

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, APRIL 19, 2017, PETERSEN BOARD ROOM, ADMINISTRATION BUILDING, LARAMIE COUNTY COMMUNITY COLLEGE

Board Present: Vice Chairman Bradley S. Barker, III, Treasurer Don Erickson, Secretary Brenda Lyttle, Trustees Jess E. Ketcham, Bob Salazar, and Wendy J. Soto, and Student Ex Officio Trustee Robert Swank

Board Excused: Board Chairman Carol Merrell, ACC Ex Officio Trustee Butch Keadle

Staff Present: President Joe Schaffer; Vice President Rick Johnson, and Interim Vice President Terry Harper; Interim Associate Vice President Lisa Trimble, Executive Director Tammy Maas, and Interim Executive Director Talisha Mottinger; Faculty Members Jeri Griego and Rob McNabb; and Legal Counsel Debb Roden

Visitors: Jacob Hamel (*Wingspan*)

1. **6:50 p.m. – CALL TO ORDER** of the April 19, 2017, Board Meeting of the Laramie County Community College District Board of Trustees – Vice Chairman Bradley Barker

Board Vice Chairman Bradley Barker called to order the April 19, 2017, Board Meeting of the Laramie County Community College District Board of Trustees at 6:50 p.m.

Trustee Erickson moved and Trustee Ketcham seconded,

MOTION: That the Board of Trustees convenes an executive session to discuss a donor naming opportunity.

DISCUSSION: None

MOTION CARRIED unanimously.

2. **RECESS BOARD MEETING** to Convene Executive Session to Discuss a Donor Naming Opportunity

The April 19, 2017, Board Meeting recessed at 6:50 p.m., and the executive session convened immediately following.

3. **RECONVENE BOARD MEETING**

The April 19, 2017, Board Meeting re-convened at 7:10 p.m.

4. **MINUTES** – Approval of the [March 15, 2017, Board Meeting Minutes](#) – Vice Chairman Bradley Barker

Prior to approving the March 15, 2017, minutes, Student Ex Officio Robert Swank briefly introduced himself at the request of the Board, and Trustee Erickson acknowledged former Board Chairman Ed Mosher was present.

Trustee Lyttle moved and Trustee Ketcham seconded,

MOTION: That the Board of Trustees approves the March 15, 2017, Board minutes as written.

DISCUSSION: None

MOTION CARRIED unanimously.

5. 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 was not able to attend the meeting. However, she provided the following update via email.

- The Professional Staff Person of the Year and the Classified Staff Person of the Year have been selected by their peers. The names of these staff persons have been forwarded to Human Resources for recognition during the Employee Recognition Reception on May 5th.

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

Faculty Senate President Rob McNabb reported that the Faculty Senate has also made their selections of a faculty and adjunct faculty member of the year. The names have been forwarded to Human Resources for reveal during the May 5th Employee Recognition Reception. The Faculty Senate is continuing their work on the Faculty Senate by-laws. New senator selections are in process, and officer elections will take place on May 5th.

6. APPROVAL ITEMS

- A. [Naming of College Spaces – Health Science Building](#) – President Joe Schaffer and Interim Associate Vice President Lisa Trimble

President Schaffer stated it was heartwarming for him to advance the recommendation for naming the Health Sciences Building the Prentice/Surbrugg Health Sciences Building in honor of Dr. Bob Prentice and Dr. Sandra Surbrugg. Dr. Prentice and Dr. Surbrugg have contributed to the advancement of the College and its students through the giving of their time, their dedication to students, and their generous financial donations.

Trustee Erickson moved and Trustee Lyttle seconded,

MOTION: That the Board of Trustees, in recognition of significant contributions to the College and the community, approve the naming of the LCCC Health Science Building the Prentice/Surbrugg Health Science Building.

DISCUSSION: None

MOTION CARRIED unanimously.

President Schaffer stated the Surbrugg/Prentice gift brings the fundraising for the library expansion to nearly fulfilling that goal.

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

A. [AACC Pathways 2.0 Project](#)

President Schaffer stated the agenda item is included in his report as a follow-up to his March 31st email to the Board. He emphasized the magnitude of work the College will undergo during the academic master planning process and the College's collective interest in improving student success were major factors in his determination the College should pursue the Pathways Project Application. President Schaffer explained the "Pathways Model" is "an integrated, institution-wide approach to student success based on intentionally designed, clear, coherent and structured educational experiences, informed by available evidence, that guide each student effectively and efficiently from her/his point of entry through to attainment of high-quality postsecondary credentials and careers with value in the labor market." (What is the "Pathways Model?" – Community College Research Center, AACC Pathways Project – linked file) <http://www.aacc.nche.edu/Resources/aaccprograms/pathways/Pages/default.aspx> He explained academic master planning will strategically look at the academic offerings of the institution, how they are designed now and how they may be designed in the future, how the teaching and learning philosophy is embedded, and how general education intersects with the foregoing. With the identification of these planning elements, the significant scope of this undertaking quickly became evident. The AACC Pathways 2.0 Project is an improved version of the initial project funded by Bill Gates and requires a competitive application process. The College submitted its application and has now been invited to participate in the interview process, which is the next step. If the College demonstrates it can meet the expectations of the project during the interview, it will be accepted into the project. President Schaffer addressed the documents linked to the agenda and identified their purpose, noting the four dimensions of the Pathway Model are as follows:

