

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, OCTOBER 15, 2014, PETERSEN BOARD ROOM, ADMINISTRATION BUILDING, LARAMIE COUNTY COMMUNITY COLLEGE

Board Present: Chairwoman Carol Merrell, Vice Chairman Kevin Kilty, Secretary Brenda Lyttle, Treasurer Ed Mosher, Trustees Don Erickson and Christine Lummis, and ACC Ex Officio Trustee Butch Keadle

Board Excused: Trustee Bill Dubois and Student Ex Officio Trustee Keenan Carroll

Staff Present: President Joe Schaffer; Vice Presidents José Fierro, Judy Hay and Carol Hoglund and Associate Vice President James Malm; Administrators, Faculty and Staff Herry Andrews, Jeri Griego, Leah Noonan, Maggie Swanger, Sher Warren; and Legal Counsel Tara Nethercott

Visitors: Aerin Curtis (*Wyoming Tribune Eagle*), Jackson Craft (SGA President for Student Ex Officio Trustee Keenan Carroll), Wayne Herr (McGee, Hearne, and Paiz), Rob Jarosh (Hirst Applegate-Board Legal Counsel), Erica Klimt (*Wingspan* Co-editor) and Tamara Rodgers (*Wingspan* Online Editor)

1. **CALL TO ORDER** of the October 15, 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 October 15, 2014, Board Meeting of the Laramie County Community College District Board of Trustees at 7:04 p.m.

2. **RECESS BOARD MEETING AND CONVENE AN EXECUTIVE SESSION TO DISCUSS A PERSONNEL MATTER** – Board Chairwoman Carol Merrell

Trustee Kilty moved and Trustee Erickson seconded,

MOTION: That the Board of Trustees convenes and executive session to discuss a personnel matter.

MOTION CARRIED unanimously.

3. **RECONVENE BOARD MEETING** – Board Chairwoman Carol Merrell

Board Chairwoman Carol Merrell reconvened the October 15, 2014, Board Meeting of the Laramie County Community College District Board of Trustees at 7:04 p.m.

4. **ACTION ON EXECUTIVE SESSION** – Board Chairwoman Carol Merrell

Trustee Kilty moved and Trustee Lyttle seconded,

MOTION: That the Board of Trustees upholds the dismissal *at issue in OAH docket no. 14-082-307* based on the recommendation of the hearing officer Miss Deborah Baumer and directs the Board's Attorney Rob Jarosh to prepare findings of fact and conclusions of law consistent with the Board's order.

DISCUSSION: Trustee Erickson stated he supports the motion. He further stated a preponderance of evidence showed LCCC administered the right decision and acted appropriately. He added his concerns that such a case turned into a dramatic cost to the taxpayer.

MOTION CARRIED unanimously.

5. **MINUTES** – Approval of the [October 1, 2014, Board Minutes](#) – Board Chairwoman Carol Merrell

Trustee Lyttle moved and Trustee Lummis seconded,

MOTION: That the Board of Trustees approves the October 1, 2014, Board Minutes as written.

MOTION CARRIED unanimously.

6. **[LCCC FY 2014 AUDIT DRAFT](#)** – Wayne Herr (McGee, Hearne, and Paiz)

Mr. Herr's review of the FY 2014 College Audit Draft included the following highpoints:

