

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, NOVEMBER 20, 2013, ADMINISTRATION BUILDING, PETERSEN BOARD ROOM, LARAMIE COUNTY COMMUNITY COLLEGE

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

Staff Present: President Joe Schaffer; Vice Presidents Judy Hay and Carol Hoglund; Associate Vice Presidents Lisa Murphy and Kathleen Urban; Administrator and Faculty Members Mohamed Chakhad, Jeri Griego, Rachel Martinez, Rob Van Cleave, and Sher Warren; and Legal Counsel Tara Nethercott, Debb Roden, and Gay Woodhouse

Visitors: Dan Baxter (Kaiser and Co.), Marti Cizek (Cizek Associates—speaker phone), Ike Fredregill (*Wingspan* Reporter), Mandy Neely (*Wingspan* Co-Editor), Brooke Rogers (*Wingspan* Managing Editor) and Victoria Selves (*Wingspan* Reporter)

1. CALL TO ORDER of the November 20, 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 November 20, 2013, Board of Trustees Meeting of the Laramie County Community College District Board of Trustees at 7:01 p.m.

2. MINUTES – Approval of the [October 23, 2013](#), Board Meeting Minutes – Board Chairwoman Carol Merrell

Trustee Erickson moved and Trustee Kilty seconded,

MOTION: That the Board of Trustees approves the October 23, 2013, Board Meeting Minutes as written.

MOTION CARRIED unanimously.

3. BOARD EVALUATION – Board Chairwoman Carol Merrell, Marti Cizek (Cizek Associates—speaker phone)

The Board's evaluation survey reports were reviewed. The multi-rater (360) survey consisted of 55 statements in 6 categories. Comments submitted as part of the survey and a summary of the responses were also reviewed. Participating in the survey were the trustees, President Schaffer, President's Cabinet members, and chosen faculty, staff, and students. The participants other than the trustees were chosen because they frequently observe or interact with the Board during their Board meetings as members of Faculty Senate, LCCCEA, Student Government Association, and Staff Senate.

The Board had no questions following Ms. Cizek's review of the survey's results and participants. However, some comments were shared.

Comments

- Trustee Kilty – Not surprised by the results. The samples are so small that there is not much variance. A larger sample could have generated a different conclusion.
 - o Ms. Cizek – A small sample, yes, but does give a window of the perceptions of those who are among you on a regular basis. A larger sample might not include those who have a closer relationship with the Board.
- Trustee Dubois –The trustees should also include among their priorities the concerns of those who attended the dinners with the trustees and their positions on issues.

- Trustee Kilty – Some pertinent information exists in all the comments. The commentary explains what is seen in the favorable/unfavorable rating and the frequency distribution surveys.
 - o Ms. Cizek – The critical comments are minimal but seem larger because of the size of the sample. For example, “Meeting Expectations” received a 97% of the time rating.
- Trustee Mosher – Would like the trustees to analyze more in depth the survey responses and determine how to address the concerns.
 - o Ms. Cizek – The responses contain a lot of data. However, the comments in the frequency distribution report can be contrasted/compared with that in the favorable/unfavorable report. The trustees could then decide if there are action items that can be implemented. From the items to be implemented, the Board could prioritize the actions beginning with those that can give a quick win and more clearly define the Board’s message.
 - o Trustee Lyttle – Agreed with Ms. Cizek that the Board set priorities on what should be addressed first.
 - o Trustee Kilty – Suggested a subcommittee be formed to determine priorities and actions for the trustees to consider.
- Trustee Erickson – Suggested the evaluation be performed on a formalized annual basis.
- Ms. Cizek – Advised that nationally most community colleges are not conducting this sort of evaluation.

The Board concurred that forming a subcommittee would be beneficial. Board Chairwoman Carol Merrell, Trustee Erickson, and Trustee Dubois volunteered to serve on the subcommittee.

