

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, MAY 7, 2014, PETERSEN BOARD ROOM, ADMINISTRATION BUILDING, LARAMIE COUNTY COMMUNITY COLLEGE

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

Board Excused: Vice Chairman Kevin Kilty

Staff Present: President Joe Schaffer; Vice Presidents José Fierro, Judy Hay, Carol Hoglund, and Associate Vice President Lisa Murphy; Administrators, Faculty and Staff Members Jeri Griego, Tanya Griffith, Terry Harper, Meghan Kelly, Karen Lange, Tim Macnamara, Arshi Rizwani-Nisley, Roz Schliske, Jeff Shmidl, Rob Van Cleave, Sher Warren, and Julie Wilson; and Legal Counsel Tara Nethercott

Visitors: Stefan Becker (2013-2014 SGA President), Aerin Curtis (*Wyoming Tribune-Eagle*), Daniel Martinez and Brooke Rogers (*Wingspan* Co-Editors), Stephanie McGee (*Wingspan* Online Editor), Martha Bennett (Bennett Wagner Grody Architects), Ken Tobin and Matthew Tredennick (Tobin & Associates)

**1. CALL TO ORDER** of the May 7, 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 May 7, 2014, Board Meeting of the Laramie County Community College District Board of Trustees at 7:06 p.m.

**2. REPORTS TO THE BOARD**

A. LCCC Reports

- 1) SGA (Student Government Association) – Stefan Becker, President; Tycee Mohler, Vice President

Stefan Becker introduced 2014-2015 SGA President Jackson Craft and Vice President Bill Dalles. Keenan Carroll was elected the Student Trustee Ex Officio member but was unable to attend this meeting due to a previously scheduled commitment.

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

Staff Senate President Ehlman thanked the trustees and President Schaffer for their support of staff and reported Staff Senate officer elections for 2014-2015 will be held in a couple of weeks. She shared 220 persons attended the May 2<sup>nd</sup> Employee Recognition Reception and Awards, and on behalf of Staff Senate invited the trustees to the June 6<sup>th</sup> picnic at Holliday Park; a flier will be emailed this week.

- 3) Faculty Senate – Rob VanCleave, President; Burt Davis, Vice President; Valerie Millsap, Secretary

Faculty Senate President Van Cleave stated he has accepted the Information Systems Department Chair position and reported:

- This semester's last Faculty Senate meeting will be Friday, May 9<sup>th</sup>. Next year's 2014-2015 Faculty Senate officers will be elected and those officers will be introduced at the next Board meeting.
- Student Services Vice President Hay and Student Planning and Success Director Kathryn Flewelling have been more than accommodating in their involvement of faculty with advising

issues. An ad hoc committee of three advisors and three faculty has been formed to determine how faculty will stay involved with student advising. Preliminary discussions have been held with Dr. Fierro on job descriptions and ranking proposal drafts. Work will probably continue over the summer with some agreement reached during the beginning of the fall semester.

- 4) LCCCEA (LCCC Education Association) – Mohamed Chakhad, President; Rachel Martinez, Vice President; Trina Kilty, Secretary; Jeff Shmidl, Treasurer

Mr. Shmidl introduced 2014-2015 LCCCEA President Meghan Kelly and announced the full slate of officers: Meghan Kelly, President; Maggie Swanger, Secretary; and Jim Streelman, Treasurer. A vice president had not yet been selected. (POSTSCRIPT TO MINUTES: Les Balsiger agreed to be the vice president.)

### 3. PRESIDENT'S REPORT – President Schaffer

#### A. [Fine and Performing Arts Building Information Sessions](#)

The first meeting of the Fine and Performing Arts Building Committee will be held Thursday, May 8, from 3:00-5:00 p.m., in the Training Center, Room 120. A second meeting will take place on Thursday, May 29, from 6:00-8:00 p.m., also in the Training Center, Room 120. The trustees were encouraged to attend; Trustee Dubois said he plans to do so. A steering committee will be organized to develop an in-depth study and prospectus that will help conceptually define the building's design, programming, and operations for a Level I Study.

