

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, MAY 25, 2016, 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, and ACC Ex Officio Trustee Butch Keadle

Board Excused: Student Ex Officio Trustee Garrett Wilkerson

Staff Present: President Joe Schaffer; Vice Presidents Rick Johnson and Interim Vice President Terry Harper; Associate Vice Presidents James Malm and Lisa Murphy and Executive Director Tammy Maas; Faculty and Staff Members Jeri Griego, Jayne Myrick, and Rhonda Priest; and Legal Counsel Debb Roden

Visitors: Bob Doyle and Steve Buck (SmithGroup/JJR), Frank Markley (Paulien and Associates), and Paul Haack (Mason Dale Associates); Kristine Galloway (*Wyoming Tribune-Eagle*)

1. CALL TO ORDER of the May 25, 2016, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Ed Mosher

Board Chairman Ed Mosher called order the May 25, 2016, Board Meeting of the Laramie County Community College District Board of Trustees at 6:57 p.m.

2. MINUTES – Approval of the [April 6, 2016](#), and [May 11, 2016](#), Board Meeting Minutes – Board Chairman Ed Mosher

Trustee Merrell moved and Trustee Barker seconded,

MOTION: That the Board of Trustees approves the April 6, 2016, and May 11, 2016, Board Meeting Minutes as written.

DISCUSSION: None

MOTION CARRIED unanimously.

3. REPORTS TO THE BOARD

A. LCCC Reports

- 1) Staff Senate – Candy Ferrall, President; Amy Ehlman, Vice President-Classified Staff; Kevin Yarbrough, Vice President-Professional Staff; Jennifer Thompson, Secretary; Sarah Smith, Treasurer (*The 2016-2017 Staff Senate officers take office June 1, 2016. They are: Rhonda Priest, President; Amy Ehlman, Vice President-Classified Staff; Jennifer Banks, Vice President-Professional Staff; Melissa Gallant, Secretary; and Sarah Smith, Treasurer.*)

President Candy Ferrall announced the incoming 2016-2017 Staff Senate officers and introduced newly-elected President Rhonda Priest. She also stated the Staff Senate meets once a month through the summer. Student Services is arranging this year's picnic on June 3rd and the trustees are invited. Board Chairman Mosher apologized that five of the trustees will not be able to attend because of the Wyoming Community College Commission meeting and a Governance Institute for Student Success

conference. President Schaffer, Vice President Johnson, and Vice President Hay will also be attending the same meetings.

4. WORK ITEMS

- A. Preliminary Campus Master Plan – President Joe Schaffer, Administration and Finance Vice President Rick Johnson, Bob Doyle and Steve Buck (SmithGroup/JJR), Frank Markley (Paulien and Associates), and Paul Haack (Mason Dale Associates)

President Schaffer explained the process for updating the Campus Master Plan (CMP) began about two months ago and is starting to take shape from a conceptual viewpoint. Vice President Rick Johnson introduced those who are partnering to update the Campus Master Plan and are listed above. The presentation this evening is intended to inform the Board of the process to date and to seek feedback on an overall direction for the plan. A draft of the updated Campus Master Plan will be brought to the Board on June 29th, and the final version will be presented at the July 20th meeting for Board approval. The existing Campus Master Plan was developed in 2011 and all of those working on the updated version were instrumental in the creation of that plan. Their familiarity with the existing plan has allowed them “to hit the ground running” with the update. The work to date has involved gathering information on spacing needs for backfilling purposes, conducting floor plan analyses, and fine tuning ideas. Opportunities for the Albany County Campus are also being considered.

2011 Campus Master Plan

Many of the improvements identified in the 2011 Campus Master Plan are appearing on campus and upgrades to existing facilities are taking place. Some of those include:

- Strengthening the existing pedestrian mall; i.e., keep expanding within loop road to create a walkable, inviting campus.
- Consolidating academic and administrative units by creating a series of campus neighborhoods; e.g., the Flex-Tech Building at the east end of the campus strengthens the east end of the academic mall and creates a sense of neighborhood for technology.
- Re-developing the north loop road creating a new campus front door. The Pathfinder Building will help create a new front door for the campus.
- Adding lighting to the campus exterior in the pedestrian mall and parking lots.
- Adding the Flex-Tech Building and the Pathfinder Building (University/Student Center).

