

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, AUGUST 20, 2014, PETERSEN BOARD ROOM, ADMINISTRATION BUILDING, LARAMIE COUNTY COMMUNITY COLLEGE

Board Present: Chairwoman Carol Merrell, Secretary Brenda Lyttle, Treasurer Ed Mosher, Trustees Bill Dubois, Don Erickson, and Christine Lummis, and Butch Keadle, ACC Ad Hoc Member

Board Excused: Vice Chairman Kevin Kilty

Staff Present: President Joe Schaffer; Vice Presidents José Fierro, Judy Hay and Carol Hoglund, and Associate Vice President James Malm; Faculty and Staff Members Sherry Acheson, Terry Cook, Candy Ferrall, Jeri Griego, Leah Noonan, Seth Robbins, Maryellen Tast, and Sher Warren; and Legal Counsel Tara Nethercott

Visitors: None

**1. CALL TO ORDER** of the August 20, 2014, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairwoman Carol Merrell

Board Chairwoman Carol Merrell called to order the August 20, 2014, Board Meeting of the Laramie County Community College District Board of Trustees at 7:00 p.m.

**2. MINUTES** – Approval of the [July 16, 2014, Board Meeting Minutes](#) and the [July 18, 2014, Board Retreat Minutes](#) – Board Chairwoman Carol Merrell

Trustee Dubois moved and Trustee Mosher seconded,

**MOTION:** The July 16, 2014, Board Meeting Minutes and the July 18, 2014, Board Retreat Minutes be approved as written.

**MOTION CARRIED** unanimously.

**3. REPORTS TO THE BOARD**

A. LCCC Reports (**Reports from most groups will begin again in the fall.**)

- 1) SGA (Student Government Association) – Jackson Craft, President; Bill Dalles, Vice President

None

- 2) Staff Senate – Candy Ferrall, President; Amy Ehlman, Vice President-Classified Staff; Jodi Weppner, Vice President-Professional Staff; Jennifer Thompson, Secretary; Christopher Corriveau, Treasurer

Staff Senate President Candy Ferrall said an in-service is being held tomorrow, Thursday, August 21<sup>st</sup>, for professional and classified staff. Two sessions are scheduled at 1 p.m. and 3 p.m. The sessions are intended to bring levity and joy back to the workplace and are titled:

"Playing in the sandbox, not the litter box." – Melissa Martin – CCI 124 (1 p.m. and 3 p.m.)

We spend a lot of hours at work; let's make it a great place to be by enjoying ourselves, our coworkers and our workplace. We'll define what "playing" means for you while having fun at the same time.

“Let’s Make Today a Great Day!” – Jan Felton – CCI 121 (1 p.m. and 3 p.m.)

Participants will work together to identify the difference each of us makes in creating a work environment that is fun, productive, and meaningful. Bring a positive outlook and great ideas because we will create opportunities to enhance our time together at LCCC!

- 3) Faculty Senate – Leah Noonan, President; Seth Robbins, Vice President; Paula Belknap, Secretary

Senator Seth Robbins stated the Faculty Senate will continue its work on the Workload, Full-Time Faculty Policy 2.18 and Procedure 2.18P and the Faculty Promotion and Rank policy and procedure. The Senate has targeted the end of September or the first of October to complete their work. A survey of faculty on whether to have a promotion and rank system received a majority no vote by a slim margin.

- 4) LCCCEA (LCCC Education Association) – Meghan Kelly, President; Les Balsiger, Vice President; Maggie Swanger, Secretary; Jim Streelman, Treasurer

No report

Out of consideration for the Board’s guest presenters, Board Chairwoman Carol Merrell asked the Board to move to Item No. 6. DISCUSSION ITEMS.

**4. PRESIDENT’S REPORT – President Schaffer**

In response to Trustee Mosher’s question during a previous meeting, President Schaffer explained how the College is transitioning to its new Human Resources policies and procedures, and more importantly, how the College is training its supervisors/managers and orienting its employees to the changes. President Schaffer used the items below to illustrate how Human Resources Specialist Jenny Hargett is engraining the practices set forth by the newly adopted Human Resources policies and procedures that will hopefully modify some of the behaviors about which the Board and the College employees have expressed concern. President Schaffer specifically noted the Orientation Outcomes, some of which are an employee’s knowledge of their position description and their supervisor’s expectations. The emphasis on an employee’s knowledge of their position description is a reminder to supervisors/managers that a current position description must be on file before an employee is hired.

