

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, NOVEMBER 16, 2016, UP CENTENNIAL ROOM, CENTER FOR CONFERENCES AND INSTITUTES, LARAMIE COUNTY COMMUNITY COLLEGE

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

Board Excused: Trustee Carol Merrell

Staff Present: President Joe Schaffer; Vice Presidents Judy Hay and Rick Johnson, Interim Vice President Terry Harper; Administrators, Faculty and Staff Members Michele Albert, Herry Andrews, David Curry, Amy Ehlman, Brynn Elliott, Melissa Gallant, Jeri Griego, Susie Lemaster, Arlene Lester, Robert McNabb, Arshi Rizwani-Nisley, Daniel Powell, Rhonda Priest, Troy Rumpf, Ty Stockton, Ami Wangeline, Amanda Widup, Jean Zlomke; and Legal Counsel Tara Nethercott

Visitors: Cody Fox, Creighton Grove and Jacob Hamel (*Wingspan*), Kristine Galloway (*Wyoming Tribune-Eagle*), Stephanie Pickering (McGee, Hearne, and Paiz), and Jess Ketcham, Bob Salazar, and Wendy Soto (Trustees-elect)

1. 7:00 p.m. – CALL TO ORDER of the November 16, 2016, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Ed Mosher

Board Chairman Ed Mosher called to order the November 16, 2016, Board Meeting at 7:05 p.m.

2. MINUTES – Approval of the [October 19, 2016, Board Minutes](#) – Board Chairman Ed Mosher

Trustee Barker moved and Trustee Erickson seconded,

MOTION: That the Board of Trustees approves the October 19, 2016, Board minutes as written.

DISCUSSION: None

MOTION CARRIED unanimously.

Board Chairman Mosher asked the Board to next consider agenda Item No. 6.A. Acceptance of Laramie County Community College District FY 2016 Audit

3. REPORTS TO THE BOARD

A. LCCC Reports

- 1) Staff Senate – Rhonda Priest, President; Amy Ehlman, Vice President-Classified Staff; Lexi Hartley, Vice President-Professional Staff; Melissa Gallant, Secretary; Sarah Smith, Treasurer

Staff Senate President Rhonda Priest thanked the trustees whose terms are expiring for their service and acknowledged the service of those who will continue to serve on the Board. She also welcomed the trustees-elect and Trustee Erickson on his re-election.

The Staff Senate report highlights included the following:

- Staff Senate meeting attendance has doubled with better representation from both the Cheyenne and Laramie campuses. Staff Senate President Priest thanked supervisors for allowing staff to attend the meetings.

- A Staff Senate lunch was held on September 28th to welcome new staff members. President Schaffer stopped by to welcome the new employees, who were provided lunch and an LCCC tote filled with various small items. Another luncheon will be held in the spring. Staff Senate officers will receive a list of new employees each month, so the officers can personally welcome new employees to campus. The Staff Senate is also working on a process to include part-time staff in their communications. Since the part-time staff are not included in the email distribution list, forming the process to do so has been a challenge.
 - The Annual Crock Pot Cook-off raised \$180.70, double the amount of money raised last year. The monies are donated to the Randy Miller Scholarship Fund.
 - A Staff Senate Bulletin is emailed monthly to improve communication and to increase visibility. The Staff Senate is collaborating with Human Resources to share information that needs to be shared with the staff. Administrative Assistants have been asked to print the Staff Senate Bulletin, so that those who do not regularly access their email will have the Bulletin's information.
 - Human Resources and Student Services' staff are the most recent recipients of the Unsung Heroes recognition. The Unsung Heroes recognition goes to those who may not always receive the thanks they deserve for their day-to-day commitments to serving students.
 - In response to feedback suggesting a need for EaglesEye training, Executive Administrative Assistant Jennifer Thompson has agreed to facilitate the training to help employees navigate the site and locate the information available, which will help with the communication that is so vital to the campus.
- 2) Faculty Senate – Rob McNabb, President; Paula Badgett, Vice President; Nate Huseman, Secretary/Treasurer

Faculty Senate President McNabb stated most of the faculty's efforts have concentrated on the CORE Initiative, and that work has been compiled in a letter that was emailed to the trustees this afternoon for this evening's meeting.