Space Needs Analysis (Classroom Utilization)

- The most common utilization metrics include:
 - o Weekly Room Hours – The hours a particular classroom or lab is scheduled.
 - o Student Station Occupancy – The number of seats filled divided by the number of seats available; i.e., the percent filled.
 - o Assignable Square Feet (ASF) per Station – The classroom area divided by the number of seats available equals the assignable square feet per student station. The most common measurements are 18, 25, 26, and 28 ASF per student station.
- Cheyenne Campus Classroom Utilization Fall 2015 – A building-level analysis of 46 classrooms determined the following:
 - o Weekly Room Hours = an average of 20 hours/week in terms of scheduled credit and non-credit instruction
 - o Student Station Occupancy (scheduled use) = approximately 55% student station occupancy (A little over half the seats were filled.)
 - o Assignable Square Feet per Station = 24 Assignable Square Feet per Station (fairly typical for higher education in a community college)

- Albany County Campus Classroom Utilization Fall 2015 – The number of classrooms for the building-level analysis was not specified in the commentary.
 - o Weekly Room Hours = an average of 28 hours/week in terms of scheduled credit and non-credit instruction
 - o Student Station Occupancy (scheduled use) = approximately 72% student station occupancy (A little over half the seats were filled.)
 - o Assignable Square Feet per Station = 31 Assignable Square Feet per Station (Tables and chairs in lieu of individual stations like tablet armchairs are used at the ACC.)

Space Needs Analysis (Laboratory Utilization) – The utilizations included labs for Science, Art, Welding, Automotive, and Music programs that use specialized equipment or resources. These numbers are typically lower.

- Cheyenne Campus Laboratory Utilization Fall 2015 – 42 Labs
 - o Weekly Room Hours = an average of 20 hours/week of scheduled instruction
 - o Student Station Occupancy (scheduled use) = approximately 71% student station occupancy
 - o Assignable Square Feet per Station = 86 Assignable Square Feet per Station (Some of the stations are fairly large because of the equipment used in the labs.)
- Albany County Campus Laboratory Utilization Fall 2015 – 4 Labs (mostly individual computers)
 - o Weekly Room Hours = an average of 28 hours/week of scheduled instruction
 - o Student Station Occupancy (scheduled use) = approximately 58% student station occupancy
 - o Assignable Square Feet per Station = 37 Assignable Square Feet per Station

The 2015 utilizations are slightly lower than those calculated in 2011. Enrollments declined in 2015 and therefore the utilizations declined as well. The 2015 utilizations present opportunities for space usage that were not available in 2011.

Space Needs Analyses

- The number of space categories was fewer in 2010 and 2011 than in 2016. The reason for this is the introduction of collaborative learning and innovation maker spaces that are focusing on social and study spaces and student success center spaces that promote academic achievement (e.g., learning commons and open labs which include interactive spaces) and keep students involved in their particular disciplines.
- Space needs analyses included traditional spaces such as those for classrooms, labs, offices, and physical education. The analyses have a base year of Fall 2015.
 - o The analyses used projected enrollments for the next five years for students that would be physically present on campus; online enrollments and concurrent enrollments were not considered.
 - o Over the next five years to the year 2020 an increase of 6% is predicted for both the Cheyenne and Laramie campuses. The FTE is higher overall with a projected 8% growth.
- Cheyenne Campus
 - o The addition of another residence hall will likely increase the number of full-time students who take more credit hours.
 - o The space needs categories include existing space (space guideline), surplus or deficit space (11,000 sq. ft. in Fall 2015 will increase to about 41,000 sq. ft. with the addition of two new buildings), and future space needs given enrollment, staffing, and programmatic changes.
 - o Additional space will be needed for academic support in the Library and Learning commons, the Recreation and Athletics Center (RAC), assembly and exhibit areas (large lecture halls, performance venues, and galleries/museums), Physical Plant, and more importantly a shortage of 2,000 sq. ft. in student social and study space.