**A. Human Resources Training Materials**

- 1) [New Employee Orientation Update and Outcomes](#)
- 2) [6.1 Series – Employment](#)
- 3) [6.10 Series – Employee Conduct and Discipline](#)

FAQ sheets on the policies and procedures have been provided to supervisors/managers and employees as a quick resource to help them navigate the recent changes. The FAQ sheets also provide foundational knowledge so that the same answers to the same questions are being shared.

President Schaffer explained for Trustee Mosher the New Employee Orientation is a multi-phased, several-month process that will help new employees be successful at different junctures of their new career at LCCC. The goal is for the College’s new employees to become self-sufficient and to foster and build a positive working relationship with their supervisor/manager. Since its inception in August 2013, 59 full-time employees have completed the New Employee Orientation. At Trustee Mosher’s request a follow-up report on the New Employee Orientation that would, for example, update the Board on the percentage of employees that have a working knowledge of Employee Conduct and Discipline Policy 6.10 and Procedure 6.10P will be planned for December.

B. [FY 2015 Personal Goals](#)

President Schaffer stated each of his FY 2015 Personal Goals is now accompanied by Formative Evaluation and Summative Evaluation recommendations that may be used by the Board to assess the accomplishment of these goals. Trustee Mosher was really pleased to see the assessment recommendations, noting the assessments are new to him and a great start. Trustee Erickson echoed Trustee Mosher's comments, adding he is pleased with the timeliness in which President Schaffer responded to Board's request. Board Chairwoman Carol Merrell concluded President Schaffer holds himself to a high standard.

**5. BOARD REPORTS**

A. Board Committee Reports – Board Chairwoman Carol Merrell serves on all committees.

1) Finance and Facilities – Kevin Kilty, Ed Mosher

Trustee Erickson reported the Finance and Facilities Committee met on August 14<sup>th</sup> and was provided information on many ongoing projects, some of which were:

- Flex-Tech Building – The architect/engineering bid was awarded to CTA Architects Engineers, a national firm based in Denver (1024 Cherokee Street, Unit 250, Denver, CO 80204 [www.ctagroup.com](http://www.ctagroup.com)) for the project's Level III Study. President Schaffer explained the College and the Construction Management Division have responsibilities at different levels of the project. Although groundbreaking for this project will occur after groundbreaking for the University/Student Center, the Flex-Tech Building is still expected to have the same occupancy date of Summer 2016 because the project is smaller in scope.
- University/Student Center – The Level III Study is in process. The architect firm of Pappas and Pappas was chosen for this phase of the project. Occupancy date is Summer 2016. The final design drawings with the functional layout for the Center's 84,000 gsf will be brought to the Board for approval. The mechanical, biddable drawings will then be developed.
- Ludden Library and Learning Commons Renovation – The project's approval process is ongoing.
- PE Building Renovation – The project's approval process is ongoing.
- Parking Expansion West of Arena – Work continues on this project.
- Wayfinding Project – This project is moving forward but a little more slowly than expected.

President Schaffer reviewed the capital construction process as follows:

- Level I (Reconnaissance) – The College bids the architectural services, chooses the architect, and pays for the services.
- Level II (Feasibility and Schematics) – Effective with the 61st Legislative General Session in 2013, the State is responsible for the Level II Study, so now competes and selects the architect for the schematic design. (Note: The College chose the architect firm of Pappas and Pappas for the University/Student Center and Flex-Tech Building projects' Level II phases. This action occurred prior to the enacting of the 2013 legislation.)
- Level III (Design and Construction) – As with Level II, the State is also responsible for the Level III Study and therefore also responsible for competing and selecting the architect. However, because of the costs involved with issuing an RFP (request for proposal) and the selection process, the State may opt to continue with the architect chosen during the Level II phase.

Referring to the University/Student Center and Flex-Tech Building projects, President Schaffer stated working with the State's Construction Management Division on the University/Student Center project's design elements has been a collaborative process with which he is very pleased. He believes the same cooperative relationship will continue with the Flex-Tech Building project.

