

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, FEBRUARY 5, 2014, ADMINISTRATION BUILDING, PETERSEN BOARD ROOM, LARAMIE COUNTY COMMUNITY COLLEGE

Board Present: Chairwoman Carol Merrell, Vice Chairman Kevin Kilty, Secretary Brenda Lyttle, Treasurer Ed Mosher, and Trustees Bill Dubois, Don Erickson, and Christine Lummis

Staff Present: President Joe Schaffer; Vice Presidents José Fierro, Judy Hay and Carol Hoglund and Associate Vice President Kathleen Urban; Faculty and Staff Members Juan-Antonio Bernabeu, Amy Ehlman, Roger Findley, Jeri Griego, Leah Noonan, Arshi Rizwani-Nisley, Roz Schliske, Jeff Shmidl, and Rob Van Cleave; and Legal Counsel Tara Nethercott

Visitors: Stefan Becker (SGA President) and Tycee Mohler (SGA Vice President), Aerin Curtis (*Wyoming Tribune-Eagle*), and Stephanie McGee (*Wingspan* Online Editor) and Brooke Rogers (*Wingspan* Co-Editor)

1. CALL TO ORDER of the February 5, 2014, Board of Trustees Meeting of the Laramie County Community College District Board of Trustees – Board Chairwoman Carol Merrell

Board Chairwoman Carol Merrell called to order the February 5, 2014, Board of Trustees Meeting of the Laramie County Community College District Board of Trustees at 7:04 p.m.

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

Trustee Dubois moved and Trustee Erickson seconded,

MOTION: That the Board of Trustees approves the January 15, 2014, Board Meeting Minutes as written.

MOTION CARRIED unanimously.

3. REPORTS TO THE BOARD

A. LCCC Reports

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

President Becker said Vice President Tycee Mohler will attend future Board meetings because he has College commitments that require him to step out of the Board meetings around 8:00 p.m. He reported the Executive Committee will be meeting tomorrow to work on revising their constitution. Proposed changes will be presented to the SGA on Tuesday. President Becker stated for Trustee Mosher that all the senators with the exception of the two elected last week have their pictures on display near the entrance to Student Services. Board Chairwoman Carol Merrell asked that another SGA member represent the SGA if they cannot attend.

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

Newly elected Staff Senate President Amy Ehlman stated the Staff Senate and others will be organizing the annual employee recognition banquet that will be held again in May this year. Other events such as fundraisers are also being discussed. President Ehlman also stated for Trustee Mosher that discussions are ongoing about the proposed HR policies and procedures. (POSTSCRIPT TO MINUTES: An open forum will be held Thursday, February 27th, from 3 to 4:30 p.m. for classified

and professional staff to address concerns and answer questions. President Schaffer, Human Resources Executive Director Peggie Kresl-Hotz and Legal Counsel Debb Roden will be in attendance.)

3) Faculty Senate – Rob Van Cleave, President; Burt Davis, Vice President; Valerie Millsap, Secretary

Faculty Senate President Van Cleave reported the following from their Friday, January 31st, meeting:

- Faculty Senate charged each School with bringing back concerns and comments about the new advising model. A compilation of these will be passed on to Vice President Hay and Director of Student Planning and Success Kathryn Flewelling.
- Job descriptions were tabled so that the timeline for review of the proposed HR policies and procedures could be met.
- The feedback period for the HR policies and procedures has been extended. Faculty assemblies will be held to discuss the content and intent of the policies and procedures. As with the staff open forum, President Schaffer, HR Executive Director Peggie Kresl-Hotz, and Legal Counsel Debb Roden will be in attendance. At President Schaffer’s request a list of questions and topics will be developed so that they can be addressed in an organized manner. President Van Cleave also visited with Vice President Fierro about the proposed policies and procedures.

Board Chairwoman Carol Merrell thanked President Van Cleave and the Faculty Senate for broaching the concerns in harmony with President Schaffer so that any misunderstandings can be resolved and suggestions may be considered for changing the Human Resources policies and procedures language. She added the College is now at a place where changes to these policies and procedures need to be made and employees need to understand their impact.

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

Mr. Shmidl stated the faculty are being encouraged to post their comments and concerns regarding the Human Resources policies and procedures on EaglesEye. The Education Association like the Faculty Senate will probably develop a list of concerns and are looking forward to more conversation that will more clearly identify the policies and procedures’ content and purpose.

4. PRESIDENT’S REPORT – President Schaffer

A. [Strategic Plan Ranks](#)

President Schaffer thanked the Board for completing the ranking and scoring exercise for the strategic plan strategies. A summary of the “Priority Ranking of LCCC Strategic Plan Strategies” lists the 60 strategies in four tiers with Tier One being the highest priority and Tier Four being the lowest priority. The strategic plan’s final design elements are in production and will include the rankings. The strategic plan will be used as a resource for prioritizing budget requests.