- Other categories that have space needs include the student center (minimal with the addition of the Pathfinder Building), residence life (a deficit of 43,000 sq. ft. with the addition of another residence hall with 160 beds) and the Children's Discovery Center (minimal space needed).
- Because of the enrollment decrease and the addition of the two new buildings, more possibilities exist for re-purposing current space.
- Laramie Campus
 - Space needs include strengthening the indoor path running from west to east and identifying more spaces to let in more light and more collaborative space. This was not possible during the last Campus Master Plan's development.
 - A 10,000 sq. ft. deficit is projected for instructional and support areas.

Existing Floor Plan Analyses

- A map was displayed showing the vacated space on the Cheyenne campus that will result from movement to the Pathfinder Building and the Flex-Tech Building, which showed how to look at the Cheyenne campus holistically.
- Three framework concepts were developed for determining how to fill the vacated space.
 - Consolidation or Optimization – People and departments are organized so they can optimize their collaboration to achieve program effectiveness.
 - Activation – The inside and the outside “spine” is activated to provide better quality and more active and engaging space for both students and faculty.
 - Transformation – Teaching modalities and educational pedagogies are transformed into maker spaces where teamwork between students in the same or differing disciplines occurs. Innovative centers and active learning classrooms are becoming the norm and are what students expect.
 - Other space usage ideas include incorporation of collision space (interactive/collaborative space) where learning and teaching occurs. Transparency spaces where students can see in-the-classroom activities as they're happening also create interest in learning. Students love being able to mix food service and learning. Staging classrooms, wet labs, and computer labs in glassed-in rooms each visible to the other create active, flexible and diverse learning environments that students find appealing.

Exterior Campus Environment

- Create north/south crossroads that originate from the Pathfinder Building and establish it as the front door to the campus. A secondary front door could be established for the Center for Conferences and Institutes for the community's focus.
- Create a courtyard between the Pathfinder Building, the College Community Center, and the Student Services (Crossroads) Building that strengthens the interior and exterior building connections.

Interior Campus Environment

- Create an active pedestrian corridor with transparent classrooms and themes that align with the objectives of the different buildings.
- Consolidate or re-organize programmatic partners; e.g., consolidate the Children's Discovery Center location in the Auto Diesel Building with the one in the Arp Building.
- Re-purpose the College Community Center into a Student Forum that would be the nexus of where students hang out. Another suggestion would be to allow students without a meal ticket to enter the dining hall creating another opportunity for student interaction.
- Move the Student Success Center (Student Life and Engagement Opportunities, High School Programs, and Student Success labs) into the large amount of space being vacated in the old Student Services Building (Crossroads Building).

What's Next

- Refine the ideas presented, collect some additional data, and begin physically laying out the space usage ideas that will result in a refreshed Campus Master Plan, the purpose of which is to enhance student, faculty, and staff environments, positively affect student experience, and effect student success. Mr. Doyle stated for Board Chairman Mosher the team received the feedback needed to proceed with their next steps.

Comments and Clarifications

- Opportunities to add space to existing buildings is being examined for performance space. If this is not feasible, then a standalone building located in proximity to the existing Fine Arts Building will be considered. President Schaffer clarified that the direction being taken is due to budget constraints and the lack of legislative support for a more encompassing Fine and Performing Arts Center. The College has classroom space ready to be renovated but does not have the necessary square footage for an assembly space. What may be more politically and financially appealing is focusing on State support for just the assembly and performance space and to renovate existing classroom space to create academic space that is designed more appropriately for fine and performing arts instruction. Hopefully, this approach would significantly drop the \$25 million that would be necessary for the Fine and Performing Arts Building and would also be more marketable to the community and the State. Trustee Lyttle and Trustee Merrell believed this would be a logical and good approach. Trustee Erickson asked if the proposed renovations would include instrumental rehearsal space. President Schaffer stated the concept of the transformation principle in this case would be to take space that is not designed to meet learning needs and transform it into rehearsal and fine arts instruction space. He envisioned that after the Campus Master Plan refresh is complete the College will go through a similar process as it did five years ago prioritizing the projects that are identified in the new Campus Master Plan.