#### B. Capital Construction Update

President Schaffer stated legislation was passed a couple of legislative sessions ago that transferred most of the construction management activities from the Wyoming Community College Commission to the State's Administration and Information's (A&I) Construction Management Division. Some concerns evolved when the management duties were transferred about fiduciary oversight of funds leveraged by the community on behalf of the trustees to pay for buildings, the planning process, and monitoring and managing the construction process. The community college presidents met with A&I Construction Management staff in Casper last Friday. A productive conversation was held on the biggest sticking points, and clarifications were offered by both the community college presidents and the A&I team to gain a better understanding of how the community colleges and the A&I Construction Management Division staff will work together through the process and also to clarify the guidelines in the newly developed construction management handbook. On Monday, President Schaffer, Vice President Hogle, and Physical Plant Director Macnamara met with Matthew Kibbon of the State's Construction Management Division, who will be managing many of the community college construction projects. President Schaffer was very pleased with the outcome of that conversation during which Mr. Kibbon talked through the processes for the selection of an architect and the development of the final design of the University/Student Center. Based on that conversation, President Schaffer believes the College will be able to deliver building projects that meet the intent of what was represented to the community in the bond issue and do so on budget and on time.

### 4. BOARD REPORTS

#### A. President Schaffer's Evaluation Terms – Board Chairwoman Carol Merrell

- 1) Approve the list of respondents who participate in the 360 evaluation. The 41 respondents will be tagged according to category: trustee, administrator, faculty, staff, student, and other as may be determined.
- 2) Approve the list of questions.

Timeline

- 1) May 8<sup>th</sup> – Send the approved lists of respondents and questions to Marti Cizek.
- 2) Week of May 12<sup>th</sup> – Respondents will receive notification the evaluation is available online and instruction on how to fill out the evaluation.
- 3) June 4<sup>th</sup> – The Board will meet in executive session with Marti Cizek for approximately 30-45 minutes to review the results of the evaluation survey. The executive session will begin at 7:05 p.m. with the Board meeting to follow. (POSTSCRIPT TO MINUTES: The review of the evaluation results was postponed to June 18<sup>th</sup>; no meeting was held on June 4<sup>th</sup>.)

Trustee Mosher asked that the results be sent to the trustees prior to June 4<sup>th</sup>, so they have adequate time to review the results.

Trustee Dubois moved and Trustee Erickson seconded,

**MOTION:** That the Board of Trustees approves the lists of respondents and questions for President Schaffer's 360 evaluation and moving ahead with the evaluation process.

**MOTION CARRIED** unanimously.

5. **LCCC GENERAL EDUCATION CORE** – School of Health Sciences and Wellness Dean Terry Harper, Accounting and Business Instructor Tanya Griffith, Academic Affairs Vice President José Fierro
  - A. [LCCC Competency-Based General Education Curriculum](#)
  - B. [LCCC General Education Course Selection Criteria](#)
  - C. [LCCC General Education Transfer Block](#)

President Schaffer stated during their January retreat in Laramie the trustees were presented with the first culmination of some excellent and difficult work performed by the General Education (Gen Ed) Committee and other groups on campus to reform and redesign the General Education curriculum. Also during the retreat an update on the University Studies Program, which is the University's general education program, was also given followed by a discussion on how the College and the University are trying to align those two. The General Education Policy and Transfer Block Certificate of Completion, which the Board will confer, will be brought to the Board for approval on May 21<sup>st</sup>.

Vice President Fierro commended the Academic Standards Committee, saying the committee members completed about four to five years of work in a year-and-a-half. The intent of the Gen Ed transfer block is to have a package of general education courses so that graduates "will have completed a robust curriculum that builds the competencies and abilities necessary for students to engage successfully as citizens in a globalized, competitive, and socially interconnected world, regardless of their chosen vocation."

The College is working with the University to develop an agreement where the University will accept the College's Gen Ed Transfer Block of courses (27-28 credit hours) and waive their general education core requirements. President Schaffer explained the Gen Ed curriculum of 15 hours is what is expected at a minimum for an AAS (associates of applied science) degree. No credentialing is associated with these 15 hours. The Transfer Block of 27-28 hours is for an AA (associates of arts) or AS (associates of science) degree; will be recognized on the student's transcript; and a certificate of completion will be awarded.

The LEAP (Liberal Education and America's Promise) project sponsored by the American Association of Colleges and Universities promotes:

- Essential Learning Outcomes (The College's Gen Ed competencies are based on these outcomes.)