President Schaffer asked Faculty Senate President McNabb to provide clarification of some of the items included in the letter during the public comment section of the agenda.

- 3) LCCCEA (LCCC Education Association) – Meghan Kelly, President; Les Balsiger, Vice President; Jim Streelman, Treasurer

No report

4. PRESIDENT'S REPORT – President Joe Schaffer

A. Cabinet Staffing Updates

- Albany County Campus Associate Vice President James Malm has tendered his resignation. He has accepted a position as Executive Vice President of Mohave Community College in Arizona.
- Associate Vice President of Institutional Advancement Lisa Murphy will begin her transition into retirement. She will stay with the College another year to help with the transition. Because she would like to remain at the College in a lesser role, Lisa Trimble has agreed to assume the role of associate vice president on an interim basis. A full search will be conducted within a year. The transition will take place in January.
- The Vice President of Academic Affairs' search is moving through the process, which will be hopefully be completed before Board Chairman Mosher leaves office. Seven interviews will take place on Monday and Tuesday. Reference checks will be conducted during the holiday break.

B. [Construction Update](#)

A group of business leaders toured the Pathfinder Building this morning. The College's eagle was installed today on the face of that building. Backlighting for the eagle is pending. A Temporary Occupancy Certificate is expected on December 6th. Authorization for full occupancy is anticipated by the end of December.

Artwork for the Pathfinder Building includes the Whirling Dervish that has been installed in front of the Pathfinder Building. Additional artwork will be located outside of the Pathfinder Building's conference rooms. In the Flex-Tech Building an abstract representation of a gear will be installed on the second floor over the Thanksgiving break. Other exterior artwork will include the installation of a large golden eagle in the McIlvaine Plaza. Installation is anticipated during the spring along with landscaping. Board Chairman Mosher noted the artwork is a requirement of the State contract and was chosen by a committee that included Trustee Lyttle and members of the Wyoming Arts Council.

In other business, President Schaffer asked the Board to consider a nominee for the Trustee of the Year WACCT award. The Public Relations' staff will work with the nominee to produce the nomination packet. So that adequate time can be devoted to the nomination's preparation, President Schaffer asked the Board to advance a nominee to him in the next couple of days.

5. WORK ITEMS

A. [CORE Initiative Budget Reduction Plan Recommendations](#) – President Joe Schaffer

President Schaffer stated the Core Initiative's guiding principles were set by the Board during their July 20th work session. His directive to the campus was developed from those guiding principles and presented to the campus during his State of the College address on August 23, 2016. The Core Initiative goals were to balance the FY 2018 budget, while assuring LCCC continues to meet the needs of its students and the community. During the next three months the campus came together and produced a tremendous amount of work in response to his directive. The CORE Initiative Budget Reduction Plan Recommendations detail the campus's considerations during that process and the decisions resulting from that process.

A dual process was established—one, through the Revenue and Efficiency committees and two, through academic program prioritization that included metrics and measures for efficiency (e.g., credits to completion, time to completion, cost per FTE), effectiveness (e.g., course success rates, graduation rates, transfer rates, job placements), and value for primary stakeholders (students, employers, educational partners). A program's unique qualities were also considered. The non-academic program function prioritization was evaluated through narratives. Supplemental evidence was also gathered. The Revenue Committee held focus groups. Among the suggestions received were the implementation of a BOCES (Board of Cooperative Educational Services), introduction of an online campus, and an increase in facility rental fees. Also suggested were increasing student fees and attaching academic credit to student athlete activities (something similar exists for rodeo activities). The Efficiency Committee requested proposals for improving efficiency and received 100 responses. The proposals' general themes were for eliminating athletics, reducing the number of dean and administrator positions, and a smattering of ideas. Trustee Erickson asked if a report would be brought to the Board on the academic and non-academic program prioritizations. President Schaffer said a report beyond what is included in the budget reduction recommendations is not planned because of the prioritizations' complexity. Measures of critical, essential, and advantageous were used for the non-academic program narratives. Measures for both the academic and non-academic support functions are published on EaglesEye under CORE Initiatives. Trustee Erickson continued that his concern has to do with future plans should additional reductions be needed. President Schaffer stated should additional budget reductions be needed, the Board will receive a recommendation from him and President's Cabinet in a similar format using data to determine what

programs or what program offerings are recommended for elimination. No contingency plan is being shared at this time because he does not want to create additional angst about a situation that may not occur.

