p.m. that same day.

## 8. NEW BUSINESS – Board Chairman Ed Mosher

Trustee Lummis announced the 2005 bonds were successfully reissued. Board Chairman Mosher added the College is fortunate to have folks on campus and in the community looking out for the College's finances.

**9. ADDITIONAL ITEMS** – Information Only

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

**10. NEXT MEETINGS/EVENTS**

- **September 23 (Wednesday)** – Board Meeting and Dinner: Dinner – 5:30 p.m. – CCC 178/179; Meeting – 7 p.m. – Petersen Board Room
- **October 7 (Wednesday) TBD** – Board Meeting and Dinner: Dinner – 5:30 p.m. – CCC 178/179; Meeting – 7 p.m. – Petersen Board Room

**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

No public comment was requested.

**12. ADJOURNMENT** of the September 9, 2015, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Ed Mosher

Board Chairman Ed Mosher adjourned the September 9, 2015, Board Meeting of the Laramie County Community College District Board of Trustees at 8:50 p.m.

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

Respectfully submitted,

Vicki Boreing  
Recording Secretary