

**LARAMIE COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
BUSINESS MEETING  
Wednesday, August 21, 2013  
7 p.m.  
*Petersen Board Room  
Administration Building***

**6:00 p.m. – Dinner – CCC 178/179**

**...INTRODUCING...**

**Interim Dean of Arts and Humanities Nicole Bryant  
Dean of Business, Agriculture, and Technical Studies Melvin “Hawk” Hawkins  
Dean of Health Sciences and Wellness Terry Harper  
Dean of Math and Sciences Arun Goyal  
Associate Vice President of Institutional Effectiveness Kim Bender  
Director of Athletics and Campus Recreation Pete Cautilli  
Director of Financial Aid Julie Wilson  
Student Services Business Analyst Julie Gerstner**

## ***AGENDA***

1. **CALL TO ORDER** of the August 21, 2013, Regular Business Meeting of the Laramie County Community College District Board of Trustees – Board Chairwoman Carol Merrell
2. **MINUTES** – Approval of the [July 17, 2013, Regular Business Meeting Minutes](#) and [July 29, 2013, Special Business Meeting Minutes](#) – Board Chairwoman Carol Merrell
3. **REPORTS TO THE BOARD**
  - A. LCCC Reports
    - 1) SGA (Student Government Association) – Stefan Becker, President; Tycee Mohler, Vice President – Reports will resume in the fall.
    - 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 – Rob VanCleave, President; Burt Davis, Vice President; Meredith Roehrs, Secretary
    - 4) LCCCEA (LCCC Education Association) – Mohamed Chakhad, President; Rachel Martinez, Vice President; Trina Kilty, Secretary; Jeff Shmidl, Treasurer
4. **PRESIDENT’S REPORT** – President Schaffer
  - A. [Organizational Charts](#)
  - B. Associate Vice President of Institutional Effectiveness
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

**FINANCE AND FACILITIES COMMITTEE RECOMMENDATION:** That the Board of Trustees approves by consent the following financial reports:

- [July 2013 Current and Auxiliary Fund Balance Sheet Reports](#)
- [FY 2013 Current and Auxiliary Fund Budget Reports](#)
- [August 2013 Contracting and Procurement Report](#)

**6. DRAFT 2013-2020 LCCC STRATEGIC PLAN** – President Schaffer

A. Strategic Plan Draft

**7. APPROVAL ITEMS**

A. [Process Technology Pilot Program](#) – President Schaffer, Vice President Fierro

**STAFF RECOMMENDATION:** That the Board of Trustees approves a pilot program to offer a Certificate in Process Technology. As a pilot, this program will require full Board approval within two years from the approval date. Without this approval, the program shall be considered terminated.

B. [Level II Plan for Industrial Technology \(Flex Tech\) Building](#) – President Schaffer, Stephan Pappas

**STAFF RECOMMENDATION:** That the Board of Trustees approves the Level II Plan for the proposed industrial technology (Flex-Tech) building.

C. [Level II Plan for University/Student Center](#) – President Schaffer, Stephan Pappas

**STAFF RECOMMENDATION:** That the Board of Trustees approves the Level II Plan for the proposed student services, university, and instructional (University/Student Center) building.

D. [Resolution for Bond Election](#) – President Schaffer

**STAFF RECOMMENDATION:** That the Board of Trustees adopts the resolution calling for a special school election on November 5, 2013, on the question of issuing general obligation bonds of the District.

E. [Content Management System](#) – Associate Vice President Murphy

**STAFF RECOMMENDATION:** That the Board of Trustees approves the expenditure of \$62,000 for the purchase of OmniUpdate Content Management System for the purpose of managing the College's web site content. The funds will come from the Public Relations FY 14 budget.

**8. ADDITIONAL ITEMS – Information Only**

A. [June 5, 2013, Study Session Summary](#)

B. [Historical List of Board Motions](#)

**9. NEXT MEETINGS/EVENTS**

- **September 4 (Wednesday)** – Study Session: Dinner – 6:00 p.m. – CCC 178/179; Discussion – 7 p.m. – Petersen Board Room
- **September 18 (Wednesday)** – Board Business Meeting: Dinner with Faculty – 5:30 p.m. – UP Centennial Room; Business Meeting – 7 p.m. – Petersen Board Room
- **October 9 (Wednesday)** – Study Session: Dinner – 6:00 p.m. – CCC 178/179; Discussion – 7 p.m. – Petersen Board Room
- **October 23 (Wednesday)** – Board Business Meeting: Board Dinner with Professional and Classified Staff – 5:30 p.m. – UP Centennial Room; Business Meeting – 7 p.m. – Petersen Board Room
- **November 6 (Wednesday)** – Study Session: Board Dinner with Student Government Association – 5:30 p.m. – CCI 130; Discussion – 7 p.m. – Petersen Board Room

**10. NEW BUSINESS** – Board Chairwoman Carol Merrell

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

**12. ADJOURNMENT** of the August 21, 2013, Regular Business Meeting of the Laramie County Community College District Board of Trustees – Board Chairwoman Carol Merrell

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

### *August Special Events*

No special events are planned for the remainder of August.

