

SPECIAL BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY  
COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, NOVEMBER 30,  
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, Carol Merrell, and Brenda Lyttle, and ACC Ex Officio Trustee Butch Keadle and Student Ex Officio Trustee Garrett Wilkerson

Staff Present: President Joe Schaffer; Vice Presidents Judy Hay and Rick Johnson, Interim Vice President Terry Harper; Associate Vice President Lisa Murphy; Executive Director Tammy Maas and Interim Executive Director Talisha Mottinger; Faculty and Staff Members Jeri Griego, Arshi Nisley-Rizwani, and Troy Rumpf; and Legal Counsel Tara Nethercott

Visitors: Kristine Galloway (*Wyoming Tribune-Eagle*), Jacob Hamel and Cody Fox (*Wingspan*), Jess Ketcham, Bob Salazar, and Wendy Soto (Trustees-elect), and Amy Stockton (Community Member)

**1. 7:00 p.m. – CALL TO ORDER** of the November 30, 2016, Special 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 30, 2016, Special Board Meeting of the Laramie County Community College District Board of Trustees at 7:04 p.m.

**2. 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 had a previous commitment.

- 2) Faculty Senate – Rob McNabb, President; Paula Badgett, Vice President; Nate Huseman, Secretary/Treasurer

Faculty Senate President Rob McNabb had a previous commitment.

**3. PRESIDENT’S REPORT** – President Joe Schaffer

A. [Construction Update](#)

President Schaffer stated with the construction projects nearly completed, only one or two more construction reports will be made. The Pathfinder Building ribbon cutting will take place on Thursday, January 12<sup>th</sup>. A temporary certificate of occupancy is expected on December 6<sup>th</sup>, and the move into the Pathfinder Building will begin on the same day.

President Schaffer also reported on the Governor’s press conference where he spoke on the supplemental budget. A more formalized report will be made during the December 7<sup>th</sup> Board meeting.

President Schaffer introduced Talisha Mottinger, who has been functioning as the campus operations coordinator. President Schaffer stated Ms. Mottinger is an exceptional young lady who has agreed to step in as the ACC Interim Executive Director during the campus transition as a result of Dr. Malm’s

resignation. Interim Executive Director Mottinger shared some of her background, stated the ACC projects will continue to move forward, and thanked the Board for the opportunity to be present during the meeting.

#### 4. BOARD REPORTS

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

Board Chairman Mosher and Trustee Merrell attended the dedication of the Spradley-Barr Motors classrooms in the Flex-Tech Building on Monday, November 28, from 2 p.m. to 3:30 p.m. Board Chairman Mosher expressed his appreciation for Bob Womack's support of LCCC and suggested folks take the opportunity to view the fascinating artwork on the second floor that incorporates four different metals.

2) Board Self-Evaluation – Trustee Merrell

Trustee Merrell noted future evaluations will take place in the fall, so that any new trustees will have the opportunity to become familiar with their fellow trustees, the College, and its processes before participating in a self-evaluation. Trustee Merrell noted helpful information from the GISS (Governance Institute for Student Success) self-assessment performed in June was used in the formulation of evaluation tool. The Board responded to the following three questions:

- 1 – What does the Board do well?
- 2 – What can the Board do better?
- 3 – Two major challenges facing the College excluding budget

Trustee Merrell gave a summation of the responses to question no. 1 “What does the Board do well?” and asked the Board to review the responses to questions 2 and 3 for their own knowledge. She offered her appreciation for the trustees taking their time to provide their written answers. Board Chairman Mosher thanked Trustee Merrell for her work on the self-evaluation document and stated the new trustees will likely find the Board's self-evaluation beneficial. Trustee Erickson asked if the new trustees have received a copy of the self-evaluation, and Board Recording Secretary Boreing stated they had.

#### 5. APPROVAL ITEMS

A. [Approval of the CORE Initiative Budget Reduction Plan for FY 2018](#) – Board Chairman Ed Mosher

Trustee Merrell moved and Trustee Erickson seconded,

**MOTION:** That the Board of Trustees approves the CORE Initiative Budget Reduction Plan for FY 2018 as presented.

**DISCUSSION:** Trustee Erickson thanked President Schaffer and the Albany County Campus staff for their considered response to his concern about the lack of security surveillance during the latter part of the day at the ACC. He stated the update to the Budget Recommendations memo (below) satisfied his concerns.

