

**LARAMIE COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
SPECIAL BUSINESS MEETING  
Wednesday, May 8, 2013  
Upon Adjournment of the Study Session  
*Petersen Board Room  
Administration Building***

***AGENDA***

1. **CALL TO ORDER** of the May 8, 2013, Special Business Meeting of the Laramie County Community College District Board of Trustees – Board Chairwoman Carol Merrell
2. **MINUTES** – [Approval of the February 20, 2013, Regular Business Meeting Minutes](#) – Board Chairwoman Carol Merrell
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 Staff; Jodi Weppner, Vice President-Professional Staff; Christine Sowards, Secretary; Tiffany Gutierrez, Treasurer
    - 3) Faculty Senate ([Feb. 22](#), [Mar. 8](#), [Mar. 29](#), and [Apr. 12](#) Minutes) – Jeff Shmidl, President; Rob VanCleave, Vice President; Meredith Roehrs, Secretary
    - 4) LCCCEA (LCCC Education Association) – Les Balsiger, President; Rachel Martinez, Vice President; Trina Kilty, Secretary; Jeff Shmidl, Treasurer
4. **PRESIDENT’S REPORT** – President Schaffer
  - A. Update on *Building Forward* Facilities Plan and Campaign
  - B. WCCC Meeting April 19, 2013, in Riverton
5. **BOARD REPORTS**
  - A. Board Committee Reports – Board Chairwoman Carol Merrell serves on all committees.
    - 1) Capital Campaign – Bill Dubois, Don Erickson
    - 2) Strategic Planning – Bill Dubois, Ed Mosher
    - 3) Finance and Facilities – Kevin Kilty, Ed Mosher
      - [Current and Auxiliary Fund Balance Sheet Reports](#)
      - [Current and Auxiliary Fund Budget Reports](#)
6. **APPROVAL ITEMS**
  - A. [Recommendation to Procure Birthing Simulator for Nursing Program](#) – Vice President Torvik

**STAFF RECOMMENDATION:** That the Board approves the purchase of a factory new NOELLE Birthing Simulator in the amount of \$46,053.22. Funds for this purchase will come from Current Fund monies.

- B. [Recommendation to Procure Fleet Vehicles](#) – Vice President Hoglund

**STAFF RECOMMENDATION:** That the Board approves the purchase of two (2) factory new 2013 Sport Utility Vehicles in the amount of \$57,460.00. Funds for this purchase will come from current fund monies.

- C. [Recommendation to Retain the Audit Services of McGee, Hearne & Paiz, LLP](#) – Vice President Hoglund

**STAFF RECOMMENDATION:** That the Board approves and retains the services of McGee, Hearne & Paiz, LLP of Cheyenne WY for annual independent audit services in accordance with LCCC Professional Services Agreement No. PS13-932. Funds for this purchase will come from current fund monies.

- D. [Honors Policy](#) (*Brought forward from the April 3<sup>rd</sup> Study Session.*) – President Schaffer  
(The corresponding procedure may be found at <http://policies.lccc.wy.edu> under Academic Affairs.)

**STAFF RECOMMENDATION:** That the Board approves the Honors Policy.

- E. [Library: Patron Privacy Policy](#) (*Brought forward from the April 3<sup>rd</sup> Study Session.*) – President Schaffer  
(The corresponding procedure may be found at <http://policies.lccc.wy.edu> under Academic Affairs.)

**STAFF RECOMMENDATION:** That the Board approves the Library: Patron Privacy Policy.

- F. [Limited Enrollment Programs Admission Policy](#) (*Brought forward from the April 3<sup>rd</sup> Study Session.*) – President Schaffer  
(The corresponding procedure may be found at <http://policies.lccc.wy.edu> under Academic Affairs.)

**STAFF RECOMMENDATION:** That the Board approves the Limited Enrollment Programs Admission Policy.

- G. [Alcohol Free Campus Policy](#) (*Brought forward from the April 3<sup>rd</sup> Study Session.*) – Associate Vice President Murphy  
(The corresponding procedure may be found at <http://policies.lccc.wy.edu> under Public Relations & Marketing.)

**STAFF RECOMMENDATION:** That the Board approves the Alcohol Free Campus Policy.

## 7. **ADDITIONAL ITEMS – Information Only**

- A. [April 2013 Contracting and Procurement Report](#)
- B. [February 20, 2013, Dinner Meeting Summary](#)
- C. [March 6, 2013, Study Session Dinner Meeting Summary](#)
- D. [March 6, 2013, Study Session Summary](#)
- E. [April 3, 2013, Study Session Dinner Meeting Summary](#)
- F. [April 3, 2013, Study Session Summary](#)
- G. [Board Correspondence – Glenna Hammer](#)
- H. [Historical List of Board Motions 2011-2013](#)

## 8. NEXT MEETINGS/EVENTS

- **May 22 (Wednesday—moved from May 15<sup>th</sup>)** – 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
- **June 5 (Wednesday)** – Study Session and Dinner
  - Dinner (6 p.m. – CCC 178/179 Private Dining Rooms – *Dinner selections will be made from the Dining Hall Servery.*)
  - Study Session (7 p.m. – Petersen Board Room)

## 9. PUBLIC COMMENT – Public comment on anything not on the agenda

## 10. ADJOURNMENT of the May 8, 2013, Special Business Meeting of the Laramie County Community College District Board of Trustees – Board Chairwoman Carol Merrell

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

### *May Special Events*

**May 11<sup>th</sup> – Commencement – 7 p.m. – Storey Gym**

\*Cultural Event Details – <http://lccc.wy.edu/about/foundation/culturalSeries>

\*Athletic Events – <http://www.lccc.wy.edu/newsEvents/eventsListingAthletics.aspx>

A [2013 Board Calendar](#) in a month-to-month format is also available.

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

## **2013**

### **May 11 – Commencement – Storey Gym – 7 p.m.**

May 22 (moved from 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 13 – *Watercolor Beyond the Obvious* Mike Bailey (A Clay Summer Watercolor Workshop Presentation) – Esther and John Clay Fine Arts Gallery

June 13 – Artist's Reception – 6:30 p.m. – Esther and John Clay Fine Arts Gallery

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)

Underlined items may be accessed from the LCCC website at [www.lccc.wy.edu](http://www.lccc.wy.edu) “About Us - Board of Trustees.”

October 2 – Study Session – Will need to be rescheduled. President Schaffer, Trustees Erickson and Lyttle will be attending the ACCT Annual Leadership Conference in Seattle.

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)