

**LARAMIE COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES
BUSINESS MEETING**

Wednesday, November 28, 2012, 7 p.m.

*Petersen Board Room
Administration Building*

6:00 p.m. – Dinner – CCC 178/179

AGENDA ([click here for .pdf view](#))

1. **CALL TO ORDER** of the November 28, 2012, Regular Business Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Greg Thomas
2. **MINUTES** – [Approval of the October 17, 2012, Regular Business Meeting Minutes](#) – Board Chairman Greg Thomas
3. **REPORTS TO THE BOARD**
 - A. LCCC Reports
 - 1) SGA (Student Government Association) – Michael Wondrash, President
 - 2) Staff Senate – Kevin Yarbrough, President; Kim Adams, Vice President-Classified; Jodi Weppner, Vice President-Professional; Christine Sowards, Secretary; Tiffany Gutierrez, Treasurer
 - 3) [Faculty Senate](#) – Jeff Shmidl, President; Rob VanCleave, Vice President; Meredith Roehrs, Secretary
 - 4) LCCCEA (LCCC Education Association) – Les Balsiger, President; Anne Wolff, Vice President; Trina Kilty, Secretary; Jeff Shmidl, Treasurer
 - B. Public Comment
4. **PRESIDENT’S REPORTS** – President Joe Schaffer
 - A. Vice President of Academic Affairs Search Update
 - 1) [Candidate Visits DRAFT Schedule](#)
 - B. HLC Accreditation Reaffirmation
 - 2) [HLC-AQIP Timeline](#)
 - C. Update on Hynds Project Student Survey
 - D. Legislature and Budget Updates
 - E. Public Comment
5. **BOARD REPORTS**
 - A. Board Committee Reports – Board Chairman Greg Thomas serves on all committees.
 - 1) Finance and Facilities – Dr. Kevin Kilty, Ed Mosher
 - [Current and Auxiliary Fund Balance Sheet Reports](#)
 - [Current and Auxiliary Fund Budget Reports](#)
 - 2) College Communications and Relations – Bill Dubois and Carol Merrell
 - 3) Governance – John Kaiser and Brenda Lyttle
 - B. Public Comment

6. APPROVAL ITEMS

- A. [Approval of Acceptance of Laramie County Community College FY 2012 Audit](#) (Bound copies will be distributed at the meeting.) – President Joe Schaffer

STAFF RECOMMENDATION: That the Board of Trustees accepts the FY 2012 Laramie County Community College audit.

- B. Approval of Next Policies and Procedures for Development – President Joe Schaffer

- 1) [Table of Contents](#)
- 2) Policies and Procedures
 - a. [Chapter 1 – Procedure 1.1.6P LCCC Organizational Chart](#)
 - b. [Chapter 2 – Academic Affairs Policies and Procedures](#) (Includes Revised Policy 2.7 Minimum Faculty Qualifications)
 - c. Chapter 3 – Student Affairs
 - i. [Policies](#)
 - ii. [Procedures](#)
 - d. [Chapter 4 – Finance Policies and Procedures](#)
 - e. [Chapter 5 – Facilities Policies and Procedures](#)
 - f. [Chapter 6 – Human Resources Policies and Procedures](#)
 - g. [Chapter 7 – Public Relations and Marketing Policies and Procedures](#)
 - h. [Chapter 8 – Information Technology Policies and Procedures](#)
 - i. [Chapter 9 – General Policies and Procedures](#)

STAFF RECOMMENDATION: That the Board of Trustees approves the Board policies and procedures as recommended in Chapters 2-9 and Procedure 1.1.6P LCCC Organizational Chart in Chapter 1.

- C. [Recommendation to Fill Laramie County Community College Building Authority Positions](#) – President Joe Schaffer

STAFF RECOMMENDATION: That the Board of Trustees approves Dr. Martin Carroll to continue on the Laramie County Community College Building Authority, thereby filling a position with a term to expire December 31, 2015.

- D. [Recommendation to Contract with EC Group, LLC for Financial Aid Contract for Services](#)
<http://www.ecgroupllc.org>

STAFF RECOMMENDATION: That the Board of Trustees authorizes President Schaffer to enter into a contract for services to provide financial aid oversight and policy development.

- E. Public Comment

7. ADDITIONAL ITEMS – Information Only

- A. [November 2012 Contracting and Procurement Report](#)
- B. [October 17 Board Dinner Meeting Summary](#)
- C. [Historical List of Board Motions – 2012](#)
- D. [Correspondence – SAGE TRiO](#)
- E. Public Comment

8. NEXT MEETINGS/EVENTS

- **Week of December 3-7** – Vice President of Academic Affairs Candidate Visits
- **December 5 (Wednesday)** – Special Business Meeting, Study Session, and Dinner
 - Dinner 6 p.m. – CCC 178/179 – *Dinner selections will be made from the Dining Hall Servery.*
 - Special Business Meeting – 7 p.m. – Petersen Board Room
 - Study Session – Upon Adjournment of Special Business Meeting – Petersen Board Room
- **December 19 (Wednesday)** – Board Dinner and Business Meetings
 - Dinner – 6 p.m. – CCC 178/179 Private Dining Rooms – *Dinner selections will be made from the Dining Hall Servery.*
 - Business Meeting – 7 p.m. – Petersen Board Room

9. PUBLIC COMMENT ON ANYTHING NOT ON THE AGENDA

10. ADJOURNMENT of the November 28, 2012, Regular Business Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Greg Thomas

11. EXECUTIVE SESSION – *An executive session may be held.*

December Special Events

December 1 **Holiday Gala Reception and Concert**
December 6-8 ***The Eight: Reindeer Monologues* – For Mature Audiences**

*Cultural Event Details – <http://lccc.wy.edu/about/foundation/culturalSeries>
*Athletic Events – <http://www.lccc.wy.edu/newsEvents/eventsListingAthletics.aspx>

A [2012 Board Calendar](#) in a month-to-month format is also available.

