

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, DECEMBER 4, 2013, ADMINISTRATION BUILDING, PETERSEN BOARD ROOM, LARAMIE COUNTY COMMUNITY COLLEGE

Board Present: Chairwoman Carol Merrell, Vice Chairman Kevin Kilty, Secretary Brenda Lyttle (by conference phone for agenda items 1-3), 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; Administrator and Faculty Members Mohamed Chakhad, Jeri Griego, and Roz Schliske; and Legal Counsel Tara Nethercott

Visitors: Stefan Becker (SGA President), Aerin Curtis (*Wyoming Tribune-Eagle*), Ike Fredregill (*Wingspan* Reporter), Mandy Neely (*Wingspan* Co-Editor), and Brooke Rogers (*Wingspan* Managing Editor)

1. CALL TO ORDER of the December 4, 2013, 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 December 4, 2013, Board of Trustees Meeting of the Laramie County Community College District Board of Trustees at 7:05 p.m.

2. MINUTES – Approval of the [November 6, 2013](#), Board Meeting Minutes – Board Chairwoman Carol Merrell

Trustee Mosher moved and Trustee Lummis seconded,

MOTION: That the Board of Trustees approves the November 6, 2013, Board Meeting minutes as written.

MOTION CARRIED unanimously.

3. ELECTION OF BOARD OFFICERS

A. Board Chairman

Trustee Mosher moved the nomination of Carol Merrell for Board Chairman. Trustee Merrell accepted the nomination. No other nominations were made.

MOTION CARRIED unanimously.

B. Board Vice Chairman

Trustee Mosher moved the nomination of Kevin Kilty for Board Vice Chairman. Trustee Kilty accepted the nomination. No other nominations were made.

MOTION CARRIED unanimously.

C. Board Secretary

Trustee Kilty moved the nomination of Brenda Lyttle for Board Secretary. Trustee Lyttle accepted the nomination. No other nominations were made.

MOTION CARRIED unanimously.

D. Board Treasurer

Dr. Kilty moved the nomination of Ed Mosher for Board Treasurer. Trustee Mosher accepted the nomination. No other nominations were made.

MOTION CARRIED unanimously.

E. Foundation Board Members

Board Chairwoman Carol Merrell, Trustee Dubois, and Trustee Erickson said they would like to continue as the LCCC Board of Trustees representatives on the Foundation Board and were so nominated by the Board as a whole.

Board Chairwoman Carol Merrell, Trustee Dubois, and Trustee Erickson were nominated by unanimous vote.

F. Wyoming Association of Community College Trustees (WACCT)

Trustee Lyttle stated she would like to relinquish her WACCT voting delegate position because of her additional job duties.

Trustee Dubois moved to nominate Trustee Mosher and Trustee Erickson as voting delegates. Trustees Mosher and Erickson accepted the nomination. No other nominations were made

MOTION CARRIED unanimously.

The Board held a two-minute break, so the newly elected officers (minus Secretary Brenda Lyttle, who was in attendance by phone) could have their picture taken for the *Wingspan*.

Board Chairwoman Carol Merrell asked the trustees to move to agenda item No. 9.

4. REPORTS TO THE BOARD

A. LCCC Reports

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

President Schaffer will be regularly attending SGA meetings and attended their meeting yesterday during which he brought students up to date on the building forward effort. He also talked about having a student ex officio trustee. The SGA is redoing their by-laws and would like to include a student ex officio trustee. They would also like to combine the SGA and ACC Student Government Association. The SGA has had several people visit with them; e.g., Contracting and Procurement Director Jerry Harris shared with them the Pepsi contract. The SGA is helping with the College's giving tree and will be sponsoring a few students from Arp Elementary School. Their canned food drive ends December 13th.

Referring to the student ex officio trustee, Trustee Erickson believed some discussion about incentives such as a campus wide election and a reduction in a student's enrollment costs should be considered. President Becker said the SGA believes the student ex officio trustee should come from the SGA, adding the SGA senators already have scholarships and that the senators want to select someone motivated by dedication and not incentives. President Schaffer shared the SGA had varying

perspectives on the role of the student ex officio trustee. SGA wants to assure there is continuity with what is being shared with the campus community by the SGA and the student ex officio trustee. A robust conversation was held concerning an election process and whether the ex officio should be a rotating position. The SGA is interested in having a seat at the Board's table as soon as possible. President Schaffer will work the Board on policies and procedures, and the SGA will work on a solution for the selection of the student ex officio trustee.