- The College's management and the McGee, Hearn, and Paiz auditing staff have completed their review of the final audit, its footnotes, management discussion and analysis of what's financially happened to the College during the last fiscal year based on what is seen in the financial statements.
- A draft of the audit is presented to the Board so that the trustees have an opportunity to request changes based on their concerns, if any.
- The College's receipt of federal funding requires the audit to be submitted to the federal clearinghouse within 30 days after the auditor releases the audit firm's report or nine months after year-end, whichever comes first.
- The auditor's report is an unmodified or clean opinion, which means the auditor's opinion of financial statements are fairly presented in all material respects.
- The balance sheet shows what the College owns and owes, for example, in future services and vendor payables. The difference in the "owns and owes" amounts is the College's equity of \$67,593,850. About 2/3's of that amount is tied up in capital assets, leaving \$14,386,000 in unrestricted funds.
- The College is highly dependent on federal and State of Wyoming revenue sources. Income is down because of a drop in State appropriations.
- The audit of federal awards requires the audit of specific programs. This year based upon federal guidelines three programs were audited. Those programs were the Student Financial Aid Cluster, the H1B Job Training Program, and Career and Technical Education. The Student Financial Aid Cluster had findings; the other two programs did not. The audit of the Student Financial Aid Cluster had no Government Auditing Standards findings; i.e., findings related to internal control or compliance with laws and regulations that affect the financial statement. Issues were found with the federal awards. However, the findings did not fall into a category requiring they be reported. The findings related to enrollment reporting and withdrawal dates and were determined to be internal control issues. Enrollment reporting issues were found with the reporting of a student's graduation date as the date the student finished classes instead of the date the student finished finals. The federal government rule states the last date a student attends a class should be reported as the last date they unofficially withdraw. The audit includes a recommendation that the Scholarships and Financial Aid Office staff work with the Registrar's Office staff to establish a plan consistent with the federal government's rule for determining a student's withdrawal date. A plan is already being implemented. Different levels of seriousness and issues exist. If issues are really serious, then a clean opinion cannot be issued on the College's compliance with federal awards. A clean opinion was issued.
- No issues were found with the return of Title IV calculations that were found with a previous fiscal year audit.
- Total federal expenditures including federal grants and student loans are up about \$2 million this year.
- Based on the Government Accounting Standards Board's (GASB) decision about two years ago the College, as an organization participating in a state retirement plan, will have to report the details of that plan next year. Because of the report's complexity, the McGee, Hearn, and Paiz auditing staff will help Accounting Services Director Herry Andrews prepare that response. Mr. Herr explained the College will have to "pick up a portion of that underfunding" and that will "whack against" the College's financial statements, because the Wyoming Retirement System is underfunded. The GASB is considering other

accounting decisions on which they may be writing rules. One is the adoption of international accounting standards as related to leases and the other is the reporting of student club and organization revenues and expenditures as those of the College. Mr. Herr stated these revenues and expenditures are outside of the College's budget authority. He will assist Mr. Andrews and Vice President Carol Hoglund in writing responses to any rules proposed by the GASB.

President Schaffer stated these findings were not necessarily a surprise. Work this year has focused on cleaning up the data pertaining to student participation (e.g., active status versus inactive status). In his opinion, the findings are not really those of financial aid but rather those of Student Records and the Registrar because they are related to how these areas report student activity points such as graduation and total withdrawal. He reiterated Mr. Herr's comment that Student Services and the Registrar are already working on a solution to resolve the reporting problems. The reporting of withdrawal dates is an onus that has been placed onto community colleges since the federal government took over direct lending. Although the finding is serious it is also timely to help guide the College.

Mr. Herr concluded his comments stating the areas in Financial Aid that are of the most concern are the award of federal financial aid to students who are not eligible, the award of more federal financial aid to a student than the student is entitled, and the return of Title IV funds. Record keeping is important on a different level, because issues can be corrected and they're more clerical functions. Mr. Herr also acknowledged Trustee Kilty's observation that many faculty including himself do not take attendance and so use the last date a student turns in an assignment or a test as the last day they are in class. Mr. Herr stated this is an acceptable method.

7. REPORTS TO THE BOARD

A. LCCC Reports

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

Jackson Craft stated homecoming week went phenomenally well with many non-traditional and traditional students participating. The SGA's Diversity Committee will be posting a map in the Student Lounge for students to pin the location of their home town. The Service Committee is holding a blood drive on October 30th. The annual chili cook-off will be held again this year—date to be announced. The annual canned food drive will have the College's Schools competing with each other again this year. Last year, the School of Business, Agriculture and Technology Studies won. All food will be donated to the Food Pantry. The Visibility Committee is creating a survey on what students want versus what students need. The Elections Committee is promoting local elections. Jeri Griego confirmed for Board Chairwoman Merrell that the Board's responsibility for the Food Pantry is beverages. President Craft agreed with Board Chairwoman Merrell that asking students about their goals during the Trustee Meet and Greet with the students on November 11th would focus on the positive much like the survey being created by the SGA's Visibility Committee. Trustee Lyttle also liked focusing on goals rather than concerns, calling it a strength-based conversation. President Schaffer commended the SGA's leadership stating they should be proud of the positive energy they generated during homecoming week.

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

A representative was not available to attend the meeting.