Trustee Lyttle asked if BOCES discussions have taken place with Laramie County School District No. 1 and has the district been receptive to which President Schaffer replied, yes, in concept, and also with Laramie County School District No. 2. Some of the struggle has been with the respective boards that have the authority to implement the BOCES but are hesitant to do so because the College is already funding most of the dual and concurrent enrollment costs. LCCC funds about \$250,000 in contract services for dual and concurrent enrollment. The complexity of a BOCES will require additional conversation and time. However, because of the cost to the College, some of the financial support the College is providing may need to be reduced at some point in the future. Trustee Erickson added that he and Board Chairman Mosher were on a task for a BOCES in Laramie County that last met over a year ago. He would like to organize some type of organization to advance that concept with both Laramie County School District No. 1 and Laramie County School District No. 2.

President Schaffer next referred to the “LCCC Full-Time Staff by Classification FY09-FY16” graph that showed staffing pattern shifts in the number of administrators, faculty, and professional and classified staff from FY09 to FY16. He observed the number of classified staff decreased during that time, whereas the number of professional staff increased. The number of faculty also increased. The increased number of professional staff is due to managers asking that classified staff whose duties and work complexity changed be reclassified as professional staff. The implementation of the advising model also impacted the number of professional staff. President Schaffer also referred to the “Comparative Expenditures by Program – FY17 Approved Budget” graph, noting the graph shows what percentage of the College’s budget is allocated to different College areas and also compares those percentages to the Wyoming community college average. The comparisons show the College spent slightly more on instruction, academic support, and plant maintenance than the average of the other community colleges but spent less on student services, institutional support and scholarships. The percentages provide blunt comparisons but they are a place to start when considering in what areas the College could possibly reduce expenditures. Specific data sets such as those from IPEDS (Integrated Post–secondary Education Data System), the National Community College Benchmark Project, and data gathered directly from the community colleges were also compared. President Schaffer stated the College needs to re-invent and re-invest before making any academic program cuts. Therefore, no academic programs were cut during this round of budget reductions. The goal of at least 50% of the College’s budget being dedicated to instruction remains a priority and some gains have been accomplished. Even though the graphs depict LCCC with a slightly higher percentage of monies budgeted for instruction, the College has fewer full-time and part-time faculty. Contributing factors could be enrollment shifts and splitting student populations into smaller programs. Although the Cabinet made the decision not to reduce the number of academic programs or offerings, when looking at the program prioritization some areas need to be re-invented and re-aligned to realize value-based outcomes such as job placements and successful transfer. Time is needed to strategically do this. Also taken into consideration were program areas that should be entirely eliminated. No action was taken during these budget cuts because once a program is eliminated, re-activating that program (e.g., welding) is difficult.

President Schaffer moved onto the draft recommendation that identified areas that could be reduced other than personnel, such as 1) operating expenses at the executive level, 2) part-time staffing, 3) release time, and 4) vacant positions. Also identified were areas that could be shifted from the Operating Fund d to the Auxiliary Fund; e.g., facilities’ positions. An increase in rental fees could be implemented that would help pay for those positions. Requiring athletic coaches to teach courses in their areas of expertise was also a recommendation. A reduction in grant funding should be offset by a reduction in services; e.g., ACES (Adult Career and Education System). Other colleges have done this; LCCC has not.

President Schaffer discussed the positions recommended for elimination. The reorganization of Public Relations will appropriately resize that area and is the right move; three positions will be eliminated. The Science Lab position is a professional staff position under academic support and is not as common in

community colleges as it is in universities. This function was classified as advantageous rather than critical or essential. The Science Lab position along with the evening ACC campus safety position, a High School Programs position, and one library position are also being recommended for elimination. The High School Programs position helps with coordinating dual and concurrent enrollment and many of the admissions functions can be absorbed by Admissions' staff in Student Services and the High School Programs Director. This recommendation came from the Efficiency Committee. The Center for Learning Technologies and Center for Teaching and Learning will be combined to develop faculty who can demonstrate key competencies as well as conduct assessments. Faculty with experience will be able to move through the CTL rapidly. The last position being recommended for elimination is the Career and Technical Education Director position. This position was intended to provide support to Career and Technical Education program directors that were not provided release time and were teaching full loads.

