

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, NOVEMBER 12, 2014, PETERSEN BOARD ROOM, ADMINISTRATION BUILDING, LARAMIE COUNTY COMMUNITY COLLEGE

Board Present: Chairwoman Carol Merrell, Secretary Brenda Lyttle (by conference phone), Treasurer Ed Mosher, and Trustees Bill Dubois, Don Erickson and Christine Lummis

Board Excused: Vice Chairman Kevin Kilty, ACC Ex Officio Trustee Butch Keadle, and Trustee and Student Ex Officio Trustee Keenan Carroll

Staff Present: President Joe Schaffer; Vice Presidents José Fierro, Judy Hay and Carol Hoglund; Administrators, Faculty and Staff Herry Andrews, Candy Ferrall, Jeri Griego, Tim Macnamara, Seth Robbins, Larry Van Why, and Sher Warren; and Legal Counsel Tara Nethercott

Visitors: Jackson Craft (SGA President), Bill Dalles (SGA Vice President), Wayne Herr (McGee, Hearne, and Paiz), Laura Koehler (CTA Architects), Samantha Weaver (*Wingspan* Co-editor) and Tamara Rodgers (*Wingspan* Online Editor)

**1. CALL TO ORDER** of the November 12, 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 November 12, 2014, Board Meeting of the Laramie County Community College District Board of Trustees at 7:04 p.m. and introduced newly-elected trustee Bradley S. Barker, III.

**2. MINUTES** – Approval of the [October 15, 2014, Board Minutes](#) – Board Chairwoman Carol Merrell

Trustee Erickson moved and Trustee Lummis seconded,

**MOTION:** That the Board of Trustees approves the October 15, 2014, minutes as written.

**MOTION CARRIED** unanimously.

**3. REPORTS TO THE BOARD**

A. LCCC Reports

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

President Jackson Craft reported on the recent blood drive during which 18 students donated blood. The Diversity Committee finished their work on the global map that identifies from where LCCC's students have come to attend Laramie County Community College. The donation of canned goods to the LCCC Food Pantry has not only realized many canned goods but also a \$435 cash donation from the "\$5 Cash Lunch on Fridays" sponsored by SGA and Sodexo to buy additional food items. The Elections Committee is partnering with Counseling and Campus Wellness to develop a new program where students can relieve stress through a variety of activities. SGA representatives are meeting with Dean Hathaway and the Math Department Chair on November 18<sup>th</sup> to discuss curriculum changes in the Math Program and the changing pathways for different degrees (e.g., the Nursing Program). The Visibility Committee continues to promote other clubs and organizations.

Trustee Erickson stated he asked each student with whom he met during the student meet and greet. He asked each student what they like most and what they liked least. Their response was predominately a small college. They also stated they like the faculty.

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

President Candy Ferrall reported on the Spring 2015 activities, which include an ice cream social and retreat. She also reported Staff Senate currently has six members.

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

Faculty Senate President Leah Noonan reported the Faculty Senate met on Friday and “hammered out” the faculty advising role that will also be added to the faculty job description. The language will be distributed to the faculty before being finalized.

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

The LCCCEA will give a report during the December 3, 2014, Board meeting.

The trustees moved to Item No. 6, President’s Report.

#### 4. APPROVAL ITEMS

- A. [LCCC 2014 Audit](#) – President Joe Schaffer

Wayne Herr stated no changes were made to the audit since his review of the audit draft on October 15<sup>th</sup>.

Trustee Dubois moved and Trustee Erickson seconded,

**MOTION:** That the Board of Trustees approves accepting the 2014 Audit.

**MOTION CARRIED** unanimously.

President Schaffer acknowledged Mr. Herr’s being at the Board’s meeting, noting he was in Powell on Monday. He also offered his appreciation for the work Mr. Herr and his staff perform to assure the College has a complete and accurate audit.

The trustees moved to Item No. 7, Board Reports.

#### 5. [FLEX-TECH BUILDING DESIGN SCHEMATICS](#) – Laura Koehler, CTA Architects

Architect Koehler stated the CTA architects were charged with designing a building that is flexible and ready for growth in 5, 10, and 20 years. The building must also be safe, maintainable, and have a very modern exterior that can be seen from the mall and from the entrance to the campus. The Flex-Tech Building’s schematic design includes shop, classroom, and administrator space, and incorporates the latest in teaching technology and a highly visible project area. The Flex-Tech Building’s design comes with budget constraints that must also be met. Architect Koehler presented a PowerPoint pictorial of how the design requirements have been incorporated.

##### Comments and Clarifications

- Opportunities for color on the Flex-Tech Building exterior that can be seen from College Drive are being explored.
- The project area will be visible from College Drive and will showcase projects.