4. REPORTS TO THE BOARD

A. LCCC Reports

- 1) SGA (Student Government Association) – Stefan Becker, President; Tycee Mohler, Vice President – No report
- 2) Staff Senate – Melissa Gallant, President; Kim Adams, Vice President-Classified Staff; Jodi Weppner, Vice President-Professional Staff; Christine Sowards, Secretary; Tiffany Gutierrez, Treasurer – No report
- 3) Faculty Senate – Rob VanCleave, President; Burt Davis, Vice President; Valerie Millsap, Secretary
 - Faculty Senate Minutes for [October 11, 2013](#), and [October 25, 2013](#)

Faculty Senate President Van Cleave shared the following:

- Gen Ed – Gen Ed core is still a top priority. A fairly stable plan has been formulated, and a campus wide meeting was held on the plan. The next step will be forwarding a proposal to the Academic Standards Committee; little change is expected from the committee. The courses will need to be tied to institutional competencies.
- Complete College Wyoming (CCW) – Mr. Van Cleave, Mohamed Chakhad, President Schaffer, and others have been actively involved in Complete College Wyoming. The faculty who attended the CCW task force meeting in Riverton last week were given an opportunity to voice their concerns and did so. As a result, the faculty believed the meeting proved to be very productive and are looking forward to working with the CCW statewide task force on a very aggressive agenda that is asking for a five percent increase in success rate in ten years, a reduction in the number of credits, and an increase in the number of degrees. The faculty will not, however, lower the quality of education being given students. Additionally, the initiative seems to have an emphasis on workforce but community colleges cannot lose sight of the academic side.

- NACEP (National Alliance for Concurrent Enrollment Partnership) – To address faculty concerns regarding NACEP certification School of Outreach and Workforce Development Dean Maryellen Tast, School of Arts and Humanities Interim Dean Nycole Bryant, and Center for Secondary Students Director Brenda Abbott addressed the current status, goals, and accreditation timelines during a campus wide meeting. LCCC is the first in Wyoming to aggressively approach NACEP accreditation. The faculty are for the most part supportive of the NACEP certification, which has a rigorous three-year accreditation process. Mr. Van Cleave's concurrent enrollment presentation to the Faculty Alliance in Casper recently received accolades. The accreditation, which sets standards for courses and faculty, will hopefully lead to greater student success and completion rates (97% of students who take a concurrent enrollment course go to college, even if not LCCC) and also strengthen the relationship between the College and the high schools.

Students can earn LCCC college credit in classes that are offered at their own high school. The college has approved a number of high school teachers to award high school students college credit based on the successful completion of approved courses. The grade for these courses will be recorded on both a high school transcript and the student's LCCC college transcript. The completed course will show up on the student's transcript as having been completed at LCCC even if the College has not received NACEP accreditation.

<http://www.lccc.wy.edu/highschool/collegeprep/concurrent>

In the past, faculty have been concerned that concurrent enrollment students may not be receiving instruction in a course that has the same assessment and outcomes as that of an equivalent course being taught on LCCC's campus. The NACEP accreditation process assures high school courses taught for college credit will have the same assessment and outcomes. However, NACEP does not certify courses but rather places the responsibility on the LCCC faculty to certify the courses being taught at a high school are meeting the same standards as those being taught at the College. Additionally, NACEP requires a high school instructor teaching a concurrent enrollment course to have the same credentials required of the College's adjunct faculty teaching the same course at LCCC, which is generally a master's degree in the content area. President Schaffer clarified that with the adoption of the Minimum Faculty Qualifications Policy 2.7 and Procedure 2.7P, the concurrent enrollment faculty and adjunct faculty are required to meet the same minimum faculty qualifications. The deans, Ms. Abbott, and in some cases faculty work together to assure the administrative process of validating minimum qualifications takes place. Faculty are not responsible for ensuring validated credentials are on file. The faculty are responsible for ensuring high school and college curriculum are in alignment by setting clear expectations for course structures and outcomes and for orienting the high school faculty to these expectations. Mr. Van Cleave added the faculty are required to observe the instructor teaching the course at the high school on more than one occasion.

Given the accreditation process timelines and requirements, the expectation is LCCC's application for NACEP accreditation will be submitted in July 2014. The criteria requires LCCC to provide proof that all the NACEP standards have been met for one school year. Following NACEP's review of LCCC's documentation providing proof that the College has met standards, the College could expect to hear in January 2015 that its concurrent enrollment program has been accredited. Ms. Arnold's objective is for the College to meet the accreditation standards even if the College does not receive NACEP accreditation. From the faculty standpoint, the accreditation would be a huge feather in the College's cap.