Any changes to the calendar below since its last publication are in **Bold**.

2012 (Leap Year)

December 1 – **Holiday Gala Reception and Concert** – Cheyenne Civic Center (**Reception: 6 to 7:15 p.m.** – **2nd Floor Lobby; Concert: 7:30 p.m.)** – RSVP requested to Betsy at bkrahenb@lccc.wy.edu

Week of December 3-7 – **Vice President of Academic Affairs Campus Visits (DRAFT Schedule)**

December 5 – Special Business Meeting and Study Session (Dinner: 6 p.m. – CCC 178/179 Private Dining Rooms; Special Business Meeting: 7 p.m. – Board Room; Study Session: Upon Adjournment of Special Business Meeting – Board Room)

December 19 – Board Dinner and Business Meetings – Dinner Meeting (6 p.m., CCC 178/179 Private Dining Rooms), Business Meeting (7 p.m., Board Room)

December 24-January 1 – Winter Break/New Year's Day Holiday (College is closed.)

2013

January 16 – Board Dinner and Business Meetings – Dinner Meeting (6 p.m., CCC 178/179 Private Dining Rooms), Business Meeting (7 p.m., Board Room)

January 21 – Martin Luther King/Equality Day (College is closed.)

February 6 – LCCC Board of Trustees and WCCC Commissioners Dinner (Time TBA– CCC 178/179 Private Dining Rooms)

February 6 – Study Session – 7 p.m. – Board Room)

February 6 or 8 – WCCC Meeting – TBD (More Info to Follow)

February 7 – WACCT Meeting – LCCC Campus (More Info to Follow)

February 11-14 – National Legislative Summit – Washington, D.C.

February 20 – Board Dinner and Business Meetings – Dinner Meeting (6 p.m., CCC 178/179 Private Dining Rooms), Business Meeting (7 p.m., Board Room)

March 6 – Study Session (Dinner: 6 p.m. – CCC 178/179 Private Dining Rooms; Discussion: 7 p.m. – Board Room)

March 18-24 – Spring Break – College is closed Friday, March 22nd.

March 20 – Board Dinner and Business Meetings – Dinner Meeting (6 p.m., CCC 178/179 Private Dining Rooms), Business Meeting (7 p.m., Board Room)

April 3 – Study Session (Dinner: 6 p.m. – CCC 178/179 Private Dining Rooms; Discussion: 7 p.m. – Board Room)

April 17 – Board Dinner and Business Meetings – Dinner Meeting (6 p.m., CCC 178/179 Private Dining Rooms), Business Meeting (7 p.m., Board Room)

April 20-23 – AACC 2012 Annual Convention – Moscone Center, San Francisco, California

May 1 – Study Session (Dinner: 6 p.m. – CCC 178/179 Private Dining Rooms; Discussion: 7 p.m. – Board Room)

May 11 – Commencement – Cheyenne Civic Center

May 15 – Board Dinner and Business Meetings – Dinner Meeting (6 p.m., CCC 178/179 Private Dining Rooms), Business Meeting (7 p.m., Board Room)

May 27 – Memorial Day – College is closed.

June 5 – Study Session (Dinner: 6 p.m. – CCC 178/179 Private Dining Rooms; Discussion: 7 p.m. – Board Room)

June 19 – Board Dinner and Business Meetings – Dinner Meeting (6 p.m., CCC 178/179 Private Dining Rooms), Business Meeting (7 p.m., Board Room)

July – No Study Session

July 4 – Independence Day (College is closed.)

July 17 – Board Dinner and Business Meetings – Dinner Meeting (6 p.m., CCC 178/179 Private Dining Rooms), Business Meeting (7 p.m., Board Room)

July 24 – Cheyenne Day (College is closed.)

August – No Study Session

August 21 – Board Dinner and Business Meetings – Dinner Meeting (6 p.m., CCC 178/179 Private Dining Rooms), Business Meeting (7 p.m., Board Room)

September 4 – Study Session (Dinner: 6 p.m. – CCC 178/179 Private Dining Rooms; Discussion: 7 p.m. – Board Room)

September 18 – Board Dinner and Business Meetings – Dinner Meeting (6 p.m., CCC 178/179 Private Dining Rooms), Business Meeting (7 p.m., Board Room)

October 2 – Study Session (Dinner: 6 p.m. – CCC 178/179 Private Dining Rooms; Discussion: 7 p.m. – Board Room)

October 2-5 – ACCT Annual Leadership Conference – Seattle, Washington

October 16 – Board Dinner and Business Meetings – Dinner Meeting (6 p.m., CCC 178/179 Private Dining Rooms), Business Meeting (7 p.m., Board Room)

November 6 – Study Session (Dinner: 6 p.m. – CCC 178/179 Private Dining Rooms; Discussion: 7 p.m. – Board Room)

November 20 – Board Dinner and Business Meetings – Dinner Meeting (6 p.m., CCC 178/179 Private Dining Rooms), Business Meeting (7 p.m., Board Room)

December 4 – Study Session (Dinner: 6 p.m. – CCC 178/179 Private Dining Rooms; Discussion: 7 p.m. – Board Room)

December 18 – Board Dinner and Business Meetings – Dinner Meeting (6 p.m., CCC 178/179 Private Dining Rooms), Business Meeting (7 p.m., Board Room)