B. FY 2017 Budget – 2nd Reading – President Joe Schaffer, Administration and Finance Vice President Rick Johnson

Vice President Johnson explained the Board will be presented with a balanced budget in a format with which the Board is familiar along with an explanation of what measures were taken to achieve that balanced budget. He explained further that the page numbers in the upper right-hand corner of the slides are the page numbers in the budget book. He also pointed out that a glossary has been added to the budget book at Trustee Erickson's request.

Vice President Johnson's presentation of the proposed budget included a high-level review and comparison of the FY 2015-2016 and FY 2016-2017 Revenues, Expenditures by Series, and Expenditures by Program. Vice President Johnson pointed out the drop in salaries from 2015-2016 (\$22,990,595) to 2016-2017 (\$22,862,300) was due to retirements and the filling of vacancies at lower salary levels. Conversely, an increase in benefits from 2015-2016 (\$9,913,556) to 2016-2017 (\$10,136.63) is a result of some employees changing their benefit options or switching plans. The 2016-2017 operating expenses show a decrease of approximately \$1 million. More than half that amount is a result of internal reductions in area budgets. The reduction in Capital Outlay expenses from \$3,975,689 in 2015-2016 to \$528,659 in 2016-2017 is attributed to a reduction in needed construction monies. Expenditures by Program show decreases in Instruction, Academic Support, Student Services, Institutional Support, and Operations and Maintenance. Most of the decreases are a result of internal reductions made to bring forward a balanced budget. The largest decrease is in Operations and Maintenance of a little under \$3 million and is representative of an anticipated reduction in construction expenses in 2017-2018. The \$6,617,422 falls within the range of expenditures from previous years when no construction is occurring (Fiscal Years 2013, 2014, and 2015). Public Service and Scholarships are the only two "programs" showing an increase. The Public Service increase comes from a more accurate projection that will hopefully eliminate the need

for a budget amendment at the end of FY17 and the movement of Instruction expenses to Public Service. The increase in scholarships is in response to the addition of women's basketball and the Commission's raise in tuition for FY17.

Vice President Johnson pointed out the budget percentages allocated to the goals and strategies and indicators shown in the Strategic Plan's Goals and Strategies and the Key Performance Indicators charts. The charts are important because they show how the budget allocations support the core values of the College's mission. Vice President Johnson expounded on the definition of Campus Climate, stating it incorporates employee and student satisfaction, retention, advising, counseling, which are all important to the overall health of the College.

The Current Fund was balanced using the following three options, which were recommended by the Board during their May 25th meeting.

- 1) Cut All Now (\$500,000)
 - \$362,000 Operating Expenses (services, supplies, travel, advertising, etc.)
 - \$100,000 Adjunct Pool
 - \$25,000 Part-time/Student Compensation
 - \$13,000 Full-time Salary Move to Appropriate Auxiliary Fund
- 2) Use Reserves (\$400,000 – FY16 Carryover Funds)
 - Assessment is tight, but confident exists in availability for FY17.
- 3) Hybrid (\$600,000 – Drawdown on Fund Balance)
 - \$600,000 FY17 Drawdown
 - \$4,500,000 Projected FY17 Ending Fund Balance, which leaves Fund Balance in a Stable Position

The Board will be asked to authorize the One-Mill again this year during their June 29th meeting for the next two years. These monies are largely used for one-time expenditures, such as small maintenance projects, relocation expenses, facilities, and planning. Some reoccurring expenses (mostly for IT technicians, computer services operations, and telephone services operations) totaling \$523,312 will be paid out of the One Mill as will \$100,00 to fund a compensation study.

The College's Auxiliary Fund (agency fund) covers incidental operations to the College that are intended to be self-sustaining, such as the Children's Discovery Center, Residence Halls, Food Service, Facilities, Copy Center, and the Bookstore. The Children's Discovery Center's subsidy of \$30,000 funded by the College was cut. To offset that reduction, the CDC eliminated food and snacks. The total Auxiliary Fund budget was reduced by \$159,000. Facilities, Residence Hall, and other Auxiliary rates will need assessing when the FY18 budget is being developed.

The Restricted Fund is limited to sources external to the College, including federal, State, local, and private contracts and grants. The Restricted Fund budget shows a decrease of \$766,000 due to the expiration of the A.C.T. Now! grant.