- High-Impact Educational Practices (The College has implemented undergraduate research, the first-year seminar, a common core for students to share, and capstone projects, all high impact practices cited by LEAP.)
- Authentic Assessments (Assessment is being implemented by faculty.)
- Inclusive Excellence

The LEAP standards have been implemented in Tennessee, Indiana, Texas, and Wisconsin, where community colleges and universities have a transfer core.

School of Health Sciences and Wellness Dean Terry Harper and Accounting and Business Instructor Tanya Griffith co-chair the Academic Standards Committee. The committee is helping shepherd the College from curriculum concept to implementation. Dean Harper and Instructor Griffith shared the General Education competencies, how those competencies will be aligned with courses and curriculum, the process for approving courses, and what will happen when students complete the general education curriculum.

In 2003 the Higher Learning Commission released the following statement on general education.

“The Commission has believed that quality undergraduate higher education involves breadth as well as depth of study. The General Educational Core builds a mature understanding and appreciation of diverse cultures and the human condition, mastering of multiple modes of inquiry, ability to effectively analyze and communicate information, and recognition of the importance of creativity fundamental to lifelong intellectual growth.”

Support for the Gen Ed and Transfer Block is a national initiative, provides value-added benefits, and incorporates high impact practices from the Completion Agenda: COLS 1000 (College Success: First Year Seminar). The Gen Ed criteria assure student outcomes align with institutional competencies. Courses meeting the institutional competencies are approved for LCCC’s general education core.

At Trustee Erickson’s request and with Board Chairwoman Carol Merrell’s agreement, the Board moved to agenda Item No. 7.B. Trustee Erickson addressed the language included in General Education Policy No. 2.2, Section 5.0 Proliferation of the Curriculum. He cited specifically “must resist the temptation” and suggested the sentence be re-worded more positively. Trustee Dubois preferred the sentence remain written as presented. Dean Harper stated the sentence’s language aligns well with the Degrees and Certificates Policy No. 2.1. President Schaffer noted the intent from a policy perspective is to give the institution guidance on a robust, diverse curriculum that is relevant to student needs but is within the parameters of what can students can complete; i.e., the Gen Ed coursework must be designed so that it can be completed and navigated by students. Trustee Mosher concurred with Trustee Erickson’s observation that the current policy language could limit the College’s options for changing the curriculum. Trustee Mosher also took exception with the section’s title “Proliferation of the Curriculum” and suggested “completion and success” are the same thing. To the latter, Dean Harper stated the terms could be considered synonymous but would propose they are not. Vice President Fierro cited an example of this saying he overheard an employer say finishing a program does not mean a student is workplace ready. President Schaffer purported completion is a component of success and that the era in which we live dictates a focus on completion, adding the College will be able to measure success through the use of its KPIs (Key Performance Indicators). Board Chairwoman Carol Merrell said she really likes the Gen Ed Transfer Core because the Gen Ed curriculum gives students the foundation on which he or she can build and explore at the University.

Following discussion, President Schaffer agreed to re-craft Section 5.0’s language so that the meaning will flip the focus to assuring the College will review and maintain a curriculum that is essential for student completion and success and agreed with Trustee Dubois that this is the type of conversation the trustees should be having.

President Schaffer reiterated the Board will be asked at the May 21<sup>st</sup> meeting to authorize the College's ability to award a certificate of completion that will recognize the satisfactory completion of the Gen Ed Transfer Block. The College's three overarching goals for the Gen Ed program are:

- To review and update the Gen Ed program to show it is relevant and comprehensive and fits within the curriculum.
- To identify a way to celebrate the completion of the Gen Ed curriculum. Over the last five years, 35% of the College's students transferring to UW did so without a degree but with an accumulated 30 or more credit hours, most of which were Gen Ed courses.
- To articulate the College's Gen Ed Block Transfer with that of the University's USP (University Studies Program).

**6. LEVEL I REPORTS** – President Joe Schaffer, Physical Plant Director Tim Macnamara, Administration and Finance Vice President Carol Hoglund

President Schaffer stated the Level I study reports are the result of the very first stage of planning for the Physical Education Building Renovation and the Ludden Library Learning Commons Renovation and Expansion. The reports are being presented to the Board for questions and will be brought back for Board approval on May 21<sup>st</sup>. The reports are a requirement for construction authorization over \$1 million. The Level I study's brief analysis describes conceptually what is to be accomplished, what is to be addressed, what the design elements are to be, and what the estimated cost is believed to be.