Board Chairwoman Carol Merrell shared with the Board an invitation to the December 21st Nurses Pinning at 10 a.m. in Storey Auditorium. A reception will follow the pinning in Storey Gymnasium.

5. PRESIDENT'S REPORT – President Schaffer

A. LCCC AQIP Systems Portfolio

The systems portfolio is a requirement for continued accreditation status. The first one was submitted in 2010. The next one is due in late August or early September 2014. A Systems Portfolio Steering Committee will be organized to oversee the development of the systems portfolio. The systems portfolio is a self-study that includes major documentation illustrating the College is in compliance with the criteria specified in the Academic Quality Improvement Program (AQIP) process. The work will begin in January and will continue through September. The level of work or time commitment to accomplish the development of the systems portfolio is uncertain. Most of the writing will take place by the people who have functional responsibility over the specific area identified in the category. The steering committee will help guide the process, identify the research and elements needed, and function as a review and editing body. Trustee Mosher said he would be interested in serving but thought a couple of trustees would be helpful to provide continuity given the commitment. President Schaffer asked trustees to let Board Chairwoman Carol Merrell know of their interest in serving on the committee.

B. Governor's Biennial Budget Proposal

The Governor's proposed budget was released last Friday. The three budget areas below are generating a lot of discussion.

- 1) LCCC CapCon Requests – The number one recommendation was for full funding (\$14.1 million) of LCCC's Industrial Technology or Flex-Tech building. No funding was recommended for the University/Student Center. The State's share of funding was recommended for a new building at Eastern Wyoming College, which was the Wyoming Community College Commission's third priority. Approximately \$800,000 would still be needed for the building's construction that EWC has not yet secured. The funding recommendation for the Flex-Tech Building leaves LCCC short \$8 million to construct both buildings. To have the University/Student Center project skipped over again, especially when the College has local support has people scratching their heads. The focus will now be on the Joint Appropriations Committee (JAC) and the College's local delegation to make a case for appropriating the State's share of funding for the University/Student Center. The Governor placed \$119 million in his recommended budget to be appropriated at the legislature's discretion. The monies will, of course, be highly sought after. Trustee Dubois asked if the State fully funds the Flex-Tech Building, can the monies raised for that building's construction from the bond election be put towards the construction of the University/Student Center. President Schaffer said at first blush he would think yes, but the College will need to make sure any action taken is in compliance with bond language. The College will also need to see how the capital construction language plays out during the legislative session. Trustee Kilty theorized the Governor's decision may have been based on the Flex-Tech Building having all instructional space whereas the University/Student Center does not. Trustee Erickson asked about the appropriation of major maintenance monies if the University/Student Center is entirely funded by local dollars. President Schaffer stated the Joint

Appropriations Committee and other legislators are looking at formalizing their approach to major maintenance. Legislation is anticipated this session, perhaps in a footnote. Some perspective still exists that major maintenance monies should only be allocated on the portion of the building funded by the State. Another view is that if buildings are funded without State appropriations, then it's a fair deal for the State to allocate major maintenance monies for those buildings. A final resolution is yet to come.

- 2) Employee Pay Raises for Community Colleges – The Governor recommended a 2% biennial increase for community college employees, which is essentially a 1% increase each year of the biennium.
- 3) Exception Request for Enrollment Growth – A one-time exception request would put \$14.3 million in a community college block grant that would fund the community colleges' enrollment growth from the base year of 2004. The Governor denied that request but suggested the formula be fixed.

C. December 13th WCCC Meeting in Rock Springs

1) WCCC's Consideration of a Tuition Increase

The WCCC has the authority to set tuition for the seven colleges and typically does this during their December meeting. The Commission's policy is a benchmarking approach that looks at how Wyoming's community college tuition ranks when compared to that of the Western Interstate Commission on Higher Education (WICHE) states' average tuition. President Schaffer presented data showing how Wyoming's tuition compares with that of the WICHE states and nationally. In general, Wyoming continues to have the lowest tuition in the United States. Also, only 4.2% of the median household income in Wyoming is needed to pay for community college tuition, which again places Wyoming at the bottom. Another comparison in terms of educational appropriations per student FTE both among the WICHE states and nationally, ranks Wyoming second behind Alaska. President Schaffer said he is sharing his perspective from the data presented and knows that his colleagues across the state will have a different perspective because each community college has unique environments and populations. The Board considered options for the use of the tuition increase monies such as funding scholarships. Another savings to students to offset the higher tuition could be a reduction in student fees. Trustee Mosher noted that a 5% increase in tuition would generate approximately \$1.7 million for the community college system. LCCC's portion would be about \$380,000.