The Endowment Fund receives funds from donors with restrictions on the principal. The State match increased the endowment values from FY14 through FY16 to \$26.5 million. The legislature did not authorize the continuation of the State match during the 2016 budget session of the legislature. The downturn in investment income is largely due to the market decline.

The Plant Fund is used for long-term assets, renewal or replacement of campus properties, debt service payments, or to account for the cost of long-lived assets. The Plant Fund budget was decreased by \$34 million. However, this amount is skewed by the inclusion of construction monies in FY16. Major

maintenance monies of \$2.8 million remain intact despite State fiscal cuts. The coal lease bonus funds will no longer be a revision source for the College beginning with FY17.

In summary, the College's total FY17 budget is tentatively set at \$83,617,019. The College's approved FY16 budget totaled \$123,616,833.

Comments and Clarifications

- The Instruction, Student Services, and Academic Support operating expense reductions largely took place in travel, supplies, advertising, and services. Each area was asked to make a 15% reduction in their travel budget. The other budgets were reduced in varying amounts.
- The College has two large pools of advertising monies—one in Public Relations and the other in Academic Affairs. Enough monies have been left in those budgets to maintain a reasonable and effective advertising campaign.
- A discussion was held about whether to use the College's savings/reserve (carryover balance) or the One Mill Fund, what expenditures would be taken from that fund, and what expenditures would not be funded in FY17. As a result of those conversations, the FY17 budget was built with innovative projects not being funded in FY17 from the One Mill Fund and small maintenance project funds being reduced. Further, the decision was made to not fund these from College's savings/reserve, so that "reserve" monies for unexpected and urgent project or maintenance costs would be available. The approach was to be more frugal with One Mill Fund expenditures and also maintain a savings/reserve fund balance for emergent needs unknown at this time. Trustee Erickson stated a discussion of how far the College will "dip into the reserve" will likely be held during the development of the FY18 budget. The current comfort level of \$4.5 million may need to be re-considered. President Schaffer added the updated Campus Master Plan will have a new design for the College's physical environment. Limiting the use of the College's savings/reserves will allow more opportunity to address the changes laid out in the new Campus Master Plan. Using the savings/reserves for one-time only expenditures "gets something done" that is tangible and does not commit the funds beyond the current fiscal year. Strategically speaking, removing some of the operational expenditures and decreasing the savings/reserves expenditures provides an opportunity to determine the most strategic use of these funds over the long-term by not funding ongoing operations.

Board Chair Mosher, Trustee Erickson, and Trustee Lyttle complimented, and the other trustees concurred, the use of the slides and the information they contained were extremely helpful. Trustee Erickson specifically noted the addition of the glossary, which he had suggested be added to future budget presentations, and stated further the Board has moved a long way in their understanding of the budget process and the budget document. President Schaffer commended Vice President Johnson and Director Myrick on simplifying a complex process and presentation and specifically addressing the Board's requests.

The FY17 budget will be brought to the Board again on June 8th to give the Board an opportunity for questions; no presentation will be given. Trustee Lyttle asked that the charts on pages 5 and 6 be provided to the Board for that discussion. A 2016 budget amendment will also be brought forward. On July 20th the Board will hold two public hearings, one for the annual budget and one for the one mill, followed by their consideration of approval of each. Board Chairman Mosher asked the trustees to be thinking about guiding principles for the development of the FY18 budget that will be discussed during the Board's July 20th meeting. President Schaffer added the community colleges should soon have information from the Governor's office that will set the direction for developing the FY18 budget.

5. POLICIES

- A. [Minimum Faculty Qualifications Policy 2.7 Revised – 1st Reading](#) – Interim Academic Affairs Vice President Terry Harper

Board Chairman Mosher noted the presentation given during the Board's dinner meeting on how LCCC is addressing, and how the faculty are meeting, the HLC's credentialing guidelines. Interim Vice President Harper stated the Minimum Faculty Qualifications Procedure 2.7P has been dramatically revised, and she is confident those revisions meet the HLC's standards. She also shared that the College is providing some flexibility with opportunistic credentialing options that include tested experience and continuing education and teaching experience.