- New Advising Model – Vice President Hay will be introducing a new advising model during the January 9th In-Service.
 - New Policies – Faculty are anticipating their feedback will be requested on job description and workload policies that will be forthcoming soon.
- 4) LCCCEA (LCCC Education Association) – Mohamed Chakhad, President; Rachel Martinez, Vice President; Trina Kilty, Secretary; Jeff Shmidl, Treasurer – No report

5. PRESIDENT’S REPORT – President Schaffer

A. Complete College Wyoming – Recommendation for Five Percent Increase in Completions

- 1) [CCW Team Summary For Reconsideration for a 2022 Community College Degree and Certificate Completion Goal 101613](#)
- 2) [CCW Goal Projections for LCCC](#)
- 3) [Completion Goal - Resolution](#)

A draft resolution from the CCW Task Force was sent to all the community college board chairs with a recommendation for the community college boards of trustees to pass a resolution whereby the college would commit to a completion agenda and a goal of increasing certificate and associate degree recipients by 5% each year for the next 10 years (cumulative) with a base year of 2011-12 and ending with the 2021-22 academic year. From the consideration of the Lumina goals suggested for Wyoming and workforce projections and job vacancy data compiled by Joe McCann (WCCC) and Jackie Freeze (WWCC) and through community college debate, the community colleges believe a 5% increase is a stretch goal but attainable. President Schaffer provided a spreadsheet showing what impact the 5% goal would have on LCCC. The credentials awarded by the College increased by 55% over the last 10 years. In order to realize a 5% increase every year for the next 10 years, the number of credentials awarded by the College would have to increase by 66%. President Schaffer believes an enrollment increase plus some work by the College focusing on achieving the goal would likely realize the 5% increase.

Eastern Wyoming College, Casper College, and Western Wyoming Community College have passed resolutions in some iteration of the CCW Task Force’s draft. A resolution drafted by President Schaffer was presented to the Board for consideration. He proposed bringing additional information and perspective along with a draft resolution at the December 4th Board Meeting for the Board’s consideration.

COMMENTS/CONCERNS

- Trustee Kilty – The increase in degrees and certificates awarded over the last year may have been a result of enrollment growth. However, the College’s enrollment has flattened out. Noting the production of a degree costs the College \$100,000, a 5% increase will have an impact on the College’s budget of approximately \$300 million. The budget monies will have to come from increased efficiencies everywhere, which places an additional burden on the College’s resources. What happens if the College does not have the resources necessary to accomplish the 5% goal?
 - o President Schaffer – An aggressive change cannot be achieved without additional resources, and this will be an argument made to the legislature with regard to changes to the funding model. Regardless of the legislature’s response, the needed additional resources to achieve the 5% goal could be garnered from efficiencies. Currently, the College has the highest transfer-out rate (before completion) in the state. Increasing student retention to degree completion and making some minor changes to academic programs so they may be completed in two years, will move the College closer to meeting or exceeding the 5% goal with little impact on existing resources.

- Trustee Kilty – New effort will need to be given to students who require remediation during their first year of college so that they can complete a certificate or degree. Not only do the students who show up and disappear cost the institution some money but so do the students who stay and require additional advising and faculty support.
- Trustee Lyttle – The new advising model, freshman seminar, and new University/Student Center will promote student success and completion.
- Mohamed Chakhad – What happens if the College does not reach the 5% goal and why did the University set a 2% goal?
 - o President Schaffer – At this time no consequences have been discussed for not meeting the 5% goal. However, the Commission continues to be doggedly focused on establishing a significant component of performance-based funding that includes a numerical increase in completion as one of the metrics. Sara Axelson and Patrice Noel, who are members of the CDW task force, would need to be asked about the 2% goal set for the University. Also their goals begin later in 2016-2017.
- Trustee Erickson – The word “endorses” in the resolution indicates the College is not mandated.