- clarifying paths to student goals
- helping students choose and enter a pathway
- helping students stay on a pathway
- insuring students are actually learning

The Pathways 2.0 Project will eventually bring the College into the fold of a network of experts—The Aspen Institute, the Community College Research Center at Columbia, the Center for Community College Student Engagement, and other leading institutions, who have been developing the framework around the pathways. An overarching team at LCCC has been identified to lead this effort. As the College moves through the process, teams will participate in off-site institutes that will require pre- and post-work. Also, Pathways technical experts will visit the campus to work alongside LCCC faculty and staff on different aspects of the project. Additional work will be expected on large-scale change and implementation that will coincide with future AACC conventions. The College's cost is \$45,000/year for three years and would be paid out of the One Mill Fund. When compared to what the College has paid other consultants along with the access to Pathways experts, the cost is a well-founded investment. The project, should the College be accepted, will bring coherence to student success pieces already in play, such as faculty and professional advisor intersection, developmental education changes and on-ramps to courses, and the COLS 1000 student success course. President Schaffer stated Board support for the College's participation is requested. Therefore, a staff recommendation is included on the agenda. President Schaffer noted future expenditures for the Pathways 2.0 Project will be included in the College's FY 18 and FY 19 budgets.

Trustee Erickson moved and Trustee Lyttle seconded,

MOTION: That the Board of Trustees ratify the College's application to the American Association of Community College's Pathways 2.0 project as a statement of support and commitment to increasing levels

of student success and completion at LCCC and to authorize the expenditure of \$45,000 to be expended in FY 17, if the College is selected.

DISCUSSION: None

MOTION CARRIED unanimously.

- B. [CEO Evaluation and Accountability Policy 1.3.2 Revised – DRAFT](#)
- C. [Board Committees Policy 1.2.6 Revised – DRAFT](#)

President Schaffer stated the policies' drafts are brought to the Board at the Board's request and formalize/codify the steps for accomplishing the President's and Board's evaluations and identify the make-up of the Board's Committee to oversee the process.

The Board indicated the drafts satisfy their expectations. Hearing no objection, President Schaffer said the policies will be submitted to the College's policy and procedure approval process.

- D. AVP of ACC Search

President Schaffer advised a search for the Associate Vice President of the Albany County Campus has been launched and that the reorganization of the ACC's administrative structure has eliminated the Dean of Academic Services position. Those duties will be distributed between the associate vice president, the director of operations, and the dean of academic and student services. Priority screening for the associate vice president position will go through May 8th with a target hire date of August 15th.

- E. Vice President of Academic Affairs Transition

Dr. Clark Harris will assume his duties on May 30th. President Schaffer thanked Interim Vice President Terry Harper for providing stability and support to Academic Affairs during her extended term as the interim vice president.

- F. April 28 WCCC Meeting – Powell (NWC)

President Schaffer will be in Chicago for the HLC Strategy Forum. Interim Vice President Terry Harper will be attending the meeting, during which seven new offerings will be subject to Wyoming Community College Commission approval. (POSTSCRIPT TO MINUTES: Interim Vice President Terry Harper was unable to attend the meeting; President Schaffer attend by phone.) The programs submitted for approval included:

Certificates: Automotive Technology Engine Management Drivability, Automotive Technology Under Car/HVAC Certificate, and the Exercise Science Coaching Certificate

Associate of Applied Arts Degrees: Building Technologies, Speech Language Pathology Assistant, and Technical Agriculture Operations

Associate of Arts Degree: Theatre program

(POSTSCRIPT TO MINUTES: The offerings were approved by the Commission.)

G. End-of Semester Activities and Celebrations

President Schaffer drew attention to the numerous end-of-semester activities listed on the Board's agenda and linked calendar and thanked the trustees for attending as many events as their schedule will allow.

H. High School Diploma Program

President Schaffer addressed the article in *Wyoming Tribune-Eagle* regarding the elimination of the High School Partnership Diploma Program (PDP). Laramie County School District No. 1's grant funding for the PDP will not be renewed due to legislative budget reductions during this year's legislative session. The program, which had provided an alternative venue for earning a high school diploma on the College's campus, will no longer exist for lack of funding. Interim Vice President Harper stated the College will continue to work with Laramie County School District No. 1 to assure students in the program are able to graduate. In response to Vice Chairman Bradley Barker's question on the impact on the College's employees, President Schaffer said a couple of positions (1.5 FTE and part-time instructors), will no longer exist once those funds are withdrawn.

8. POLICIES – 1st READING – President Joe Schaffer

A. [Acceptable Use Policy 8.3 – 1st Reading](#)
([Acceptable Use Procedure 8.3P](#))

The Board agreed to move Acceptable Use Policy 8.3 forward for 2nd reading on May 10th.

B. [Social Media Policy 8.4 – 1st Reading](#)
([Social Media Procedure 8.4P](#))

The Board agreed to move Social Media Policy 8.4 forward for 2nd reading on May 10th.