Trustee Erickson asked based on the extensive learning agenda discussion, if the Board could approve the policy without a second reading. President Schaffer remembered Counsel Nethercott has advised that the Board maintain the formal process of two readings. He also observed that substantive changes were primarily made to the procedure. Interim Vice President Harper stated the policy's approval does not have a deadline. Noting such, Board Chairman Mosher recommended the policies before the Board this evening be brought back to the Board for a second reading on June 8th. Trustee Dubois stated he will not be in town for the June 8th meeting and approves of the two policies.

- B. [Sponsor Billing Policy 4.12 Revised – 1st Reading](#) – Administration and Finance Vice President Rick Johnson

President Schaffer clarified for Trustee Erickson that this policy and procedure is being brought forward to the new policy and procedure website. The language has been cleaned up but is essentially the same as that of the old policy. In addition, the formatting is now consistent with that of the policies and procedures on the current website.

6. APPROVAL ITEMS

- A. PE Building Renovation Level I Plan Update – President Joe Schaffer
- 1) [PE Level I Update](#)
 - 2) [PE Level I Final](#)

President Schaffer stated the Board received a full presentation on the PE Level I Update for the newly-named Recreation and Athletic Center (RAC) during their May 11th meeting and that update is now being presented for approval.

Trustee Erickson moved and Trustee Merrell seconded,

MOTION: That the Board of Trustees approves the PE Building Renovation as represented in the Level I Plan Update.

DISCUSSION: President Schaffer stated the updated Level I Plan will be taken to the Wyoming Community College Commission for approval during their June 1st meeting next week. (POSTSCRIPT TO MINUTES: The Wyoming Community College Commission approved the PE Level I Plan during their June 1st meeting in Casper.) Following Commission approval, the Level I Plan will route through the State's Construction Management Division, the State Building Commission, the Governor's office, and the Legislature for authorization only. He explained the College had previously received authority but because of numerous changes and the increased budget, the Level I Plan is being re-routed through that process. The College has plans for funding the project and has until next March or April to raise those funds.

MOTION CARRIED unanimously.

7. PRESIDENT'S REPORT – President Schaffer

A. Board Meeting Schedule

President Schaffer will be developing a schedule of once-a-month meetings on the first or third Wednesday through the end of the calendar year and asked the trustees to provide him with Wednesday dates they will not be available for Board meetings during that time. The schedule will be for meetings beginning in August through December. Given the work to be done on FY18 budget reductions, a Board meeting in August may be necessary.

B. May 23rd Meeting with Governor Mead

The community college presidents, Dr. Rose, and the Commission staff met with Governor Mead on Monday, May 23rd. The meeting's purpose was to share with the Governor how the community colleges are approaching the prioritization of budget cuts to their community college's budget. Most of the community colleges are cutting between 10% and 15%. Because of the one mill, LCCC is cutting between 9% and 10%. The reductions were beyond the 8% in State Aid, which made sense because of the impact of local funding. For example, Sheridan's local valuation has decreased 44% over the last couple of years. Different strategies are being used by the community colleges to accomplish the reductions. A letter from the Governor will be sent giving formal notification that the community colleges will have an 8% reduction at the Commission level. The letter will provide additional information as to why the State's budget is in this situation and what can be expected moving forward. The Governor's intent is that the necessary budget cuts will be made all at one time rather than during successive legislative sessions. The hope is that the State's agencies including the community colleges will have made the necessary budget cuts so that when the State's Joint Appropriations Committee reviews the FY18 budget they will determine the budget has been structurally reset moving forward and will not necessitate the legislature's leadership council calling a special session to make further cuts in the supplemental budget.

C. [Self-Evaluation and Proposed FY17 Goals](#)

In his self-evaluation President Schaffer reflected on his performance and recognized those who contributed to the accomplishment of his goals. President Schaffer stated the number of his goals has been pared down to four and two of those are being carried over. The fewer number of goals for FY17 is necessary because President Schaffer and the College will be focusing on FY18 budget reductions.

Trustee Merrell complimented President Schaffer on his 11-page self-evaluation, stating it is complete and understandable, noting further that he probably wrote it while he was on vacation. President Schaffer stressed again that his self-evaluation is a representation of the excellent work of many of the fine employees around the campus who are pulling together to get the work done.