Trustee Erickson moved and Trustee Lyttle seconded,

MOTION: That the Laramie County Community College Board of Trustees approves the draft resolution as presented to the Board.

DISCUSSION: President Schaffer stated the resolution and information was brought to the Board for consideration this evening and not with the expectation the Board would make a motion to approve it. Trustee Erickson restated his motion adding the Board had a goodly amount of time to review the resolution and has been presented with information this evening that answers questions and concerns. Trustee Mosher observed the 5% goal is for the community college system and the resolution is well-designed and written in support of the community college system. He also acknowledged funding could have an impact on the College’s ability to reach the 5% goal but did not believe the College could wait to pass a resolution. Trustee Lyttle stated if the College is going to seek funding from the legislature, then the College needs to commit to a completion goal. Board Chairwoman Carol Merrell recognized the College needs to align itself with the other community colleges so the system is a cohesive group.

MOTION CARRIED with one no from Trustee Kilty.

B. Student Ex Officio Trustee

President Schaffer stated a variety of feasible and viable options exist for introducing a student ex officio trustee. Laramie County Community College would be the first community college in the state to have a student ex officio trustee.

The Board voiced concerns about conflicting student schedules and adding ex officio duties to that of the Student Government Association president. Because of other student commitments and obligations, an alternate who would attend in the absence of the student ex officio trustee was suggested.

President Schaffer will bring back a formal proposal to the trustees at a future meeting. The *Membership of the Board Policy* 1.2.2 would need to be changed to include a student ex officio trustee and to formalize an ex officio appointment from the Albany County Campus.

6. BOARD REPORTS

- A. Board Committee Reports – Board Chairwoman Carol Merrell serves on all committees.
 - 1) Capital Campaign – Bill Dubois, Don Erickson

The Board agreed to rename the “Capital Campaign Committee” the “Building Forward Committee” and Trustees Dubois and Erickson agreed to continue their membership on the committee. Board Chairwoman Carol Merrell, who serves on all Board committees, expressed particular interest in this committee. President Schaffer stated a funding process and legislative process are still before the College before all the funding is in place. He asked that Trustee Dubois and Trustee Erickson partner with him so they can update the Board on the progress being made to obtain the final funding and authorization. Following the meeting, Trustee Lummis asked to be included on the committee.

2) Finance and Facilities – Kevin Kilty, Ed Mosher

Trustee Mosher summarized the discussion on several topics listed below.

- Legal Services Contract – An amendment to the contract will be considered by the Board later on the agenda.
- Level III Design Process – The College will work with the Construction Management Division during the Level III Design Process and will establish a committee to address specific areas of design for both the University/Student Center and the Flex-Tech Building.
- Campus Safety Protocol – Campus security is part of the 2014 WACCT/WCCC legislative agenda. The College’s Campus Safety Division has overcome some of the challenges pointed out by Trustee Kilty during the November 4th Board Meeting with additional communication tools and expanded services by campus safety officers.
- Timekeeping System – “Clocking in” may be done on one of 13 time clocks across campus or on a computer. A number of issues have been researched and solutions developed to assist employees. The timekeeping system is in compliance with the Fair Labor Standards Act (FLSA) and will bring consistency to hours reported. Training will take place in January with implementation in February.
- Monthly Financial Statements – Trustee Mosher reminded trustees the Construction Trades’ balance will be written off at the end of this fiscal year.
- Children's Discovery Center – Trustee Mosher and Trustee Kilty will continue to carefully watch this account.

Trustee Mosher moved and Trustee Kilty seconded,

MOTION: That the Board of Trustees approves by consent the acceptance of the following financial reports:

- [November 2013 Current and Auxiliary Fund Balance Sheet Report](#)
- [FY 2014 Current and Auxiliary Fund Budget Report](#)
- [November 2013 Contracting and Procurement Report](#)

MOTION CARRIED unanimously.

3) WACCT Report – Ed Mosher, Brenda Lyttle

Trustee Mosher clarified the WACCT Advocacy Committee is a sub-committee of the Wyoming Association of Community College Trustees, and each community college has one voting member on the Advocacy Committee. The Advocacy Committee met via phone today and discussed the six legislative agenda items listed below (not in priority order) and covered by President Schaffer during the last meeting on November 6th.