The Board concluded from follow-up discussion LCCC would not support a tuition increase.

Trustee Mosher moved Trustee Dubois seconded,

MOTION: That the Laramie County Community College Board of Trustees supports continuing the present tuition rate for instate and out-of-state tuition.

DISCUSSION: Mohamed Chakhad asked how much influence do community colleges have on Commission decisions. President Schaffer responded the Commission has a sincere interest in broadening their conversation and that is why they are holding a meeting instead of conference call to discuss their proposed tuition increase.

MOTION CARRIED unanimously.

- 2) Escalation of Performance Funding Percentage Based on Course Completion – No discussion

6. BOARD REPORTS

A. 11/19/13 – 11/20/13 Governor’s Business Forum – Trustee Mosher

Trustee Mosher reported the forum included many presenters who shared their expertise on economic strategies and civil discourse. David McCullough, author and Pulitzer Prize recipient of the Presidential Medal of Freedom, emphasized the issue of civility. He advised companies should look for employees who have a passion for what they do and are dedicated to the organization and should use all methods to communicate with employees. He also stated the importance of humanity in education is undefinable. Another point made was the public’s belief in having a tremendous amount of openness in faceless communications. Trustee Mosher also found Governor Mead’s opening remarks interesting where he spoke to focusing on human resources and tax benefits as a way to attract business. Another topic of interest presented by retired chair of the National Intelligence Council Herb Meyer was on population growth rates where the number of elders exceed the number of births in countries such as Russia, Japan, and Germany and how these rates create business opportunities for generating solutions in energy, infrastructure, food, and health care, to name a few.

7. BOARD POLICIES – 1st READING

President Schaffer explained the review process as follows:

- Board policies and administrative procedures are developed in the area in which the knowledge resides.
- The proposed policy and/or procedure is presented to President's Cabinet for first reading.
- If President's Cabinet approves the content, the policy and/or procedure are sent to campus and to legal counsel for consultative feedback.
- Following the close of the consultative feedback period, the policy and/or procedure are brought back to President's Cabinet for a second reading and a review of any feedback received. If the feedback is not incorporated, President Schaffer responds to the employee on who provided the feedback with the rationale supporting why the feedback will not be included in the policy and/or procedure. The response is added to the feedback discussion on EaglesEye.
- The policy and /or procedure are then presented to College Council. If College Council agrees with a proposed procedure, it is ratified and recommended for President Schaffer’s signature. If a policy meets with agreement by the College Council, it is recommended for approval by the Board.
- The Board considers the policy content on first reading and its approval on second reading.

The proposed accounting, audit and investment policies are being presented to the Board this evening on first reading and will be brought back to the Board for approval during their January 15th Board meeting.

A. [Accounting Policy No. 4.1 – Feedback Due 8-30-13 – No Feedback Received](#) – Vice President Hogle (The Accounting Policy is a standalone policy; i.e., there is no accompanying procedure.)

Administration and Finance Vice President Carol Hogle clarified for Trustee Kilty that the process for “monitoring of budgets” would be defined in procedure and that the procedure could be written to include the Finance and Facilities Committee. President Schaffer added the policy establishes a mechanism to provide transparency and procedures will define approaches for a variety of things; e.g., cellular phones.

Trustee Mosher stated procedures adopted under the Accounting Policy will be available online. Trustee Erickson said he believes the policy is a move in the right direction to help simplify the information coming to the Board so it is more understandable. Counsel Nethercott stated she has reviewed the policies before the Board this evening and has no issue with any of them.

- B. [Investment Policy No. 4.6 – Feedback Due 11-18-13 – No Feedback Received](#) – Vice President Hoglund (*Investment Procedure No. 4.6P* may be found at <http://policies.lccc.wy.edu/4.shtml>.)

Trustee Mosher asked about the inclusion of student monies under 1.0 POLICY & PURPOSE. Administration and Finance Vice President Carol Hoglund stated the College has the responsibility to monitor any monies that come through the College regardless of intent. Club funds are monitored for legality but not with the same restrictions as with the SFAC funds. Counsel Nethercott added the policy is not expanding anything the College is currently doing but rather is simply acknowledging the College is stewards of the money and will use it wisely.

- C. [Audit Policy No. 4.7 – Feedback Due 11-18-13 – No Feedback Received](#) – Vice President Hoglund (*Audit Procedure No. 4.7P* may be found at <http://policies.lccc.wy.edu/4.shtml>.)