Board Chairman Mosher thanked him for an excellent commencement and the other graduations and pinnings and asked whether the College met its 5% goal for completions. President Schaffer stated the realization of this goal will be close, adding the College will not exceed last year's number of completions. However, he will not know for sure until the final numbers are recorded in the Registrar's office. He pointed out, though, that the College had an exceptional group of graduates this year that are well-accomplished. Trustee Erickson offered his grateful appreciation for the chair pads that made hours of seating much more comfortable.

D. Construction Update (*Standing Agenda Item*) – President Joe Schaffer

The construction is going well, is on target and on budget, and the buildings are looking great.

E. Other

President Schaffer, Vice President Johnson, and Vice President Hay will be in Casper for the Commission meeting on June 1st and the Governance Institute for Student Success on June 2nd and 3rd. The Commission's agenda is limited but will include a discussion on a tuition policy. President Schaffer will bring forward the LCCC trustees' perspective on tuition during those discussions.

8. BOARD REPORTS

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

1) [President's Evaluation Survey – DRAFT](#) – Trustee Merrell

Trustee Merrell thanked Executive Director Tammy Maas and Board Secretary Vicki Boreing for their excellent work on the evaluation's development. She pointed out this year's evaluation has three levels of criteria: 1 = Exceeds Expectations; 2 = Meets Expectations; and 3 = Does Not Meet Expectations. Because the Board has long-term experience with the College and President Schaffer, "Do not Know" was not included in the criteria. She asked if the Board had any questions, additions or corrections, and hearing none asked Board Secretary Boreing to distribute the evaluations this evening to the trustees for completion by Tuesday, June 14th. The completed evaluations are to be returned to Executive Director Maas, who will compile the results. An envelope addressed to Executive Director Maas was provided to trustees for this purpose.

President Schaffer stated he will update the Board on the progress being made on his goals in January and May 2017 as he did this year. He anticipates that following his evaluation the Board will formally agree upon the goals he has suggested and direct him to proceed with the completion of those goals. He also advised that in addition to his progress reports in 2017, he will bring an institutional effectiveness update to the Board in September in the form of a comprehensive annual report. He is working with Institutional Advancement Associate Vice President Lisa Murphy and the Public Relations' staff to accomplish this.

2) May 19th Foundation Board Meeting – Trustee Merrell

Trustee Merrell stated a clean audit report was presented by Wayne Herr of McGee, Hearne, and Paiz, and the Foundation's economic portfolio was presented by Bill Fitzgerald and Kyle Jeffrey from 1st Interstate Bank. The projected income from endowments is \$655,666.10. The Foundation annually raises about \$1 million and has raised \$800,000 so far this year. President Schaffer emphasized the value of the College's operating agreement with the Foundation, noting the yield rate for every dollar the College invests with the Foundation is \$2 returned to the College. Total revenue generated by the Foundation equates to \$3 the College gets in return for every dollar it invests in the Foundation, which is a well-founded investment.

Trustee Merrell continued that the Board of Public Utilities (BOPU) land assessment is complete, and the Foundation will gain \$112,300 from that assessment. Associate Vice President Murphy thanked trustees Dubois, Lyttle, and Merrell for serving as the Board's liaisons and developing a wonderful partnership with the Foundation.

Associate Vice President Murphy explained further that the Foundation has entered into an agreement with the BOPU who approached the Foundation about an easement of 75 ft. along the fence line in the pasture to put in a sewer line that will eventually become water and sewer lines for the Sweet Grass development. Further negotiation will need to take place with the Reed family for the continuation of the water and sewer line across the Reed property. The Sweet Grass project will benefit the College and the south side development with additional housing and neighborhood development. The water and sewer lines will be installed this summer. Associate Vice President Murphy announced the Foundation's Executive Committee decided to give a third of the proceeds in the amount of \$35,000 to the women's basketball program. In addition, another \$12,500 has been received in donations for women's basketball, bringing the total amount funded by the Foundation to \$50,000 so far. The other two-thirds was placed in the unconditional fund to hold depending on what happens with the economy. President Schaffer pointed out Associate Vice President Murphy and the Foundation's Executive Board have listened to what the College has identified as priorities and are putting monies towards those priorities.