A. [Physical Education Building Renovation](#)

The Physical Education (PE) Building Renovation Level I Study was presented by Matthew Tredennick of Tobin & Associates. Mr. Tredennick's presentation included the following for the renovation project:

- Project Description, Need and Opportunities
- Background Information on Ownership, Permits, Environmental Considerations, and Utilities – The PE Building was originally built in 1973. A substantial addition was constructed in 1985, and the interior was remodeled in 1988.
- Space and Design Quantitative and Qualitative Requirements, Current Function, and Proposed Renovation
- Public Forum Response – Two sessions were held on April 16, 2014—one over the lunch hour and the other from 5 to 6 p.m. The sessions provided an opportunity for valuable input from students, faculty, staff, and the general public. Repeated concerns shared during the sessions were noted in the Level I Study.
- Space Use Codes' Dispersion and Change Analysis

The overall goal is to maximize the existing space, so that the facility is transformed as much as possible into a recreation center that is more in tune with life-long wellness. The conceptual design will reorganize and diversify the building's space usage and create optimum pedestrian traffic patterns. Everything proposed for the remodel would take place within the current shell of the PE Building. A second-floor area over the mat room and the multi-purpose room would include coaches' offices and a Pilate's type of studio as well as other PE classroom space. Access to the second floor could be a cost factor. The PE Building remodel is needed because of the lack of space for athletic coaches' offices, locker rooms, team rooms and classrooms, a dedicated aerobics center, and concessions and ticketing. An asbestos study was performed in 1983 but cannot be located, so a study will be performed that would identify asbestos or any other environmental concerns. The project scope will also include identification of needed and/or upgraded water lines and electrical and cooling systems.

Comments/Clarifications

- The dance studio would remain where it is currently located.
- The remodel would include omitting one of four tennis courts to accommodate aerobic equipment, weights, the climbing wall, an area for speaker presentations, and second floor athletics offices, all of which will increase a mixed use of the space for the College and the community.
- The pool does experience quite a bit of use. Reconditioning of the existing space could be evaluated. The pool locker rooms were remodeled not too long ago. Any renovations that would enlarge the pool and its surrounding area would require an expansion of the PE Building because the pool is in a land-locked space.

Mr. Cautilli said he is really excited about the impact the renovation would have from on athletics training, campus recreation programs, the College at large, and the community.

B. Ludden Library and Learning Commons Renovation and Expansion

Martha Bennett of Bennett Wagner and Grody presented the Level I Study for the Ludden Library and Learning Commons Renovation and Expansion. The Library was built in 1972 to accommodate 1,000 FTE. In 1990 the Library was expanded to include a computer center and an additional student study area. In 2008, three study rooms, flexible seating areas, and six computer workstations were added, and the computer center was re-purposed into a classroom. Visits to the Library have doubled and data searches have almost tripled. Also, the Library's seating accommodates about 4% of the College's 4,000 FTE, which is well below the recommended guide of 10% by the ACRL's (Association of College & Research Libraries) Standards for Community Colleges. The proposed six- to nine-month project includes a modest expansion of 2,000 sq. ft. and a renovated area of approximately 20,000 sq. ft. at a cost of \$35 million. In 2012 a Learning Commons Task Force developed mission and vision statements, learning commons goals, and conducted surveys of students and faculty. A conceptual design emerged from these. The task force report stated a major renovation is needed to "facilitate and encourage more student collaboration, social interaction, and communication; increase individual and group study areas; and improve the teaching, learning, and research experiences of all students and faculty." The project would create a larger entrance, add more seats and computers, and would bring the language lab into the Library proper.

Comments and Clarifications

- The Multi-Media Production/Presentation Center and Print Production Center would provide a place where students could develop, practice, and collaborate on multi-media presentations and print coursework using a thumb drive.
- Classrooms Arp 102 and 104 at the east end of the Arp Building were combined into a math lab. The math lab was not included in the conceptual design because of space constraints.
- Budget constraints and costs associated with relocating major utilities and fire sprinkling limited the inclusion of the Exam Lab and a Café in the project. The only component that would have freed up space for other use would have been the Exam Lab.
- The Library has an area that could be expanded into a second level in the future.
- The total square footage added to the College's inventory from the Library's expansion and the PE Building's renovation would not likely be phased into major maintenance funding calculations.
- The Student Success Center in the Library would not be replicated in the University/Student Center in the same way as it is proposed in the Learning Commons. The Student Success Center's function is academic assistance for tutoring and one-on-one consultation for instructors. The University/Student Center would have a student support center focused on financial aid, enrollment, and advising and may have student gathering and study areas as well as classrooms.