The recommendation before the Board also includes utilization of the One Mill fund for ongoing operations. Four years ago the Board directed ongoing operations be moved off of the One Mill Fund, because these funds are the only liquid funds that can be used for strategic investments in the institution and must be renewed every two years by the Board. During legislative mandated budget reductions, use of a portion of the \$1.5 million of annual revenue is appropriate on a one-time basis to fund the critical aspects of the College's operations. These funds have been used for small maintenance projects (not covered under the State's major maintenance), professional development, one-time only expenditures (equipment and software acquisitions), and facilities planning, to name a few. President Schaffer emphasized that once revenue projections improve, the College will return to freeing up the One Mill Funds for strategic projections.

Lastly, a contingency plan taking the CORE documents and determining what comes next is under development. If additional budget reductions are required, academic programs will be next considered. The process for determining additional budget reductions will be the same and will include detailed information on each budget reduction item that has received feedback from the campus and has been considered by College Council.

Board Chairman Mosher stated the Board appreciates the intensive work that has gone into the recommendations brought before the Board and commended all employees for their participation. He then indicated the floor will be opened for public comment, asking persons who wished to give comment to come to the podium and provide their name and position with the College or in the community.

Prior to receiving the public comment, Board Chairman Mosher asked President Schaffer to clarify the \$350,000 reduction in operations. President Schaffer stated the \$350,000 equates to an overall 3% reduction in operating expenses for travel, some contract services, advertising, supplies, gasoline, and a variety of other expenditures depending on the College cost center. President Schaffer confirmed for Trustee Erickson that the Cabinet executive team was charged with reducing operating expenditures in their specific areas by 3%, noting the budget items reduced will be unique to each of their cost center areas. He added the Cabinet executive team have been asked to do this during past revenue ups and downs, although not to the extent mandated for FY 2018.

B. Public Comment on Budget Reduction Plan Recommendations – Board Chairman Ed Mosher

Lead Electrical Industrial Instructor Susie Lemaster advocated for the position of Technical Studies Program Director held by Dave Curry. She cited Mr. Curry's accomplishments, awards, work-related memberships, and work history. She also described his current job duties in detail, noting his work as an ambassador for future students and community partners.

Public Relations Director Ty Stockton thanked the Board and Institutional Advancement Associate Vice President Lisa Murphy for the incredible opportunity he has been afforded during the eight years he has

served as the College's Public Relations Director. He strongly supports the College, which he stated is staffed by wonderful people including those who may be leaving the College's employment. He also acknowledged the high quality of education students receive at LCCC. Referring to the possible elimination of his position, he asked that further consideration be given to stretching the term of the transition package to that remaining in his contract, which would be seven months.

Zoology and Biology Instructor Michele Albert spoke in support of the Science Lab Coordinator Position held by Caroline Ross. She shared concerns about possible costs and increased fees that may occur if the lab coordinator position is eliminated. Those costs were related to faculty release time, students' online kits, lab preparation, and possible OSHA violations if safety procedures are not monitored, which is a duty of the lab coordinator's position along with the maintaining of data sheets. Training necessary for the preparation of augers for the Microbiology Lab was another concern, which if not performed by faculty would require training of students each semester to do so. Ms. Albert suggested increasing student fees by \$10 from \$30 to \$40, which would generate \$11,000 to support the position. She also suggested the 11-month position be converted to a 9- or 10-month position.

President Schaffer asked Faculty Senate President McNabb to answer some questions related to the information included in the Faculty Senate letter to the Board of Trustees that was referenced earlier. He prefaced his questions by expressing his appreciation to the Faculty Senate for putting their comments and questions in writing and stated that after reviewing the letter, he has some questions concerning the origin of some of the information.