**UPDATE:** This recommendation was modified by reducing the amount of reduction in the ACC's part-time staffing budget from \$30k to \$5k. The \$25k will be reinvested into the ACC to allow for the reconfiguration of one position to serve as afternoon/evening support for the ACC including room coordination, basic IT assistance, and campus safety and to also allow for the hiring of part-time administrative support during the day that will be required by the reconfiguration of said position.

Trustee Dubois said he appreciated the information being provided to all of the trustees. Trustee Erickson stated it would be appropriate for the Board to recognize the updates made to the budget reduction recommendations and read the updates aloud. He stated the updates demonstrate a willingness to respond to input that is brought forward. He added that he personally appreciates the rigor that has been placed into developing the plan for the FY 2018 budget. He also thanked Ty Stockton for his comments during the November 16<sup>th</sup> Board Meeting. Trustee Merrell said she is proud of everyone who became part of the solution and not the problem during this difficult time.

Board Chairman Mosher stated the Board gave serious consideration to all the issues presented and that the budget reductions met the needs of the College and its students while reducing the FY 2018 budget as directed by the Governor.

Board Chairman Mosher stated he would entertain the question, and Trustee Erickson called for the question.

**MOTION CARRIED** unanimously.

B. [Emeritus Designation Policy 1.2.12](#) – 1<sup>st</sup> Reading – Board Chairman Ed Mosher

(NOTE: [Emeritus Designation Procedure 1.2.12P](#) was recommended for adoption and President Schaffer's signature by College Council on 11/17/16. The procedure will become effective upon approval and adoption of the Emeritus Designation Policy 1.2.12.)

President Schaffer prefaced the discussion of both Policy 1.2.12 and 1.2.7 stating he is recommending approval of both policies this evening. He reminded the Board of their discussions of the emeritus designation during a couple of their meetings last spring and noted the change to the Board's self-evaluation policy moved the timing of the self-evaluation to the fall rather than in conjunction with the president's evaluation. Both policies were fully vetted by the College's policy and procedure approval process.

Board Chairman Mosher stated a couple of folks who are no longer with the College asked that the development of an emeritus policy and procedure be carried forward. He also reminded the Board that they have had an opportunity to review it and recommended the Board approve the policy. He pointed out language has been added to include professional and classified staff among those eligible for an emeritus designation. The procedure includes an application that is ready to roll out and cites one exception that anyone who has left campus may be nominated for emeritus designation within two years following the Board's approval of the policy.

Trustee Erickson asked that the policy language be amended as follows:

Replace: A Trustee is considered to be retired when he/she has fulfilled at least two full terms on the Board and has elected to serve no further.

With: A Trustee is considered to be retired when he/she has fulfilled at least two full terms on the Board and no longer serves on the Board.

Trustee Erickson then moved and Trustee Merrell seconded,

**MOTION:** That the Board of Trustees approves Emeritus Designation Policy 1.2.12 as amended.

**DISCUSSION:** No further discussion

**MOTION CARRIED** unanimously.

(POSTSCRIPT TO MINUTES: the language in the corresponding procedure was changed to match that of the amended language in the policy.)

C. [Board Self-Evaluation Policy 1.2.7 Revised](#) – 1<sup>st</sup> Reading – Board Chairman Ed Mosher

President Schaffer stated the change was originated by Trustee Merrell and was vetted by the campus without any feedback.

Trustee Merrell moved and Trustee Barker seconded,

**MOTION:** That the Board of Trustees approves Board Self-Evaluation Policy 1.2.7 as presented.

**DISCUSSION:** Trustee Lyttle asked why the “fall”? Trustee Merrell responded that conducting the evaluation in the spring at the same time the President’s evaluation was being conducted was too soon when the Board has newly elected trustees.

Trustee Lyttle moved the original motion be amended to state “fall” will be replaced with “the months of October or November.” Trustee Merrell seconded the motion.

**AMENDED MOTION: AMENDED MOTION CARRIED** unanimously.

**ORIGINAL MOTION: ORIGINAL MOTION CARRIED** unanimously.

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

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

ACC Ex Officio Trustee Butch Keadle expressed his appreciation for the thoughtful email he received from President Schaffer on Saturday and the subsequent call from him on Tuesday during which President Schaffer laid out the long-term plan for moving the ACC forward under the direction of Interim Executive Director Mottinger. President Schaffer, Vice President Hay, and Interim Vice President Harper visited the ACC on Tuesday morning to assure everyone was on board with Ms. Mottinger’s appointment as interim executive director, and no objection was expressed. The ACC staff were advised of how the student services and academic affairs functions at the ACC will be aligned with those at the Cheyenne campus. Ex Officio Trustee Keadle stated he believes the ACC is in good hands and acknowledged one of the key pieces to moving forward is the completion of the environmental scan, which is almost done and will give some guidance on how the management structure should look.