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

Faculty Senate President Leah Noonan stated Vice President Seth Robbins attended the Faculty Senate meeting in her absence, as she was representing the Faculty Alliance statewide organization during the

October 8th and 9th Community College Summit and the October 10th Wyoming Community College Commission. She did note the faculty expressed a desire to remain involved with advising on the program level and that led to a discussion of whether or not advising should be included in the faculty job description. One of the Faculty Senate members who is on the Advising Committee stated she did not have a clear understanding of what role the faculty will be expected to play. In response to Trustee Erickson's question during the last meeting about incentives to encourage faculty to attend a Meet and Greet, President Noonan stated faculty feedback indicates they would like to meet with the trustees without administrators and deans. The feedback also suggested faculty would rather mingle freely giving them the opportunity to visit with more than one trustee rather than have dinner. She believed the Meet and Greet time was not of the same importance as the ability to speak freely; adding whatever time would fit the trustees' schedule would probably be the best. Board Chairwoman Merrell suggested 5:30 on the evening of a Board meeting.

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

Vice President Maggie Swanger stated the LCCCEA has nothing new to report and thanked the Board for releasing the report from the Spring 2014 Campus Climate Survey.

In other business, Board Chairwoman Carol Merrell proposed the employee groups' reports to the Board be given during the Board's meeting held on the third Wednesday of the month. Trustee Mosher proposed a couple of groups give reports during the Board's meeting on the first Wednesday and others give their reports during the Board's meeting on the third Wednesday. Following a brief discussion on the logistics of employee group reports being delivered during both Board meetings each month, Board Chairwoman Merrell asked the employee groups to follow-up with Board Secretary Vicki Boreing as to their preference. (POSTSCRIPT TO MINUTES: The employee groups were contacted and would like to give their reports during the Board's meeting held on the third Wednesday of the month. Exceptions to this schedule have been determined for the remainder of the fall semester.)

8. PRESIDENT'S REPORT – President Joe Schaffer

President Schaffer reported on the following:

- The College's systems portfolio, which is a critical aspect of the College's accreditation, will be electronically submitted under the new AQIP pathway on Friday, October 31st. The report is actually due November 3rd. President Schaffer commended Associate Vice President Bender's leadership of the complex project, which required defining, assembling and organizing the information and data for the portfolio.
- The Wyoming Community College Commission historically considers tuition increases in November of each year. This year the Commission wants to engage a broader conversation and include additional metrics in their consideration of a tuition increase. Although Commissioner Charlene Bodine from Sheridan supports raising tuition, the Commission in general does not appear to do so. President Schaffer's recommendation would be to freeze tuition and have a broader conversation involving the cost of education and developing a policy that would more strategically guide the consideration of tuition increases. President Schaffer stated no evidence exists that would support a compelling argument for raising tuition, especially when tuition revenue equates to only 20% of the overall revenue source for Wyoming's community colleges. Also, local valuation (a revenue source for community colleges) is increasing, and students are being better served through the implementation of efficiencies without impacting the cost of their education. Trustee Mosher noted that freezing tuition for a four-year period would give students the security of knowing how much their tuition will be for that period of time. He also pointed out that insurance costs are predicted to rise dramatically (about 16%), a cost the College will need to fund. Trustee Mosher said in lieu of a four-year freeze he would support taking a year to examine

tuition costs. Trustee Lyttle agreed with President Schaffer's suggested Board position that the Board would not support increasing tuition this year. Trustee Erickson cited two topics to be considered by the Board—raising tuition and freezing tuition.

Trustee Erickson moved and Trustee Lyttle seconded,

MOTION: That the Wyoming Community College Commission be advised that the LCCC Board of Trustees does not favor an increase in tuition for the next fiscal year.

MOTION CARRIED unanimously.

President Schaffer asked Trustee Mosher and Trustee Erickson to share the Board's support of not raising tuition for the next fiscal year with Dr. Rose and the Wyoming Community College Commission.

9. BOARD REPORTS

A. October 8th and 9th Community College Summit and October 10th WCCC Meeting – Trustee Ed Mosher and Trustee Don Erickson

Trustee Erickson complimented the administration and fellow trustees in supporting LCCC employee attendance at the Summit and stated further that he was pleased that many of the employees in attendance were faculty. He also shared the entire session was videotaped by WACCT and encouraged the trustees and faculty who could not attend because of work responsibilities take the time to view the videotape. Board Chairwoman Carol Merrell was also impressed with LCCC's visible attendance, noting an LCCC person was seated at every table. Trustee Mosher stated that of the ten musts the McClenney's cited for what Colleges ought to do, LCCC and most of the community colleges are doing nine. He was pleased, too, that a time was established during the evening for attendees to discuss Byron and Kay McClenney's presentation. Arshi Rizwani-Nisley and Jeff Shmidl did a wonderful job representing LCCC during the planned panel discussions. Trustee Erickson was asked to moderate the panel on Defining Student Success because the moderator originally assigned to the panel had to drop out. Jeff Shmidl served on that panel and "was a hoot" demonstrating he really "knows his stuff" according to Trustee Erickson. A question was raised about whether a common definition of student success is needed. Trustee Erickson stated when it comes to asking the legislative for funding, a common definition is necessary.