- Faculty Senate Statement: "During School meetings it was requested that people be told personally about the RIF process. It appears that the implementation of the process was to notify people that they needed to meet with HR or be at HR at certain times. Faculty Senate believes once employees are notified of this during a RIF process, it is reasonable for employees to know what is coming. Actually seeking the employee to have a conversation may have been more humanistic than simply providing a mass notification."
 - o Faculty Senate President McNabb: "The Faculty Senate did not agree with the employees not being immediately told what was going to happen and when or if a transition package was going to be offered." Concerned about the impression that employees were not given the opportunity to meet with their respective managers and were forced to meet with HR, President Schaffer clarified the employees did meet with their respective managers and were not forced to meet with HR.
- Faculty Senate Statement: "For example, the reduction of Athletics was found to save the College approximately one million dollars via the Efficiency committee. The College spends approximately two million dollars on all College Athletics and the Athletic department brings in one million dollars, leading to a net loss of one million dollars. The proposal for the addition of the wrestling team notes that the College would bring in approximately \$65,000. The revenue from tuition and the cost of scholarships do not seem to align."
 - o Faculty Senate President McNabb: He was not sure from whom Brian Uzpen obtained the information but believed the information was provided to him by another campus "agency." President Schaffer noted the information in the letter was contrary to the data submitted in the CORE documents.
- Faculty Senate Statement: "Additionally, some faculty members have been told that the Athletic department has already offered scholarships for wrestling without the sport going through the approval process."
 - o Faculty Senate President McNabb: He suggested an opportunity exists to quell a rumor about offering the scholarships and suggested the fact the information was floating around would require some clarification. President Schaffer stated offering scholarships for a program not yet approved would be a violation of the National Junior Collegiate Athletic Association (NJCAA) and that the offering of scholarships to wrestling students is contrary to the information provided in the CORE document. Mr. McNabb stated he would find out who supplied the information.

- Faculty Senate Statement: “If the goal is to decrease release time and adjunct hours, how will the task be completed?”
 - o President Schaffer stated the question suggests conversations have not been held with groups about release time. Faculty Senate President McNabb noted a committee to discuss release time has been organized, that the committee has Faculty Senate representation, and that an initial meeting was held about the same time the Faculty Senate letter was being generated. The initial preliminary data will be discussed during the committee’s second meeting. The primary concern not addressed in the letter has to do with reducing release time because of the huge expense. He acknowledged the Faculty Senate has representation on the committee and that a 200 credit hour reduction is needed but no discussion has been held on that yet.
- Faculty Senate Statement: “When looking through the proposals of efficiency there was a repeated theme in the reduction of the academic administrative structure.”
 - o President Schaffer asked how academic administration as used in the letter is defined. Faculty Senate President McNabb stated LCCC is a community college, and a community college works a lot differently than a university but is structuring itself as a university. A university has a different mission than a community college; e.g., adding value to credentials through research and development and prestigious programs. Whereas, the mission of a community college is to improve the lives of those in their community “through the power of inspired learning”. He continued that the College may be making it more costly and difficult to achieve its goal (mission) than a university by structuring the College’s administrative structure like that of a university. President Schaffer stated Casper College has a similar administrative structure, adding he is not sure if the administrative structure to which Mr. McNabb is referring includes the deans, directors the academic department chairs or a combination of all of these. Mr. McNabb stated the perception may be that some of our administration positions are “too large of a tool for what needs to be accomplished.” He is not saying the deans should be eliminated but maybe re-examine the structure to see if “it” is the right tool.

President Schaffer thanked Faculty Senate President McNabb for answering the questions, noting the importance of clarifying the Faculty Senate’s points, especially since the letter was prepared for the Board’s information. Board Chairman Mosher thanked Mr. McNabb for the letter and asked the trustees if they needed further clarification. Trustee Erickson asked Mr. McNabb if the earlier discussion about the \$350,000 reduction in operating funds was helpful to which Mr. McNabb replied having that feedback was helpful.

C. Board Discussion

Board Chairman Mosher introduced the newly-elected trustees and stated on behalf of the other trustees that their attendance this evening is appreciated.

Referring to the CORE recommendations, Board Chairman Mosher pointed out the recommendations were requested by the Board and that the Board realizes this is a difficult time for everyone. He noted further that the intent of the recommendations is “to facilitate students and be humane in the process.”