The Board had no comment on the proposed Audit Policy.

8. BOARD RETREAT

- A. [Draft Agenda for January 24, 2014, Board Retreat in Laramie](#) – President Schaffer

President Schaffer observed that holding the Board's retreat in Laramie will capitalize on the University's involvement with plans for the Albany County Campus as well as provide an opportunity to include the Albany County Campus Advisory Board members in the discussion.

Trustee Erickson remarked the retreat is becoming more of a seminar than an opportunity for introspection and stated he would like more time allowed for the Board's evaluation. Board Chairwoman Carol Merrell stated she will take Trustee Erickson's request under consideration. Board Chairwoman Merrell asked the Board to review the comments from the Board's three dinners with the faculty, staff, and students and give her their responses, so the whole Board can engage in a conversation about these responses in addition to a discussion of the Board's evaluation survey results.

Trustee Kilty inquired about the Campus Climate Survey results. The survey results will be added to the January 15th agenda.

9. APPROVAL ITEMS

- A. [Approval of Resolution Declaring the Laramie County Community College Board of Trustees Support of the WACCT's Position on the Wyoming Community College Commission's Legislative Agenda](#) – Board Chairwoman Carol Merrell, Trustee Mosher

President Schaffer stated for Trustee Kilty that the community colleges agreed to support the Governor's recommendations for salary increases. Trustee Mosher added the WACCT is hopeful the salary increase monies will be allocated for both years of the biennium. Referring to the addition of a seventh agenda item supporting Governor Mead's recommendation for funding of Phase II of the Wyoming Unified Network, President Schaffer stated the Governor sees high tech industries as one of the opportunities for diversifying Wyoming's economy. One option to support this effort is "beefing up" the Wyoming Unified Network, which will increase the operational quality and speed of networks. The State CIO Council advanced a recommendation to the community college presidents to support the State CIO and Governor's recommendation and they are supporting that recommendation.

Trustee Mosher moved and Trustee Erickson seconded,

MOTION: That the Board of Trustees approves the resolution.

DISCUSSION: None

MOTION CARRIED unanimously.

Board Chairwoman Carol Merrell asked the trustees to move to agenda item No. 4.

10. NEW BUSINESS – Board Chairwoman Carol Merrell

Trustee Kilty acknowledged President Schaffer sent the data he requested to the trustees regarding the number of administrators in dean and above positions. He also noted the inclusion of a couple of director positions sort of muddied the water. However, because the Board approved a college completion resolution endorsing a 5% increase in completions over the next 10 years “without regard to whether that could be done without new resources or the cost,” he asked President Schaffer to produce another report that would state the positions that have been eliminated and the resources from those vacancies that could be used to meet the needs of the 5% completion goal initiatives. President Schaffer stated he will be happy to do so. Trustee Erickson asked that the information concerning administrator positions be resent.

Trustee Mosher asked about a conflict of interest policy for the Board. President Schaffer stated the policy is a requirement of the accreditation process and asked Counsel Nethercott to work with on developing a policy.

Trustee Erickson requested the Finance and Facilities Committee report be given during the second Board meeting held each month and that any other Board reports (e.g., committee, organization, conference) be given during the first Board meeting of the month. Board Chairwoman Carol Merrell agreed with a disclaimer that a report may be given during the Board meeting that immediately follows an organization’s meeting or conference.

11. NEXT MEETINGS/EVENTS

- **January 15 (Wednesday)** – Board Meeting and Dinner: Dinner – 6:00 p.m. – CCC 178/179; Meeting – 7 p.m. – Petersen Board Room
- **January 24 (Friday)** – Board Retreat and Meeting with ACC Advisory Board – 8 a.m. to 4 p.m., Hilton Garden Inn, Laramie, Wyoming

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

None

13. ADJOURNMENT of the December 4, 2013, Board of Trustees Meeting of the Laramie County Community College District Board of Trustees – Board Chairwoman Carol

Board Chairwoman Carol Merrell adjourned the December 4, 2013, Board of Trustees Meeting of the Laramie County Community College District Board of Trustees at 8:46 p.m.

14. EXECUTIVE SESSION – *An executive session was held.*

Prior to adjournment of the December 4, 2013, Board meeting, Trustee Kilty moved and Trustee Mosher seconded convening an executive session to discuss a personnel matter.

MOTION CARRIED unanimously.

Respectfully submitted,

Vicki Boreing
Board Recording Secretary