B. [Health Insurance and Campus Health Clinic](#)

Vice President Hay distributed “Health Insurance and on-campus Health Clinic for Students” fliers that provide information about health insurance and an on-campus health clinic for students. The fliers have been distributed around campus and in the residence hall. The student health insurance plan is modeled after one at Casper College and may be purchased by students who are enrolled in at least seven credit hours. The health insurance plan cost is affordable at about \$1,000 per year depending on the coverage. Students are not required to have health insurance at this time.

An open house to help students become acquainted with the health clinic was held yesterday, Tuesday, February 4th, from 2 to 4 p.m. in HS 324. The clinic is exclusively for students and is staffed by residents from the University of Wyoming Family Practice who are paid from the student wellness fee monies. Board Chairwoman Merrell attended that open house and was pleased with the energy and excitement she observed. She also recognized the partnership of Contracting and Procurement Director Jerry Harris, School of Health Sciences and Wellness Dean Terry Harper, Nursing Program Director Jennifer Anderson, Dr. Ronald Malm, and the University of Wyoming Family Practice residents that was instrumental in realizing the on-campus health clinic. The clinic's hours are 6 to 8 p.m. every Tuesday. Students may also opt to visit the UW Family Practice facility located at 8312 East 18th Street, which is open during regular business hours Monday through Friday. Students will have to pay for this service, the cost of which is based on a sliding scale. Bus transportation from the College to the UW facility is available. A list of referrals for services not offered at the campus health clinic is also available at the clinic and in the counseling center as well as other locations on campus. The offering of flu shots will depend on the cost, which would be paid from student fees, and the availability of the vaccine.

Vice President Hay explained a student is assessed a \$2.25 per credit hour wellness fee. That fee is allocated at \$.64 for the PE Center staff and equipment; \$.21 for intramural sports' referees and equipment; \$1.01 for the health clinic and health and wellness education in areas such as suicide awareness, depression, and eating disorders; and \$.39 to the Albany County Campus for access to the Laramie Recreation Center.

5. JANUARY 24, 2014, BOARD RETREAT – RECAP AND NEXT STEPS – President Schaffer

President Schaffer asked the trustees if they had any recommendations or guidance subsequent to the retreat's presentations and discussions.

Board Chairwoman Carol Merrell heard comments from some attendees that this retreat was the best one they could remember attending, which Chairwoman Merrell attributed to President Schaffer. Trustee Mosher asked that W.S. 21-18-304 *District board generally; duties.* be made available to the Faculty Senate, LCCCEA, Staff Senate, and SGA, so that they could avail themselves of the information. Board Chairwoman Merrell requested the statute also be included in the information packets provided for new trustees. (POSTSCRIPT TO MINUTES: Board Secretary Vicki Boreing emailed the statute to the employee and student groups as requested. She also created a link to statutes that are referenced within Board policy.)

Trustee Mosher later in the meeting commended the collegial relationship between the College and the University. He shared the LCCC faculty, who worked on the Gen Ed program with the University Studies Program team, received positive feedback about their efforts to assure LCCC's students have a seamless transfer process. Vice President Fierro and Trustee Kilty, who is also a UW faculty member, received positive comments as well.

6. BOARD REPORTS

- A. Board Committee Reports – Board Chairwoman Carol Merrell serves on all committees.
- 1) Building Forward Committee – Bill Dubois, Don Erickson, Christine Lummis

President Schaffer stated the 63rd Wyoming Legislative Session convenes next Monday, February 10th, and funding for the University/Student Center and the Flex-Tech Building is pending legislative action during that budget session. He thanked the Board for sharing their support of the building projects with the College's local legislative delegation. Trustee Dubois was pleased that he was able to openly support the College's projects, now that he is no longer on the legislative staff. He was also pleased, as was Chairwoman Merrell, with responses he received from our Laramie County delegation to his letters.

7. APPROVAL ITEMS

- A. [Academic Appeals Policy 2.16](#) – Vice President Fierro
(*Academic Appeals Procedure No. 2.16P* may be found at <http://policies.lccc.wy.edu/4.shtml>.)

Board Chairwoman Merrell asked for questions and/or comments and heard none.

Trustee Kilty moved and Trustee Mosher seconded,

MOTION: That the Board of Trustees approves the *Academic Appeals Policy 2.16*.

MOTION CARRIED unanimously.

- B. [Degrees and Certificates Policy 2.1](#) – Vice President Fierro
(*Degrees and Certificates Procedure 2.1P* may be found at <http://policies.lccc.wy.edu/4.shtml>.)