Associate Vice President Murphy also reported that Corporate Development and Major Gifts Director Ann Nelson secured a grant of \$70,000 from the John P. Ellbogen Foundation in Laramie to help high school students across Laramie County improve their educational opportunities through the Partnership Diploma Program and GEAR UP program. More than \$60,000 was allocated to fund a high school success counselor. The news release announcing the grant's receipt may be found by clicking [here](#).

Trustee Erickson requested inviting Director Nelson to a future dinner meeting. Trustee Dubois asked that all the Foundation staff be invited. (POSTSCRIPT TO MINUTES: Associate Vice President Murphy will work with Board Secretary Boreing to schedule a joint dinner meeting with the Board of Trustees and the Foundation in September in the new Flex-Tech Building.)

- B. Finance and Facilities Committee (May 11th Meeting) – Trustees Erickson and Merrell
(NOTE: The May finance reports were approved during the May 11th Board meeting.)

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

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

Ex Officio Trustee Keadle reported a Memorandum of Understanding (MOU) between the Albany County Campus and Albany County School District No. 1 should be finalized soon. An MOU has been signed with Basic Beginnings for a child development credential program. Also, a check in a small amount has been delivered for the purchase of the windmill. Dr. Malm continues to work on the assembling of an Albany County Campus Advisory Board that is targeted to be in place by the end of summer. President Schaffer stated a meeting will be planned in Laramie this fall and Dr. Nichols will be invited to that meeting. Trustee Erickson noted the meeting could be held in conjunction with the WACCT Summit in October. Trustee Erickson will report back on the summit details when they are available.

- B. LCCC Student Ex Officio Trustee – Mr. Garrett Wilkerson

Student Ex Officio Trustee Wilkerson was not able to attend this evening's meeting.

10. NEW BUSINESS – Board Chairman Ed Mosher

Board Chairman Mosher asked Interim Vice President Harper to share the names of those receiving awards at graduation so the Board could formally recognize those individuals. Interim Vice President Harper stated the Student Government Association (SGA) honored four faculty with the LCCC Teaching Excellence Award.

More than 40 nominations were received from students. The faculty receiving the awards led the graduate procession for their respective school. The honorees were:

- Robert LaFaso: School of Business, Agriculture & Technical Studies
- Scott Moncrief: School of Arts & Humanities
- Dawn Puente: School of Health Sciences & Wellness
- Dr. John Sanford: School of Math & Sciences

Awards were also presented at the annual employee recognition event. Nominated and voted by peers, these recipients were:

- Juan Maldonado: Classified Staff of the Year
- Rick Evelo: Professional Staff of the Year
- Mohamed Chakhad: Faculty of the Year
- Jennifer Painter: Adjunct Faculty of the Year

11. ADDITIONAL ITEMS – Information Only

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

12. NEXT MEETINGS/EVENTS

- **June 1** – WCCC Meeting – Casper College – Casper
- **June 2 and 3** – GISS (Governance Institute for Student Success) – Casper College
- **June 8** – Finance and Facilities Committee Meeting – 10 a.m. – Administration and Finance Conf. Rm.
- **June 8** – Board Dinner and Meeting (Dinner: 5:30 p.m. – CCC 178/179; Meeting: 7 p.m. – Board Room)
- **June 20** – Community Reception and Meeting with UW President, Dr. Laurie Nichols – Details will follow.
- **June 29** – Board Dinner and Meeting (Dinner: 5:30 p.m. – CCC 178/179; Meeting: 7 p.m. – Board Room)
 - One Mill and Annual Budget Public Hearing; One Mill and Budget Approval; Campus Master Plan Presentation
- **July 20** – Board Dinner and Meeting (Dinner: 5:30 p.m. – CCC 178/179; Meeting: 7 p.m. – Board Room)
 - Campus Master Plan Approval

13. 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 one from the public requested an opportunity to speak.

14. ADJOURNMENT of the May 25, 2016, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Ed Mosher

Board Chairman Ed Mosher adjourned the May 25, 2016, Board Meeting of the Laramie County Community College District Board of Trustees at 9:30 p.m.

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

Respectfully submitted,

Vicki Boreing
Board Recording Secretary