- Funding Model Modifications
 - o Proposes to add \$14.3 million to the base to be recalibrated every four years. A risk exists because of the uncertainty of funding that will be distributed every four years.

- Salary Increases
 - o Governor Mead is supporting salary increases for State, University, and community college employees.
- Adjustment to the Major Maintenance Factor (from 1.25 to 1.5)
 - o President Schaffer explained the factor has to do with the calculation of total square footage and the associated major maintenance liability (a biennial appropriation) that is “placed on the books.” For example, the State has \$13 million in major maintenance monies to which a 1.25 factor is applied to determine the amount to be distributed among the campuses. Trustee Mosher remembered the factor of 1.5 was reduced to 1.25 and the community colleges are asking that the 1.25 be changed back to 1.5.
- Capital Construction Requests
 - o The WACCT is supporting the requests as determined by the Wyoming Community College Commission. Laramie County Community College’s projects are listed as one and two.
- Endowment Challenge Matching Funds
 - o Because these funds have been consumed, the University and community colleges are asking the legislature to consider appropriating additional funds for a successive endowment challenge.
- Campus Security
 - o Community colleges continue to be challenged with providing the safest environment for their students. In response to this challenge, a draft bill has been submitted to Legislative Service Office (LSO) by WACCT Executive Director Steve Bahmer. The Mr. Dubois would provide funding for research on what would constitute security on campuses.

Trustee Mosher reminded the Board of the Wyoming Community College Commission retreat in Rock Springs. The WACCT will hold an early morning breakfast meeting on Friday, December 13th. The Wyoming Community College Commission retreat will follow at 8 a.m.

7. APPROVAL ITEMS

- A. [Approval of Resolution Declaring the Results of the November 5, 2013, Bond Election](#) – Board Chairwoman Carol Merrell
- [Election Summary Report](#)

Institutional Advancement Associate Vice President Lisa Murphy acknowledged the Institutional Advancement staff’s tireless work and the excellent partnering of the LCCC and Foundation boards in support of the campaign. She also acknowledged Steering Committee and Foundation members Billie Addleman and George McIlvaine who organized a call bank on the last day and called all the people who endorsed the project. LCCC Instructor Jeri Griego was recognized for her participation on the Steering Committee. Dan Baxter’s commitment to the campaign was paramount to getting the bond information to the voters, and his wife Cheryl was recognized as one of the campaign’s best volunteers. Numerous community members, who came together in support of the campaign, were thanked for their participation. An ad thanking the community for their support was published in the *Wyoming Tribune-Eagle*.

Associate Vice President Murphy reported on other projects before the Institutional Advancement staff. They are pursuing a grant from the Wyoming Business Council and are hoping the legislature will appropriate additional endowment challenge match monies.

Kaiser and Company’s Dan Baxter congratulated the College on a lot of heavy lifting to get a vote of confidence from the community. The bond issue was passed in every precinct west of Archer, and the College now has \$25 million in bond authorization for both projects. The bonds may be sold in one or more installments over the course of the next two to three years. A major consideration is the limitations within the bond language as to maximum rates. Currently, interest rates are very low at an average of 3.5%. Given the tax base, the mill levy would come in at or below the estimate quoted to the electorate.

A plan will be developed for the sale of the bonds, perhaps \$9 or \$10 million in the first round some time after the legislative session, given the current and projected interest rates. Bonds that normally carry the highest interest rates such as bank-qualified bonds would be sold first. A second round of bonds that have the shorter maturities and the lower interest rates could then be sold. Mr. Baxter concluded his remarks with the hope that the University/Student Center will make a lot of difference in students' lives.

Trustee Erickson moved and Trustee Mosher seconded,

MOTION: That the Board of Trustees adopts the resolution declaring the results of the November 5, 2013, Bond Election.

DISCUSSION: Trustee Erickson asked that "it appears that" on page 4 of the resolution be struck. Legal Counsel Tara Nethercott advised the language may be struck on the original documents presented for Board signature that evening.