C. [Spending Authority and Limits Policy 4.5 Revised – 1st Reading](#)
(No procedure accompanies this policy.)

The Board agreed to move Spending Authority and Limits Policy 4.5 forward for 2nd reading on May 10th.

9. BOARD REPORTS

A. Board Member Updates – Vice Chairman Bradley Barker (*Standing Agenda Item*)

Trustee Erickson reported the WACCT's Education Committee met in a recent teleconference. The Education Committee shared positive comments about LCCC's hosting of the February community college awards ceremony and legislative reception event, its location on LCCC campus, and the support received from the LCCC Facilities and Events and catering staff. The conference and reception will again be held at LCCC in 2018. The Education Committee also discussed eliminating the word "summit" in the title for the fall WACCT conference. The WACCT will propose to the WACCT Board that the fall conference be held the end of October in Casper (central location) and that the focus will be trustee leadership at both the local and statewide levels.

B. Finance and Facilities Committee (April 12th Meeting) – Trustees Don Erickson and Jess Ketcham

Trustee Erickson reported a good discussion was held about the proposed Fine Arts Remodel/Expansion. The auditorium's original location was determined to be undesirable because of the lack of parking. Consideration is now being given to the three locations listed below.

- South of the Fine Arts Building
- South of the Health Science Building
- North of the Tom Bauman Loop near the Central Plant

Trustee Erickson clarified the Fine Arts Building Remodel/Expansion project will remain as originally proposed.

A proposed 1% increase in the residence hall rental fee was also discussed. Vice President Johnson will provide some comparative information regarding the other six community colleges' residence hall fees. He cautioned that the other community colleges do not have the same financial breakdown and definition of costs, so the comparisons will be that of apples to oranges.

Trustee Erickson moved and Trustee Ketcham seconded,

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

- 1) [Current and Auxiliary Fund Balance Sheet Reports as of March 31, 2017](#)
- 2) [Current and Auxiliary Fund Budget Reports as of March 31, 2017](#)
- 3) [March 2017 Procurement and Contracting Report](#)

DISCUSSION: None

MOTION CARRIED unanimously.

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

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

Mr. Keadle was not able to attend the Board's meeting. ACC Interim Executive Director Talisha Mottinger presented the ACC Environmental Scan and Strategic Plan during the Board's dinner meeting held prior to the Board's regular business meeting.

B. LCCC Student Ex Officio Trustee – Mr. Robert Swank

SGA President Robert Swank is replacing Garrett Wilkerson for the remainder of the school year. He reported on the Student Government Association's campus cleanup on Earth Day, the SFAC (Student Fee Allocation Committee) allocation process which is now at the point of student presentations in support of their club funding requests, the restructuring of SGA to better serve students, and the recruitment of senators for fall 2017. An informational video is being produced to hopefully spark more interest in SGA by giving the SGA more visibility and presenting the organization as more approachable.

11. NEW BUSINESS – Vice Chairman Bradley Barker

The Board agreed to hold a retreat on Friday, June 2nd, from 8:30 to 11:30 a.m. prior to the annual picnic being held the same day. President Schaffer asked the trustees to email him suggestions for discussion topics. Trustee Erickson recalled WACCT Executive Director Erin Taylor has been contacted by the ACCT concerning a follow-up GISS (Governance Institute for Student Success) session to be held within the next year. He suggested one of the topics for the retreat be the Board's own follow-up to last June's GISS session.

12. ADDITIONAL ITEMS – Information Only

A. Board Correspondence – Board Vice Chairman Bradley Barker acknowledged the correspondence, noting the recognition each of the individuals.

- 1) [Trustees Education Initiative](#)
- 2) [Cheyenne Day of Giving](#)
- 3) [NCMPR Awards](#)
- 4) [PTK Award](#)
- 5) [JustCaring](#)

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

13. NEXT MEETINGS/EVENTS

- **May 10** – Board Dinner and Meeting (Dinner: 5:30 p.m. – CCC 178/179; Meeting: 7 p.m. – Board Room)
 - Presentation of Draft FY 2018 Budget
- **June 28** – Board Dinner and Meeting (Dinner: 5:30 p.m. – CCC 178/179; Meeting: 7 p.m. – Board Room)
 - Approval of FY 2018 Budget

14. PUBLIC COMMENT (Public comment may be made on anything not on the agenda. Comments will be limited to five minutes.) – Vice Chairman Bradley Barker

Past Board Chairman Ed Mosher complimented Jeri Griego on Tuesday's entrepreneurship presentation.

15. ADJOURNMENT of the April 19, 2017, Board Meeting of the Laramie County Community College District Board of Trustees – Vice Chairman Bradley Barker

Trustee Lyttle moved and Trustee Soto seconded,

MOTION: That the April 19, 2017, Board Meeting of the Laramie County Community College District Board of Trustees be adjourned.

Board Vice Chairman Bradley Barker adjourned the April 19, 2017, Board Meeting of the Laramie County Community College District Board of Trustees at 8:09 p.m., as so moved.

Respectfully submitted,

Vicki Boreing
Board Recording Secretary