**7. POLICIES 1<sup>st</sup> Reading** – (No consultative feedback was received on any of the policies below.)

A. [Membership of Board Policy 1.2.2](#)

The policy changes recognize the Board's ability to create ex officio positions. Trustee Erickson asked that changes in existing policies be highlighted or identified through a Word function for tracking changes.

B. [General Education Policy No. 2.2](#)

Discussion of this policy was held under agenda Item No. 5 LCCC GENERAL EDUCATION CORE.

C. [Nondiscrimination and Anti-Harassment Policy No. 6.2](#)

D. [Sexual Misconduct Policy No. 6.3](#)

President Schaffer stated Policies 6.2 and 6.3 are Human Resources policies. The policies did not receive substantial changes during the first round of consultative feedback. However, the corresponding procedures did. Therefore, both the policies and procedures were sent to the campus for a second round of consultative feedback. No feedback was received.

**8. ADDITIONAL ITEMS** – Information Only

- Board Correspondence – Board Chairwoman Carol Merrell – both worth mentioning
  - ☺ [Vito Milatzo](#)
  - ☺ [Donna Gosbee](#)
- [Historical List of Board Motions](#)

**9. NEXT MEETINGS – July, August, and September Meeting Schedule**

- **May 7 (Wednesday)** – Board Meeting and Dinner: Dinner – 6 p.m. – CCC 178/179; Meeting – 7 p.m. – Petersen Board Room
- **May 21 (Wednesday)** – Public Hearing, Board Meeting and Dinner: Dinner – 6 p.m. – CCC 178/179; Public Hearing and Meeting – 7 p.m. – Health Sciences Building – Rooms 111/113

The Board will meet as follows in July, August, and September:

- Wednesday, July 16<sup>th</sup> – Budget Public Hearing and Board Meeting – Budget Approval
- Friday, July 18<sup>th</sup> – Retreat – 8 to noon
- Wednesday, August 20<sup>th</sup> – Board Meeting
- September 3<sup>rd</sup> – No Board Meeting (President Schaffer and Board Chairwoman Carol Merrell will be out of town.)
- Wednesday, September 17<sup>th</sup> – Board Meeting

Roundtables with faculty, staff, and students will be held again in the fall but in a different format.

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

Board Chairwoman Carol Merrell encouraged trustees to attend the May 8<sup>th</sup> SAGE TRiO graduation.

President Schaffer stated the Board signed onto a broader agenda with the other Wyoming community colleges to increase the number of graduates by 5% each year to 22. Although the graduate numbers are provisional until final grades are recorded, LCCC will have well over a 12% increase in the number of credentials awarded, which is record-setting.

Trustee Mosher shared an article in the April 23, 2014, edition of the “Cheyenne Rotary Clubs” publication submitted by Accounting/Business Instructor Jeri Griego. Mrs. Griego acknowledged the numerous projects completed by LCCC Rotaract Club students and concluded, “As the members look forward to the future, the

club continues to provide LCCC students with an avenue to better the community and themselves through service and real world experiences.” A copy of the article will be emailed to the trustees.

Butch Keadle reported the selection of a new associate vice president for the Albany County Campus is getting closer. A search committee of 12 members reduced the number of applicants from 90 to 2 strong candidates. Mr. Keadle said his experience as co-chair of the search committee has been time consuming and an eye opener.

**11. PUBLIC COMMENT** (Public comment may be made on anything not on the agenda. Comments will be limited to five minutes.)

No public comment was given.

**12. ADJOURNMENT** of the May 7, 2014, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairwoman Carol Merrell

Trustee Dubois moved and Trustee Erickson seconded,

**MOTION:** That the May 7, 2014, Board Meeting of the Laramie County Community College Board of Trustees be adjourned.

**MOTION CARRIED** unanimously.

Board Chairwoman Carol Merrell adjourned the May 7, 2014, Board Meeting of the Laramie County Community College District Board of Trustees at 9:21 p.m.

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

Respectfully submitted,

Vicki Boreing  
Board Recording Secretary