Trustee questions focused on the use of One Mill funds by Ex Officio Trustee Keadle and the elimination of the evening ACC Campus Safety Officer position by Trustee Erickson. President Schaffer stated if revenues increase in other areas, some of the expenses being funded by the One Mill can be moved off of that fund sooner. Referring to the ACC campus safety position, President Schaffer said the Laramie Police Department is in close proximity to the ACC and will be asked to patrol the ACC during evening hours when students are on campus. Trustee Erickson stated he does not share the same view that this will be an appropriate replacement for a full-time officer and would like a further examination of the elimination of that position. Ex Officio Trustee Keadle also asked about the Public Relations’ re-organization. President Schaffer stated Associate Vice President Lisa Murphy would be happy to discuss the re-organization further with him. Board Chairman Mosher asked about the next steps. President Schaffer stated public

comment will be received during Friday's November 18th College Council meeting. If changes to the recommendations occur as a result of the public input or College Council members' suggestions, the Board will receive an update identifying the changes prior to the November 30th Special Board Meeting. Board Chairman Mosher emphasized the importance of taking care of the employees whose positions may be re-aligned or assigned additional duties. He also stated the necessary budget reductions should not be at the expense of the students.

The Board next considered agenda item 6.B. Declaration of Financial Emergency.

6. APPROVAL ITEMS

- A. Acceptance of Laramie County Community College District FY 2016 Audit – Stephanie Pickering (McGee, Hearne, and Paiz) – Bound copies were distributed at the meeting.

Ms. Pickering said the following statement on page 1 of the audit stipulates the College had a favorable audit; i.e., a clean opinion.

“In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities and the discretely presented component unit of the College as of June 30, 2016 and 2015, and December 31, 2015 and 2014, respectively, and the respective changes in financial position and, where applicable, cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United State of America.”

Ms. Pickering referred to the report on internal control over financial reporting on page 59 and the report on compliance for each major federal program on page 61, stating the auditor's report reflects the joint work by the auditors and Financial Aid Director Julie Wilson to resolve potential findings for non-compliance in enrollment reporting. Their joint efforts removed all but two findings and those had no questioned costs. For that reason, the auditors decided the findings were not material enough to be reported. Therefore, the auditor's draft opinion was changed from that presented on October 19th to state there are no internal control deficiencies that are required to be reported. Ms. Pickering commended Student Services Vice President Judy Hay and Financial Aid Director Julie Wilson, noting the Federal Financial Aid Program is extremely difficult to administer.

Board Chairman Mosher asked the Board if they had any questions, and hearing none, Trustee Erickson moved and Trustee Lyttle seconded,

MOTION: That the Board of Trustees accepts the FY 2016 Laramie County Community College District audit as presented.

DISCUSSION: No further discussion

MOTION CARRIED unanimously.

Board Chairman Mosher thanked the College and the auditing staffs for working together to resolve the issues, acknowledging financial aid is an extremely challenging area with the continual changes in financial aid reporting requirements. President Schaffer recognized Accounting Services Director Herry Andrews for the spotless financial aspects of the audit, noting the “money in and money out” duties of the College can be extremely complex and time consuming and those with these responsibilities are sometimes taken for granted. Mr. Andrews stated the clean audit of the College's Accounting Services area is a reflection of the expertise and diligence of the Accounting Services staff. He added the internal control environment starts with the Board and President Schaffer.

The Board next considered agenda item No. 3. Reports to the Board.

B. Declaration of Financial Emergency – Board Chairman Ed Mosher

Board Chairman Mosher stated the Board received a copy of Governor Mead’s May 31, 2016, budget directive to Wyoming Community College Commission Executive Director Jim Rose during their June 29th Board meeting. He also stated the Board takes the declaration of a financial emergency very seriously.

Trustee Erickson moved and Trustee Barker seconded,

MOTION: That, pursuant to Board Policy and Administrative Procedure, the Board of Trustees declares a financial emergency as a result of the withdrawal/reduction of State funding by the Wyoming Legislature and the directive of the Governor.

Trustee Erickson noted the trustees’ delay in seconding the motion was an indication they were not excited about having to declare the financial emergency.