- The Flex-Tech Building consists of two large shop wings, connected to one another with a two-story classroom space and a large mechanical penthouse on the roof of the two story steel structure.
- The Flex-Tech Building will house Diesel Technology, Welding Technology, Engineering Technology, and space for future growth.
- The schematic design is 4.3% over projected construction budget. The current cost estimate for a two-story steel and concrete tilt-up structure with third floor mechanical penthouse (priced separately) is \$10,704,102 for 47,850 sq. ft. The project should be well within budget after the design process moves from schematic to development and linear footage takeoffs and actual costing are done.
- Wind study software will be used to determine if the courtyard is located so that winds will not cause snow to drift and pile up.
- The biggest opportunity of day-to-day flexibility is in classrooms and administrative spaces. The bay size of the building is based on a 30x30 module that will accommodate many different uses. The size is big enough for 12 welding booths, machining gear, and diesel trucks. Channels in the floor will be essentially raceways that can handle floor drainage and conduits for tapping into electrical. If, for example, Welding Technology were to move out of the Flex-Tech Building, the College would not have to dig up slabs or move walls. Exposed systems on the walls and columns would be painted a specific color to designate electrical, fire sprinkler piping, etc.
- The tilt-up concrete walls are designed with leave-outs in place on the exterior wall and joints so the panels can be knocked out to accommodate future spaces and giant overhead doors. The metal wall panel system used for the cladding in these spaces is more cost effective and more easily demounted than a masonry wall system.
- The fully functioning crane in the diesel space allows students to perform training tasks such as pulling an engine from an 18-wheeler and in a controlled environment. The crane will run along a double rail that will be supported by the building structure.
- When the Auto Diesel Program moves out of its existing space, the Automotive Technology Program will have an opportunity to move into that vacated space. The larger space will allow additional students to be enrolled. The vacated Welding Technology Program space could become a power production-type space.
- CTA's recommendation is Option 1 for parking which loads all the parking to the north and preserves the area proposed in Option 2 for parking to be used instead for landscaping. Parking and site improvement costs are paid out of a separate pot of money.
- The College has a long-term plan to re-route the road included in the Campus Master Plan and work has already begun on additional parking space.

Trustee Dubois moved and Trustee Erickson seconded,

**MOTION:** That the Board of Trustees approves the Flex-Tech Building Design Schematics.

**MOTION CARRIED** unanimously.

The trustees moved to agenda Item No. 4 A., approval of the 2014 College Audit.

## 6. **PRESIDENT'S REPORT** – President Joe Schaffer

President Schaffer reported on the following:

- The College's 125-page AQIP systems portfolio was electronically submitted to the Higher Learning Commission on Friday, October 31, prior to the due date. President Schaffer thanked all of those who devoted time to the project, noting specifically Dr. Kim Bender's coordination of the development of the systems portfolio content, which he cited as a significant undertaking. A systems appraisal feedback report will likely be received in February 2015. The report's feedback will be used to guide the College's future actions.

- The Wyoming Community College Commission will hold a conference call Thursday, November 20<sup>th</sup>, on tuition. The Commission is expected to affirm their position to not increase tuition for the coming year and also to examine the policy and process the Commission uses to make their determinations regarding tuition.
- Spring 2015 registration for continuing students began yesterday, November 11<sup>th</sup>. Priority registration for continuing students was offered for the first time for the fall 2014 semester. Priority registration assures students already “in the pipeline” and working on a degree will have first choice of courses needed to complete their degree. Registration will open for new students next week.

Trustee Mosher stated the importance of clarifying that the Wyoming Community College Commission has sole authority to raise tuition but not student fees.

The trustees moved to agenda Item No. 5, Flex-Tech Building Design Schematics.

## 7. BOARD REPORTS

### A. [ACCT Leadership Conference – October 22-25, 2014 – Chicago](#) – Trustee Mosher and Trustee Erickson

Trustee Mosher attended “The Chair's Academy: The Leadership Team of the Board” prior to the conference. The conference speakers emphasized the leadership role of the Board Chairman and the College’s students being the basis of the Board’s decision. Succession on the Board and within the institution was also addressed. Trustee Mosher provided copies of materials from the conference to the trustees that addressed orientation and parliamentary procedure. The packet of information also highlighted the statutory role of the Board and Board policy. These conference highpoints will also be agenda items during the Board’s January retreat. Other conference offerings included an overview of community college and federal legislation—higher education reauthorization (completion and retention rates), FY 2016 sequestration (7% reduction in non-defense areas), tuition, and State support for loan repayment. Trustee Mosher noted a community college in Georgia requires all student groups to have a service learning project before requesting funding from their student leadership group, such as LCCC’s Student Fee Allocation Committee. The four keys to assuring acceleration (e.g., 6-week, 10-week classes) and education opportunities work are: top-down institutional support, workforce initiatives, prescreening, and additional pathways.

Noting this ACCT conference was the second he has attended, Trustee Erickson stated the conference generated a lot of energy. The keynotes were exceptional speaking on college readiness and preparing students earlier (Robert Zimmer, President, University of Chicago), remedial education (University of New York City), generation gaps and their different sets of core values (Chuck Underwood, host of the public television series, *America's Generations with Chuck Underwood*), and Indian students viewing community colleges as the enemy (Cheryl Crazy Bull, President and CEO, American Indian College Fund). Trustee Erickson stated that with a FY 2016 sequestration a certainty and the higher education reauthorization under consideration, the community colleges need to maintain contact with their congressional delegations. Trustee Erickson also shared the WACCT has formed a new National Legislative Committee. State legislation will fall under the existing Advocacy Committee.