\*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**

September 2 – Labor Day (College is closed.)

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 2-5 – ACCT Annual Leadership Conference – Seattle, Washington (Trustees Carol Merrell, Brenda Lyttle, and Don Erickson, and President Schaffer are attending.)

October 9 – Study Session (Dinner: 6 p.m. – CCC 178/179 Private Dining Rooms; Discussion: 7 p.m. – Board Room)

October 23 – Board Dinner and Business Meetings – Dinner Meeting (6 p.m., CCC 178/179 Private Dining Rooms), Business Meeting (7 p.m., Board Room)

**October 24 – WACCT Meeting – EWC, Torrington (This location may change. The 7/26/13 WCCC Meeting was moved to EWC from Laramie.)**

**October 25 – WCCC Meeting – EWC, Torrington (This location may change. The 7/26/13 WCCC Meeting was moved to EWC from Laramie.)**

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)

November 27-December 1 – Thanksgiving Holiday (College is closed.)

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)

December 24-January 1 – Winter Break (College is closed.)

### **2014**

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

January 20 – Martin Luther King Day (College is closed.)

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

February (TBA) – WACCT Community College Conference – LCCC Campus

February (TBA) – WACCT Legislative Reception and Awards

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

February 10-13 – National Legislative Summit – Washington, D.C.  
 February 19 – Board Dinner and Business Meetings – Dinner Meeting (6 p.m., CCC 178/179 Private Dining Rooms),  
 Business Meeting (7 p.m., Board Room)  
 March 5 – Study Session (Dinner: 6 p.m. – CCC 178/179 Private Dining Rooms; Discussion: 7 p.m. – Board Room)  
 March 19 – Board Dinner and Business Meetings – Dinner Meeting (6 p.m., CCC 178/179 Private Dining Rooms),  
 Business Meeting (7 p.m., Board Room)  
 March 21 – Spring Break (College is closed.)  
 April 2 – Study Session (Dinner: 6 p.m. – CCC 178/179 Private Dining Rooms; Discussion: 7 p.m. – Board Room)  
 April 16 – Board Dinner and Business Meetings – Dinner Meeting (6 p.m., CCC 178/179 Private Dining Rooms),  
 Business Meeting (7 p.m., Board Room)  
 April 5-8 – AACC 2013 Annual Convention – Marriott Wardman Park, Washington, DC  
 May 7 – Study Session (Dinner: 6 p.m. – CCC 178/179 Private Dining Rooms; Discussion: 7 p.m. – Board Room)  
 May 10 – Commencement – Cheyenne Civic Center  
 May 21 – Board Dinner and Business Meetings – Dinner Meeting (6 p.m., CCC 178/179 Private Dining Rooms),  
 Business Meeting (7 p.m., Board Room)  
 May 26 – Memorial Day – College is closed.  
 June 4 – Study Session (Dinner: 6 p.m. – CCC 178/179 Private Dining Rooms; Discussion: 7 p.m. – Board Room)  
 June 18 – 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 16 – 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 20 – Board Dinner and Business Meetings – Dinner Meeting (6 p.m., CCC 178/179 Private Dining Rooms),  
 Business Meeting (7 p.m., Board Room)  
 September 1 – Labor Day – College is closed.  
 September 3 – Study Session (Dinner: 6 p.m. – CCC 178/179 Private Dining Rooms; Discussion: 7 p.m. – Board Room)  
 September 17 – Board Dinner and Business Meetings – Dinner Meeting (6 p.m., CCC 178/179 Private Dining  
 Rooms), Business Meeting (7 p.m., Board Room)  
 October 1 – Study Session (Dinner: 6 p.m. – CCC 178/179 Private Dining Rooms; Discussion: 7 p.m. – Board Room)  
 October 22-25 – ACCT Annual Leadership Conference – Conference Location TBA – Chicago, Illinois  
 October 15 – Board Dinner and Business Meetings – Dinner Meeting (6 p.m., CCC 178/179 Private Dining Rooms),  
 Business Meeting (7 p.m., Board Room)  
 November 5 – Study Session (Dinner: 6 p.m. – CCC 178/179 Private Dining Rooms; Discussion: 7 p.m. – Board Room)  
 November 19 – Board Dinner and Business Meetings – Dinner Meeting (6 p.m., CCC 178/179 Private Dining  
 Rooms), Business Meeting (7 p.m., Board Room)  
 November 26-28 (Dates to be Confirmed) – Thanksgiving Holiday (College is closed.)  
 December 3 – Study Session (Dinner: 6 p.m. – CCC 178/179 Private Dining Rooms; Discussion: 7 p.m. – Board Room)  
 December 17 – 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 (Dates to be Confirmed) – Winter Break (College is closed.)