Trustee Mosher reported on the WACCT meeting held prior to the Summit. The legislative agenda for the upcoming legislative session was a topic of conversation that focused on a statutory change that would provide for a consistent funding method so that community colleges do not have to request additional enrollment growth monies every year. A full legislative agenda will be prepared by the WACCT and distributed to all trustees. An audit of the WACCT is being conducted by two graduates of LCCC who also graduated from the University of Wyoming. The October 22-25, 2014, ACCT Leadership Congress in Chicago will be attended by 15 Wyoming community college trustees. One of the agenda items has to do with understanding what's going on with accreditation. Some discussion is taking place on the national level about the federal government instead of agencies such as the Higher Learning Commission overseeing accreditation, which is of great concern. Significant discussion was also held concerning the continuation of WACCT Executive Director Steve Bahmer's contract, the WACCT budget, and budget approval.

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

1) Finance and Facilities – Kevin Kilty, Ed Mosher

Trustee Mosher moved and Trustee Erickson seconded,

DISCUSSION: The balance sheet was approved. An update was given on the wayfinding and gateway projects. The wayfinding project will probably be completed in the spring. Some temporary signage will be done in the meantime to assist with some of the wayfinding challenges.

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

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

MOTION CARRIED unanimously.

10. **[CBT \(College Brain Trust\) RECOMMENDATIONS AND LCCC RESPONSES](#)** – President Joe Schaffer
- [Overview of the College Brain Trust's \(CBT\) Organizational Assessment Major Recommendations and LCCC's Response to Date](#)

The final report submitted by CBT in November 2011 may be found on the LCCC website at <http://lccc.wy.edu/about/board/organization.aspx>.

President Schaffer stated his Organizational Audit Update is being given primarily in response to Trustee Mosher's request and is intended to mirror the CBT's report and his update previously given in 2012. His presentation included:

- Background on the hiring of the CBT as the College's consultant to assess LCCC's organizational structure
 - o Goals were established by the Board as a basis of the CBT review and subsequent recommendations regarding organizational structure.
 - o A gap was filled with California data, which was not very comparative.
- CBT recommendations and LCCC's response to date
- The use of Fall 2014 IPEDS (Integrated Postsecondary Education Data System) and NCCBP (National Community College Benchmark Project) data for benchmarking in this presentation (Fall 2010 data was used two years ago.)
- Graphs representing :
 - o Employee FTE/100 Students
 - o Total Employee FTE/100 Students
 - o Total Faculty FTE/100 Students (adjunct faculty included in the FTE calculation)
 - o Student : Faculty Ratio
 - o Class Size
 - o Faculty Load
 - o Instructional Support Staff and Professional Staff FTE/100 Students
 - o Management FTE/100 Students
 - o Service/Administrative Support Staff FTE/100 Students
 - o Business and Financial Staff FTE/100 Students
 - o Computer Engineering and Science Staff FTE/100 Students
 - o Community Services Staff FTE/100 Students
 - o LCCC Positions by Classification (over the past five years)

Some general observations included:

- LCCC tends to outpace the other community colleges by the number of employees
- Administration and faculty numbers are slightly below that of the College's peer group.
- LCCC has about seven employee FTE/100 students, which places the College about in the middle of its peer groups.
- LCCC has 14 students/faculty.

- The College's classes are smaller than the 50th percentile.
- According to the faculty load, most of LCCC's students are in classes with full-time faculty.
- The College ranked at the higher end in Management FTE/100 Students.
- The College ranked at the bottom in Service/Administrative Support Staff FTE/100 Students.
- Classifications are reported differently by Wyoming's community colleges.