Trustee Mosher and Vice President Fierro attended a luncheon and meeting in Gillette last week on November 5<sup>th</sup>. HLC President Barbara Gellman-Danley and Vice President for Legal and Governmental Affairs Karen Solinski were guest speakers during the luncheon and Senator Mike Enzi was the guest speaker during the afternoon meeting. President Gellman-Danley, who had been on the job only since July 7, 2014, and Vice President Solinski both spoke on the importance of the HLC assisting rather than regulating community colleges and focusing on community college creativity and success. They expressed concern that the U.S. Department of Education may take over the accreditation role. Following the afternoon meeting, those in attendance had an opportunity to speak with Senator Enzi. Senator Barrasso’s

and Congressman Lummis's representatives spoke with attendees by conference call. Senator Enzi will be the senior ranking member on health.

President Schaffer offered his perspective, stating a swing in party leadership may take place and a presidential election will take place in two years. Because the effects of these changes are not known, he believed the focus should be on enacted legislation. He did not see the federal government taking over accreditation. He will try to attend the National Legislative Summit and will encourage new trustee Bradley Barker to attend as well. (POSTSCRIPT TO MINUTES: President Schaffer and Trustee Barker will be attending the National Legislative Summit.)

- B. Board Committee Reports – Board Chairwoman Carol Merrell serves on all committees.  
1) Finance and Facilities – Kevin Kilty, Ed Mosher

Board Chairwoman Merrell, Vice Chairman Kilty, and Trustees Mosher and Erickson attended the Finance & Facilities Committee held on Friday, November 7<sup>th</sup>. Topics included gateways, wayfinding, and the Flex-Tech Building's design. The gateways' vertical design has an April completion date. The wayfinding project is at the stage of determining how buildings will be named.

Trustee Erickson moved and Trustee Mosher seconded,

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

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

**MOTION CARRIED** unanimously.

#### 8. ADDITIONAL ITEMS – Information Only

- Board Correspondence
  - [Jason Pasqua](#) (US District Court, District of Wyoming, Probation Office)
  - [President Schaffer, Lisa Murphy, Jennifer Thompson](#) (Senator Mike Enzi)
  - An article in the *Wyoming Tribune-Eagle* recognized ACT Now! Case Manager Jeanine Steele faculty member of the month. President Schaffer said an employee will be recognized each month. Sharing the accomplishments of LCCC's faculty and staff gives the community an opportunity to get to know the College's employees.
- [Historical List of Board Motions](#)

#### 9. NEXT MEETINGS/EVENTS

- **December 3 (Wednesday)** – Board Meeting and Dinner: Dinner – 6 p.m. – CCC 178/179; Meeting – 7 p.m. – Petersen Board Room (Oath of Office administered to new and re-elected trustees; Board officers, WCCC delegate and alternate, and Foundation ex officio board members elected)
- **December 17 (Wednesday)** – Board Meeting and Dinner: Dinner – 6 p.m. – CCC 178/179; Meeting – 7 p.m. – Petersen Board Room – Because the College has pending approval items, the December 17<sup>th</sup> will not be held. Because the Board meeting will not be held, President and Mrs. Schaffer will host their annual Christmas party on December 17<sup>th</sup>.
- “Meet and Greet” with faculty and staff are in the process of being scheduled. (POSTSCRIPT TO MINUTES: The faculty Meet and Greet was scheduled for December 3<sup>rd</sup>. The Staff Meet and Greet will be scheduled during the Spring 2015 semester.)

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

Trustee Dubois shared he served as a mentor to newly-elected trustee Bradley Barker as part of a Chamber of Commerce project. He felt very blessed to have Bradley Barker assigned to him.

**11. PUBLIC COMMENT** (Public comment may be made on anything not on the agenda. Comments will be limited to five minutes.) – None

**12. TRUSTEE KEVIN KILTY FAREWELL** – Postponed because Vice Chairman Kilty had to be in Laramie.

Dr. Kilty was first employed by the College beginning January 9, 1995, teaching Engineering and Physics, and remained with the College for one year. He returned to LCCC on January 13, 2004, and remained with the College until August 31, 2010, teaching Math, Engineering and Physics. He then ran for a seat on the Board of Trustees that same year and was elected to a four-year term from 2010-2014. He served as the Chairman of the Board's Finance and Facilities Committee during this time. He chose not to run for a second term.

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

Trustee Mosher moved and Trustee Lummis seconded,

**MOTION:** That the November 12, 2014, Board Meeting of the Laramie County Community College District Board of Trustees be adjourned.

**MOTION CARRIED** unanimously.

Board Chairwoman Carol Merrell adjourned the November 12, 2014, Board Meeting of the Laramie County Community College District Board of Trustees at 8:43 p.m.

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

Respectfully submitted,

Vicki Boreing  
Board Recording Secretary