DISCUSSION: President Schaffer stated for Trustee Lyttle, the College’s Reduction in Force Procedure No. 6.9P “is designed to create a clear and equitable mechanism for how the College handles reductions in force.” The procedure defines a Reduction in Force as “The elimination of existing employment positions due to the lack of or limited need for a curriculum, program, and/or service; the reallocation of funds by the Board of Trustees; or the Board of Trustees declaring a financial emergency caused by the withdrawal of current funding by the State Legislature, the Governor, or the Community College Commission.” He responded further that the financial emergency recommendation is due to the withdrawal of current funding by the State, and the need for an 8% reduction was shared with the Board as early as June upon receipt of Governor Mead’s letter from Dr. Rose. Trustee Lyttle asked how long the College would be under a financial emergency. President Schaffer stated the College would be under a financial emergency until the FY 2018 budget is balanced and approved by the Board. Counsel Nethercott stated she does not disagree with that assessment, stating if the budget cannot be balanced then there is a financial emergency. What that may look like from year to year is difficult to determine and the causes of that financial emergency are also difficult to determine. She added it is her opinion that the College is currently under a financial emergency and it is appropriate to declare one. The Board has tasked the President with cutting the budget and he needs to do that.

President Schaffer explained employees who will be subject to a Reduction in Force upon Board approval of the CORE recommendations will be receiving a transition package funded from vacancy savings. He expressed the importance of providing the transition financial package even though the College is not obligated to do so and stressed the term severance pay is not being used, because the College’s policy and procedure excludes this provision.

MOTION CARRIED unanimously.

Trustee Barker remembered another time when a financial emergency was declared when he was an employee of the College and shared his hope that supervisors are communicating what can be shared about the RIF process.

7. BOARD REPORTS

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

Board Chairman Mosher reminded the Board of the Special Board Meeting on Wednesday, November 30, to consider the approval of the CORE recommendations. The timeframe for approving the recommendations was moved up because doing so is in the best interests of the College’s employees and students.

B. Board Self-Evaluation – Trustee Merrell

Trustee Merrell was unable to attend, so the Board’s self-evaluation will be discussed during the November 30th Board meeting.

C. Finance and Facilities Committee (November 9th Meeting) – Trustees Erickson and Merrell

Trustee Erickson summarized the Finance & Facilities Committee’s agenda, stating President Schaffer reviewed the construction updates and a discussion was begun about reducing the Board’s budget by 6% to 8%, which will be difficult because much of the Board’s budget has fixed expenditures. Problems created for staff as a result of moving the budget approval to a date before July 1st were presented. The earlier budget approval in June will be tried again for one year. The Procurement and Contracting and other financial reports were reviewed with no concerns.

Trustee Erickson moved and Trustee Lyttle seconded,

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

- 1) [Current and Auxiliary Fund Balance Sheet Reports as of October 31, 2016](#)
- 2) [Current and Auxiliary Fund Budget Reports as of October 31, 2016](#)
- 3) [October 2016 Procurement and Contracting Report](#)

DISCUSSION: No additional discussion was held.

MOTION CARRIED unanimously.

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

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

Ex Officio Trustee Keadle stated Associate Vice President Malm’s resignation was a surprise, and he is looking forward to receiving additional information on the transition from President Schaffer.

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

Ex Officio Trustee Wilkerson shared the SGA is participating in a “Toys for Tots” drive through December 16th. The SGA will be conducting interviews to replace three or four senators whose positions will become vacant at the end of this semester.

9. NEW BUSINESS – Board Chairman Ed Mosher

No new business was brought before the Board.

10. ADDITIONAL ITEMS – Information Only

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

11. NEXT MEETINGS/EVENTS

- **November 30** – Board Dinner and Special Meeting (Dinner: 5:30 p.m. – CCC 178/179; Special Board Meeting: 7 p.m. – Board Room)
- **December 7** – Board Dinner and Meeting (Dinner: 5:30 p.m. – CCC 178/179; Meeting: 7 p.m. – Board Room)
 - Administering of oaths of office for newly elected trustees and election of 2017 officers.

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 were made to offer public comment.

Trustee Barker shared his wife Carrie's appreciation for the College's athletic department's hosting of students from Arp Elementary School. The students had an amazing experience during their visit.

13. ADJOURNMENT of the November 16, 2016, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Ed Mosher

Board Chairman Ed Mosher adjourned the November 16, 2016, Board Meeting of the Laramie County Community College District Board of Trustees at 9:48 p.m.

14. EXECUTIVE SESSION – *An executive session was held.*

Prior to the adjournment of the Board Meeting,

Trustee Erickson moved and Trustee Dubois seconded,

MOTION: That the Board of Trustees convenes an executive session to discuss a personnel matter.

MOTION CARRIED unanimously.

Respectfully submitted,

Vicki Boreing
Board Recording Secretary