Also reported was the College's revenues, due to lower enrollments, are coming in a little slower. In response to Trustee Erickson's questions on summer and fall enrollments, President Schaffer stated summer enrollment figures show FTE is up 4.9% and Headcount is down 1%. He also noted course completion rates increased during the summer semester. He attributed the increased enrollment and completion rates in part to accelerated courses, because students were able to complete more classes during the short summer semester. Concerning fall enrollment, President Schaffer stated while the College has implemented a best practice of not allowing late registrations, it has recognized accelerated courses that begin later in the semester in a compressed timeframe can benefit students. The belief is that if students can take more classes and be successful in a shorter amount of time that they will continue to complete at a high rate and in a more expeditious manner. This is the first fall semester that the accelerated courses are being offered in blocks of 8-, 12-, 14-, and 16-week courses. With the anticipation that students will also choose to enroll in accelerated courses that start later in the semester, the College could see a similar trend of an increase in fall semester FTE.

Trustee Erickson moved and Mrs. Lyttle seconded,

Board Chairwoman Merrell asked if anyone was against the Board's approval, and hearing no response stated the motion passes.

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

- a. [July 2014 Current and Auxiliary Fund Balance Sheet Reports](#)
- b. [FY 2015 Current and Auxiliary Fund Budget Reports](#)
- c. [August 2014 Contracting and Procurement Report](#)

## 6. DISCUSSION ITEMS

President Schaffer prefaced the reports' presentations stating a comprehensive review of outreach sites was conducted by Stan Torvik in a post-retirement contract. The resulting analyses and recommendations are in the reports provided to the Board. Highpoints of those reports will be shared this evening.

Community and Workforce Development Dean Maryellen Tast introduced "the very dedicated" Eastern Laramie County Coordinator Sherry Acheson and Warren Air Force Base Program Manager Terry Cook, and stated they will share "all the great efforts underway at both sites." Sherry Acheson has served Eastern Laramie County for 15 years. She is a respected member of the Pine Bluffs community and the single hub for many events involving residents in Wyoming and nearby Nebraska and Colorado. Following his retirement from the U.S. Air Force after 30 years of service, Terry Cook turned his attention to further serving the country's military as the WAFB program manager for the College's offerings on the Base for almost five years.

- A. [Eastern Laramie County Operational Analysis Report](#) – Community and Workforce Development Dean Maryellen Tast and Eastern Laramie County Coordinator Sherry Acheson

Outreach Coordinator Acheson highlighted the many programs and events available in Eastern Laramie County, including but not limited to GED programs, community interest programs (non-credit; e.g., dance recitals for 35 to 40 students, the youngest of which was 2 ½ years old), special events (quilting, crafts—over 100 people have attended quilt displays within a four-hour timeframe), concurrent enrollment and dual enrollment, and partnerships with other community events (e.g., the Pine Bluffs Christmas House). Ms. Acheson logged over 2,000 phone calls in her last year's ledger. Some were duplicates; all were returned within 24 hours. Concerning outreach activities, Ms. Acheson visits the high schools once or twice a month to make sure they have all the information they need for dual credit. Additionally, computers are available to community members of all ages in a quiet and friendly environment. For Trustee Erickson, who noted one of the weaknesses stated in the report was lack of marketing activities,

Dean Tast stated action plans and timelines for implementation of marketing activities have been developed. Additional marketing in other states, visits with businesses, distribution of fliers, hooking up with the Pine Bluffs Post are part of the action plan. Trustee Erickson asked about a time to visit the Eastern Laramie County facility when the largest group would be there. Dean Tast suggested sometime after September 8<sup>th</sup>. Ms. Acheson also suggested the Board hold a meeting in Pine Bluffs.

B. [Warren Air Force Base \(WAFB\) Operational Analysis Report](#) – Community and Workforce Development  
Dean Maryellen Tast and WAFB Program Manager Terry Cook

Program Manager Cook stated because of his long-term service, he has access to senior leadership on the Base. LCCC has had a presence on the Base complemented by a “rich and lengthy partnership” for 35 years. During Mr. Cook’s time as program manager, a good working relationship has been established with the ESO (Educational Services Officer). The main focus is on student engagement of military members, veterans, the guard, reserve, and their families. Overall, Air Force students have a completion rate of 97%; 92% of the students passed their coursework with a C or better. Civilian students attending classes on the Base achieved a 95% completion rate. The majority of classes are delivered in 8-week sessions, which has enabled more students to more quickly accomplish their academic goals. Through a Memorandum of Understanding with the Air Force, the College’s WAFB site also operates the WAFB/LCCC National Test Center for DANTES (eCLEP-College Level Examination Program, eDSST-Dantes Subject Standardized Test), COMPASS (Computer-adaptive Placement, Assessment, and Support System), and other testing as requested. The Base site will also be participating in the MSSC (Manufacturing Skills Standards Council) program for the nation.