Trustee Lyttle asked if someone has been appointed to replace Ms. Mottinger to which President Schaffer responded not at this time. The first priority is to create stability. The second priority will be to have conversations about the appropriate configuration for moving forward. He stated Ms. Mottinger will be a member of President’s Cabinet and College Council and will report directly to him. She will assume some of Dr. Malm’s responsibilities but not all of them. Vice President Hay, Interim Vice President Harper, and he will make monthly trips to the ACC to assure stability is maintained. He added the appointment of Ms. Mottinger as interim executive director also provides some flexibility in the budget. Trustee Lyttle thanked President Schaffer for his explanation, which she said makes sense.

Board Chairman Mosher asked about the plan for continuing the outreach relationship with Laramie High School. President Schaffer stated the ACC Director of Academic Affairs Shawn Holz has been handling the day-to-day coordination and Interim Executive Director Mottinger has been involved as well. Their efforts are focused on improving and expanding the partnership with Laramie High School. Trustee Lyttle asked about the relationship with University of Wyoming President Nichols. President Schaffer stated that relationship has also been developed through interactions of persons from both the Laramie and Cheyenne campuses. He also noted the University is going through a strategic planning process.

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

Ex Officio Trustee Wilkerson reported:

- The Toys for Tots campaign will end on December 10<sup>th</sup> or 12<sup>th</sup>.
- The SGA is looking at starting a scholarship. The funds raised will be matched.
- The Campus Activities Board is overseeing this year's Giving Tree to help provide gifts for children of students.
- The SGA is divided into four committees—Service, Visibility, Diversity, and Elections—and have been charged with making a child's Christmas a little better.
- The SGA will partner with PTK to hold a town meeting on March 2, 2017.
- The SGA's interview process will be held in early December to fill three to four vacancies.

Speaking to the CORE Initiative, Ex Officio Trustee Wilkerson thanked President Schaffer for not including the students in the discussions, so they could focus on their degree.

President Schaffer applauded the SGA leadership for wanting to start a scholarship endowment that now has a threshold of \$5,000, because the State match is no longer available. President Schaffer promised the SGA if they raised \$2,500, he would find a way to match that \$2,500. He also spoke to the town hall scheduled for March 2<sup>nd</sup> saying last year's town hall was moderated by Josh Petersen during which the students were respectful and articulate. The Board will be sent the details when they are finalized. The same rules will apply to any trustees in attendance; i.e., they must sit and listen.

**7. NEW BUSINESS – Board Chairman Ed Mosher**

Trustee Erickson reported on the WACCT meeting held today in Casper. The WACCT's Executive Committee and Education Committee met at the same time the Executive Council met. (The Executive Council includes WCCC Executive Director Jim Rose and the presidents of the seven community colleges). The WACCT discussions focused on:

- 1) Whether the WACCT should be solely an advocacy organization or should the WACCT continue with the education of trustees, public, and stakeholders in the legislature. The conclusion was the WACCT will continue to provide educational opportunities but perhaps in a different format than the annual summit and the WACCT conference in February. The recommendations will go to the WACCT Board for ratification.
- 2) How to make the legislative event in February more useful for the trustees who attend. Three components were considered—education in the morning, legislative meetings in the afternoon, and awards in the evening. President Schaffer advised this year's February 8<sup>th</sup> event will be hosted by Laramie County Community College, and the awards and legislative reception will be held at the College in the Clay Pathfinder Building.

In a brief update on the search for the Vice President of Academic Affairs, President Schaffer stated three finalists will be on campus next week. An email will be sent to the campus and the Board with the schedule of activities to be held on Monday, Wednesday, and Friday. References will be contacted over the holiday break.

**8. ADDITIONAL ITEMS – Information Only**

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

**9. NEXT MEETINGS/EVENTS**

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

Board Chairman Mosher noted Trustees Lummis and Dubois and he will be attending the December 7<sup>th</sup> Board Meeting, so that a formal acknowledgement of the service of the outgoing trustees can take place.

**10. 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.

**11. ADJOURNMENT** of the November 30, 2016, Special Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Ed Mosher

Board Chairman Ed Mosher adjourned the November 30, 2016, Special Board Meeting of the Laramie County Community College District Board of Trustees at 8:06 p.m.

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

Respectfully submitted,

Vicki Boreing  
Board Recording Secretary