President Schaffer stated the 2012 reporting was not very accurate because adjunct faculty were reported as instructional support staff instead of faculty. These were reported correctly in 2013. Trustee Mosher expressed his concern that the reporting differences among community colleges will affect State budget allocations. He observed further that accurate data is needed for comparing the College to the other Wyoming community colleges and also when the College is determining what positions need to be filled during the budget planning process. He asked what the trustees and the WACCT can do to help secure more accurate data. President Schaffer stated the hope is more accurate reporting from consistent data will take place in 2014. The community colleges need to find commonality at least in the IPEDS reporting. He suggested the trustees' association have a conversation about its community colleges collaborating on the reporting of consistent and accurate IPEDS data. Trustee Mosher agreed, noting the legislature questioned the validity of community college data because of the inconsistencies in reporting.

Trustee Kilty asked how faculty were calculated. President Schaffer explained the College reports the number of fulltime faculty, which equate to one FTE, and then a multiplier is used to determine the number of adjuncts that equal one FTE. Based on a typical load and assuming the adjunct teaches three credits, five adjunct faculty would equal one FTE, and then a total FTE is calculated. The data President Schaffer presented represents a student to faculty ratio and students to FTE rather than students to fulltime faculty. Trustee Kilty reiterated the community colleges have more than adequate input when Wyoming's community colleges have a physical and educational environment that attracts students, which can be attributed in part to the funding the community colleges receive, but the community colleges need to measure outcomes. President Schaffer agreed noting the University of Wyoming is the best funded, land grant institution in the United States, when calculating total funding per student FTE and has adequate outcomes. The community colleges perform fairly well at the course-level outcomes. However, graduation rates have average outcomes. The community colleges' need to persist also posts average outcomes. That's not to say other influences exist. Wyoming is one of the few states where a high school diploma can yield a very lucrative career. Community colleges need to focus on outcomes data and outcomes productivity.

President Schaffer summed up his presentation stating in the last five years the College's administrator, faculty, and professional and classified staff positions have seen the following changes:

- Administrators have decreased by 10.3% (3 positions).
- Faculty have increased by 23% (23 positions). The College is upholding its commitment to increasing the number of faculty so that the College's goal of investing 50% of its budget in faculty positions will be reached. The investment is increasing and is currently at 43%. An investment of 70% of the College's budget in instruction, academic support, and student services is also a goal. These are the areas that directly impact students.
- Professional staff have increased by 25% (16 positions).
- Classified staff have decreased 4.4% (7 positions). The decrease is due to position eliminations through attrition and reclassifications. Some new positions have been added. The College still has a large portion of classified staff when compared to peer group institutions.

As the College moves forward, manual processes will continue to be replaced with efficiencies in technology. An investment will need to be made in new positions when the University/Student Center and the Flex-Tech Building are brought online. The performance management policy and a more robust evaluation and comprehensive professional development policy are being developed.

Trustee Mosher thanked President Schaffer for the data presentation. He asked what KPIs might be used as standards for assessing how the investments in instruction, academic support, and student services is impacting student success/completion. President Schaffer stated he believes there are metrics that can show where an investment in one area has caused an outcome in another. For example, more advisors lead to more students with an academic plan, which leads to more students completing.

Trustee Erickson also shared his appreciation for the update on the CBT's report, noting as a new trustee, he found the update informative on what the CBT set out to do. He noted one of the goals is to increase the organization's effectiveness. In response to Trustee Erickson's request for data/metrics that demonstrate the organization's effectiveness, President Schaffer stated the institutional report card's KPIs and their sub-indicators collectively suggest efficiency and effectiveness of the College's organization. Outcomes on retention, graduation, progress, completion, developmental education, and all of the things heard during the Community College Summit are found in the Report Card. The College is using these outcomes in strategic planning, program reviews, non-academic reviews, and all the areas on which the College is focusing. Trustee Erickson stated he would like to sit down with President Schaffer and review the report card's content to which President Schaffer responded he would be happy to do so.

President Schaffer concluded his comments announcing Institutional Research Manager Ann Murray has been nominated for a bell weather award for her work on the KPIs, which is an excellence award for innovative practices in community colleges.

11. ACADEMIC PROGRAM REVIEW POLICY 10.2 (Revised from 10/1/14 Board discussion)

Board Chairwoman Carol Merrell stated the policy was rewritten at the request of Trustee Mosher and asked if the Board was ready to approve the policy tonight. At Counsel Nethercott's request Trustee Mosher explained his changes were addressed in the revisions crafted by President Schaffer. He also stated he was pleased with the revised language and hoped the Board would move forward with approval.