Future plans include further developing relationships with the air and army guard and 30<sup>th</sup> Air Wing academic representatives. Family members are one of the largest target groups for increasing enrollments. Conversations are taking place to allow Workforce and Professional Development Manager Jacob Sones to visit with family members in the Airmen and Family Readiness Center. Additional publicity in the Base *Sentinel* is also planned. Improving service by providing more training to veterans is a priority. Many variables, such as when and where they served, when they left the military, if they have a disability, and their rank and length of service, require each veteran be treated differently when assisting them with navigating the educational opportunities available to them. The WAFB team is vigilante in learning more and more about these variables so they can offer the appropriate and needed assistance.

Mr. Cook offered the following additional comments in response to Trustee Mosher’s and Trustee Erickson’s questions:

- Some courses are offered by both LCCC and Park University. The MOU between the College and the Air Force contains no provision that stipulates if a class is offered by one institution, it cannot be offered by another.
- Students attending LCCC are typically finishing their general education degree. Whereas, students attending Park University are pursuing their bachelor’s degree. Students often take the first two years of education at LCCC because it is more economical to do so and then transfer to Park University.
- In general, tuition assistance equals \$4,500 per year for every active military member. However, the Air Force no longer pays fees.

President Schaffer said one of the major benefits of the operational analyses was the information he gained about what is happening in the College’s Outreach areas. He concluded from the analyses that the Eastern Laramie County and WAFB outreach sites are helping the College accomplish its mission. He also observed the College’s course completion rates are up to 75%, and the Base completion rates are up to 97%, the latter of which he believed is due to the offering of eight-week courses.

The Board returned to Item No. 4 PRESIDENT'S REPORT.

**7. APPROVAL ITEMS**

None

**8. ADDITIONAL ITEMS – Information Only**

- [Correspondence](#)  
Board Chairwoman Carol Merrell pointed out the “glowing reports” received by President Schaffer who acknowledged the thanks from a Malaysian student, an Albin scholarship recipient, and the Alpha Delta Kappa Regional Convention co-chair.
- [Historical List of Board Motions](#)

**9. NEXT MEETINGS/EVENTS**

- **September 3 (Wednesday) – No Meeting**
- **September 17 (Wednesday)** – Board Meeting and Dinner: Dinner – 6 p.m. – CCC 178/179; Meeting – 7 p.m. – Petersen Board Room
- **October 1 (Wednesday)** – Board Meeting and Dinner: Dinner – 6 p.m. – CCC 178/179; Meeting – 7 p.m. – Petersen Board Room
- **October 8 and 9 (Wednesday and Thursday)** – 4<sup>th</sup> Annual Summit on Community Colleges – Hilton Garden Inn, Laramie
- **October 15 (Wednesday)** – Board Meeting and Dinner: Dinner – 6 p.m. – CCC 178/179; Meeting – 7 p.m. – Petersen Board Room

**10. NEW BUSINESS – Board Chairwoman Carol Merrell**

None

**11. PUBLIC COMMENT (Public comment on anything not on the agenda)**

None

**12. ADJOURNMENT** of the August 20, 2014, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairwoman Carol Merrell

Trustee Mosher moved and Trustee Erickson seconded,

**MOTION:** That the Board of Trustees adjourns the August 20, 2014, Board Meeting of the Laramie County Community College District Board of Trustees.

**MOTION CARRIED** unanimously.

Board Chairwoman Carol Merrell adjourned the August 20, 2014, Board Meeting of the Laramie County Community College District Board of Trustees at 8:10 p.m.

**13. EXECUTIVE SESSION – No executive session was held.**

Respectfully Submitted,

Vicki Boreing  
Board Recording Secretary