Trustee Kilty stated a number of degrees are offered by the College, but the ones aimed specifically toward a bachelor of applied science degree have never been clear. President Schaffer said he could not speak to Trustee Kilty's concern from an historical context and did not know if the College currently has any associate of applied science degrees specifically geared or designed for transfer to a bachelor of applied science degree. Vice President Fierro stated the College does not have an articulation agreement with any four-year institutions for those degrees with the exception of nursing, which transfers towards a Bachelor of Science in Nursing Degree. However, he noted further the landscape is changing and some four-year institutions are starting to accept direct transfers to a bachelor of applied science degree and from a bachelor of applied science degree to graduate programs. Trustee Kilty asked if the definition of an AAS degree should be modified to address that possibility. President Schaffer said the definition could be modified and explained the reason the definition does not include language addressing the possibility of transfer to another institution is because the one option in Wyoming is through the College's articulation with the University of Wyoming for a bachelor of science degree and that has not worked very well. The definition was written to provide clear delineation for the LCCC faculty on the purpose of a degree, recognizing a transfer option exists for the AA and AS degrees, but also wanting to clearly discern that a program developed for an associate of applied science degree is intended for occupational entry. President Schaffer also noted the companion procedure *Certificates and Degrees Procedure 2.1P* speaks to the transfer of associate of arts and associate of science degrees towards baccalaureate programs at four-year institutions.

Trustee Kilty also question "ordered sequence" in the definition of a program noting that one of the advantages at LCCC is courses may be offered in a "mostly ordered sequence." President Schaffer stated "ordered sequence" means that the courses are ordered at the direction of the College not by an external agency. The concept is that the College has created a structure that will move a student through an ordered curriculum of educational pathways as defined by LCCC. Noting the discussion, Board Chairwoman Merrell asked Trustee Kilty if he would like to table action on the policy to which he responded he had no problem with proceeding.

Trustee Erickson moved and Trustee Kilty seconded,

MOTION: That the Board of Trustees approves the *Degrees and Certificates Policy 2.1*.

DISCUSSION: President Schaffer responded to Trustee Lyttle's question concerning the definitions of a Credit Certificate and Credit Diploma, stating a Credit Certificate requires between 30 and 45 credit hours and typically takes one year, including a summer semester, to complete and often matriculates into an associate degree. Whereas, a credit diploma is a short-term certificate that requires a student to successfully complete

one semester of credit-bearing courses that will prepare the student for occupational entry. He clarified further that the United States Department of Education calls the one-semester credential a certificate of completion; however, the Wyoming Community College Commission calls the same credential a credit diploma.

MOTION CARRIED unanimously.

C. [Policy Development and Approval Procedure 1.2.11P Revisions](#) (Highlighted) – President Schaffer

President Schaffer recapped the changes in the Board procedure. A Section H. Temporary Executive Order has been added that allows the President to invoke temporary changes by executive order in policy or procedure that bring the College into compliance with a “State statute or rule, federal law, judicial order, College investigation of an emerging problem, or other need in the best interest of the institution as a whole.” If the changes are not formalized by the President within 120 days, the policy or procedure changes revert to their original language.

Trustee Dubois moved and Trustee Kilty seconded,

MOTION: That the Board of Trustees approves the *Policy Development and Approval Procedure 1.2.11P* as revised.

MOTION CARRIED unanimously.

8. ADDITIONAL ITEMS – Information Only

A. [Historical List of Board Motions 2012-2014](#)

9. NEXT MEETINGS/EVENTS

- **February 19 (Wednesday)** – Board Meeting and Dinner: Dinner – 6:00 p.m. – CCC 178/179; Meeting – 7 p.m. – Petersen Board Room
- **February 21 (Friday)** – Trustees and Commissioners Lunch – 12 noon – CCI 129
Trustee Mosher encouraged the trustees and employees to also attend the February 20th trustee education workshops, which will be held in the Center for Conferences and Institutes. The WACCT Board meeting will precede the workshops at 7 a.m. in CCI 123.
- **March 5 (Wednesday)** – Board Meeting and Dinner: Dinner – 6:00 p.m. – CCC 178/179; Meeting – 7 p.m. – Petersen Board Room

10. NEW BUSINESS – Board Chairwoman Carol Merrell

Trustee Dubois announced a gift of \$500,000 has been given to the College by a German immigrant whose wife worked part-time in the College Library with retired librarian Sandra Donovan. President Schaffer said \$250,000 of the gift is designated for the Library and that his recommendation will be that the whole gift be set aside pending renovation of the Library into the new Learning Commons. The monies will be wired to the Foundation when the estate is settled.

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

None

12. ADJOURNMENT of the February 5, 2014, Board of Trustees Meeting of the Laramie County Community College District Board of Trustees – Board Chairwoman Carol Merrell

Trustee Erickson moved to adjourn; Trustee Dubois seconded.

Board Chairwoman Carol Merrell adjourned the February 5, 2014, Board of Trustees Meeting of the Laramie County Community College District Board of Trustees at 8:06 p.m.

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

Respectfully submitted,

Vicki Boreing
Board Secretary