Trustee Erickson moved and Trustee Mosher seconded,

MOTION: That the Board of Trustees approves the Academic Program Review Policy 10.2.

DISCUSSION: Vice President Fierro explained for Trustee Erickson that ten programs will be reviewed during the first year. President Schaffer stated the goal is to have every program reviewed once every five years (about one-fifth of some 80 programs each year). The five-year review cycle corresponds with the Wyoming Community College Commission's direction for program reviews. Under the new program review system, programs were submitted to a comprehensive program analysis using the College's KPIs and other indicators to determine a program's overall health. A five-tier ranking was used to determine which programs would be reviewed first, and programs were placed into one of the five tiers based on the program's health score determined by the comprehensive program analysis. The programs with the greatest opportunity for improvement will be among the first to be reviewed. Based on a suggestion of Institutional Effectiveness Associate Vice President Kim Bender and Academic Affairs some very healthy programs will also be included in the first review cycle. The programs reviewed each year will be brought to the Board. President Schaffer stated for Trustee Mosher that the Program Review Committee may determine a troubled program needs to be reviewed more frequently.

MOTION CARRIED unanimously.

12. POLICIES – 2nd READING – President Joe Schaffer
(Corresponding procedures may be found at <http://policies.lccc.wy.edu/>)
A. [Campus Printing Copy Policy 7.2](#)

- B. [Complaint Policy 9.7](#)
- C. [Student Fees Policy 4.10](#)
- D. [Tuition Policy 4.9](#)

Trustee Erickson moved and Trustee Kilty seconded,

MOTION: That the Board of Trustees approves Campus Printing Copy Policy No. 7.2, Complaint Policy No. 9.7., Student Fees Policy No. 4.10, and Tuition Policy No. 4.9 in a block.

MOTION CARRIED unanimously.

13. APPROVAL ITEMS

None

14. ADDITIONAL ITEMS – Information Only

- [Historical List of Board Motions](#)
- Board Correspondence – [FEMA Certificate for LCCC Fire Science Program](#)

15. NEXT MEETINGS/EVENTS

- **November 12 (Wednesday)** – Board Meeting and Dinner: Dinner – 6 p.m. – CCC 178/179; Meeting – 7 p.m. – Petersen Board Room
- **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
- “Meet and Greet” visits with students – November 11 or 18??? – 11:45 a.m. to 1 p.m. – Student Lounge
 - The Board agreed the “Meet and Greet” will be held on November 11th, 11:45 a.m. to 1 p.m. in the Student Lounge. Vicki Boreing will make the arrangements.
- “Meet and Greet” opportunities with faculty and staff are in the process of being scheduled.

16. NEW BUSINESS – Board Chairwoman Carol Merrell

Trustee Mosher added to his earlier comments about the WACCT and Wyoming Community College Commission meetings, stating he had an opportunity to visit with UW President Dr. McGinity and was pleased with Dr. McGinity’s expressed support for furthering positive relationships with community colleges and public schools. Dr. McGinity spoke during the Wyoming Community College Commission meeting and attended the WACCT meeting. He also shared positive comments about LCCC’s work on articulation agreements with the University.

Trustee Erickson stated he attended an architect planning meeting for the University/Student Center this week and wanted to advise the Board of what he shared with the architects regarding the new Board Room on the second floor of the Center, noting he did so from a personal standpoint and not on behalf of the Board as a whole. He suggested the Board Room’s architecture allow for good eye contact and discussion and have technology beyond what is in the current Board Room, including a larger screen. He also suggested the architects view Western Wyoming Community College’s Board Room, which he stated is phenomenal and has a small office for their trustees along with a room for files and storage.

ACC Ex Officio Trustee Butch Keadle reported Shawn Holz has been hired as the ACC’s new Director of Academic Affairs.

17. 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.

18. ADJOURNMENT of the October 15, 2014, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairwoman Carol Merrell

Trustee Kilty moved and Trustee Lummis seconded,

MOTION: That the Board of Trustees adjourns the October 15, 2014, Board Meeting of the Laramie County Community College Board of Trustees.

MOTION CARRIED unanimously.

Board Chairwoman Carol Merrell adjourned the October 15, 2014, Board Meeting of the Laramie County Community College District Board of Trustees at 9:21 p.m.

19. EXECUTIVE SESSION – *An executive session was not held following the Board meeting.*

Respectfully submitted,

Vicki Boreing
Board Recording Secretary