MOTION TO APPROVE THE AMENDMENT TO RESOLUTION CARRIED unanimously.

MOTION TO APPROVE THE AMENDED RESOLUTION CARRIED unanimously.

- B. [Approval of Amendment No. 1 to Contract Agreement for Legal Counsel](#) – Board Chairwoman Carol Merrell

- [Contract Agreement Amendment No. 1](#)
- [Contract Agreement](#)

President Schaffer stated a memo from the College's legal counsel was generated at his request and shared with the Board during their November 6th Board Meeting. The memo provided a review of Counsel's services since their contract was approved by the Board September 19, 2012, with an effective date of October 1, 2012. President Schaffer shared each person with whom he has spoken has been happy with the Counsel's support, attendance, and advice. After consideration of the information provided by Woodhouse, Roden, and Nethercott (WRN), and the feedback received from individual parties who are reliant on Counsel's advice, a recommendation is now being presented to the Board for an annual contract amount of \$68,400 (\$5,700 per month). President Schaffer noted the annual contract amount is less than the 33% increase proposed by Counsel but still represents a 16% increase in their current annual contract amount of \$58,800 (\$4,900 a month). If agreed by the Board, President Schaffer would conduct an annual review of Counsel's performance and workload hours.

Board Chairwoman Carol Merrell asked if the amendment meets Counsel's expectation. Ms. Nethercott responded President Schaffer's proposed amendment would satisfy Counsel's needs. She added WRN evaluated their time spent meeting the College's legal needs during their first contracted year and from that evaluation estimated their needs for continuing to provide the same level of service in the second year. Board Chairwoman Carol Merrell stated Counsel's legal advice has been valuable and well-received.

Trustee Dubois moved and Trustee Kilty seconded,

MOTION: That the Board of Trustees approves the amendment to the contract with Woodhouse, Roden, and Nethercott, LLC for the purpose of providing general legal counsel to the College for an annual sum of \$68,400 (\$5,700 per month).

President Schaffer clarified the amendment will be effective with the start of their second year contract, which is October 1st.

MOTION CARRIED unanimously.

Trustee Mosher noted the funds will come from the reserve but are housed in the trustees' budget.

8. ADDITIONAL ITEMS – Information Only

- A. [Historical List of Board Motions 2011-2013](#)
- B. [Study Session October 9, 2013, Summary](#)
- C. [Study Session September 4, 2013, Summary](#)

9. NEXT MEETINGS/EVENTS

- **December 4 (Wednesday)** – Board Meeting and Dinner: Dinner – 6:00 p.m. – CCC 178/179; Meeting – 7 p.m. – Petersen Board Room
- **December 18 (Wednesday)** – Board Meeting and Dinner: Dinner – 6:00 p.m. – CCC 178/179; Meeting – 7 p.m. – Petersen Board Room - **CANCELLED**

10. NEW BUSINESS – Board Chairwoman Carol Merrell

Board Chairwoman Carol Merrell recommended the trustees hold one meeting in December on December 4th and cancel the December 18th meeting, so that holiday plans and travel can be accommodated. The Board concurred.

Trustee Mosher asked that a resolution in support of the WACCT's six legislative agenda items be brought forward for Board approval at their December 4th meeting. He also asked for time on the agenda to share a report from the November 19 and 20, 2013, Governor's Business forum. Board Chairwoman Carol Merrell granted the addition of the two requested agenda items.

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

None

12. ADJOURNMENT of the November 20, 2013, Board of Trustees Meeting of the Laramie County Community College District Board of Trustees – Board Chairwoman Carol

Prior to the adjournment of the November 20, 2013, Board of Trustees Meeting of the Laramie County Community College District Board of Trustees,

Trustee Mosher moved and Trustee Erickson seconded,

MOTION: The Board convenes an executive session to discuss a personnel matter.

MOTION CARRIED unanimously.

Board Chairwoman Carol Merrell adjourned the November 20, 2013, Board of Trustees Meeting of the Laramie County Community College District Board of Trustees at 9:10 p.m.

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

Respectfully submitted,

Vicki Boreing
Board Recording Secretary