

REGULAR BUSINESS MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY  
COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, AUGUST 21, 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, Brenda Lyttle, and Christine Lummis

Board Excused: Albany County Campus Ad Hoc Member Butch Keadle

Staff Present: President Joe Schaffer; Vice Presidents José Fierro, Judy Hay, and Carol Hoglund; Associate  
Vice Presidents Kim Bender and Lisa Murphy, Administrator, Faculty and Staff Members  
Dave Curry, Cassie Eliasson, Arun Goyal, Jeri Griego, Melvin “Hawk” Hawkins, Trina Kilty,  
Ty Stockton, Maryellen Tast, Rob Van Cleave, Sher Warren, Kevin Yarbrough; and Legal  
Counsel Tara Nethercott

Visitors: Kevin Brown (Holly Frontier), Dan Baxter (Kaiser and Company), Doug Chandler (Dyno  
Nobel), and Stephan Pappas (Pappas & Pappas Architects)

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

Board Chairwoman Carol Merrell called to order the August 21, 2013, Regular Business Meeting of the  
Laramie County Community College District Board of Trustees at 7:04 p.m.

2. **MINUTES** – Approval of the [July 17, 2013, Regular Business Meeting Minutes](#) and [July 29, 2013, Special  
Business Meeting Minutes](#) – Board Chairwoman Carol Merrell

Trustee Erickson moved and Trustee Lyttle seconded,

**MOTION:** That the Board of Trustees approves the July 17, 2013, Regular Business Meeting Minutes and  
the July 29, 2013, Special Business Meeting Minutes as written.

**MOTION CARRIED** unanimously.

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

Mr. Yarbrough reported the annual staff retreat was held today. Presentations by President Schaffer,  
Student Services Vice President Judy Hay, and Jan Felton were exceptional and well-received. Busy  
beginning of semester schedules contributed to only 15% of the professional and classified staff  
attending the retreat. The Staff Senate will review survey results on the role of the Staff Senate  
during their September meeting.

3) Faculty Senate – Rob VanCleave, President; Burt Davis, Vice President

Mr. Van Cleave shared the following:

- A faculty assembly will be held the morning of Friday, August 23<sup>rd</sup>. President Schaffer, Academic Affairs Vice President José Fierro, and Institutional Effectiveness Associate Vice President Kim Bender have agreed to attend and trustees were invited to attend.
- The faculty will offer suggestions on what the Faculty Senate’s goals should address this year. If finalized, the goals will be presented during the September 18<sup>th</sup> Business Meeting.

4) LCCCEA (LCCC Education Association) – Mohamed Chakhad, President; Rachel Martinez, Vice President; Trina Kilty, Secretary; Jeff Shmidl, Treasurer

Trina Kilty addressed the Board in the absence of Mohamed Chakhad who was unable to attend. The LCCCEA has not yet met as a general membership. Faculty Senate President Mohamed Chakhad will be seeking input from the members on LCCCEA goals.

**4. PRESIDENT’S REPORT – President Schaffer**

A. Organizational Charts

Copies of organizational charts were distributed so the trustees would have a perspective on the organizational structure of the campus. When in final form, the organizational charts will be published online.

Trustee Kilty inquired about the Special Assistant to the Vice President of Academic Affairs position to which President Schaffer responded the position is a restructuring of the one previously held by Cora Futa.

President Schaffer thanked the trustees who were able to attend the Fall 2013 Semester kickoff this morning.

B. Associate Vice President of Institutional Effectiveness

President Schaffer introduced Dr. Kim Bender, Associate Vice President of Institutional Effectiveness. Dr. Bender will begin his transition to the College on a part-time status through September 27<sup>th</sup>. He will be on board full-time beginning September 30<sup>th</sup>.

**5. BOARD REPORTS**

A. Board Committee Reports – Board Chairwoman Carol Merrell serves on all committees.

1) Capital Campaign – Bill Dubois, Don Erickson

The Building Forward campaign is getting organized and materials are being prepared for the door-to-door campaign.

Institutional Advancement Associate Vice President Lisa Murphy thanked those who have filled out endorsement cards and volunteer cards either in person or online. Webmaster Cassie Eliasson and Public Relations Director Ty Stockton are adding answers to frequently asked questions on the [www.buildlccc.com](http://www.buildlccc.com) website. Associate Vice President Murphy thanked Trustee Mosher for the invitation to present the Building Forward project to the American Legion Post and encouraged others to do so on behalf of other organizations. Among the organizations who have already received presentations are Cheyenne LEADS, Greater Cheyenne Chamber of Commerce, Lions Club, Rotary, and Kiwanis. Yard signs and posters will be ready soon, and a letter is being prepared to be sent to every registered voter. The “Building Forward” brochures are ready, and neighborhood canvassing

will begin in September. Trustee Erickson was pleased that a consistent message is being shared and Board Chairwoman Carol Merrell commented on the inspirational “sea of blue” t-shirts promoting the “Building Forward” campaign at this morning’s fall kickoff.

2) Strategic Planning – Bill Dubois, Ed Mosher

Trustee Dubois stated he believes the strategic plan will receive a positive response. Trustee Erickson commented the Strategic Planning Committee did a marvelous job. He also noted the strategic plan goals are outcome-stated so they can be measured.

President Schaffer explained campus feedback on the strategic plan is being accepted through the end of business on September 4<sup>th</sup>. The Board will be asked to provide their feedback on September 4<sup>th</sup> and College Council will review campus and Board feedback on September 6<sup>th</sup>. The strategic plan will then be brought forward for Board approval at the September 18<sup>th</sup> business meeting. President Schaffer also noted the Strategic Planning Committee and College Council memberships have administrator, faculty and staff representation, some of whom also serve on LCCCEA, Faculty Senate, and Staff Senate.

3) Finance and Facilities – Kevin Kilty, Ed Mosher

Trustee Kilty reported the financial loss on the Construction Trades houses is just over \$155,000. Administration and Finance Vice President Carol Hoglund clarified the \$155,000 represents a cumulative loss on the land and houses in Cheyenne and Laramie. For Trustee Mosher she explained any positive revenues that were once used for Construction Trades scholarships have likely been used for repairs on the Construction Trades houses. Trustee Mosher was comfortable with this explanation.

President Schaffer explained “consent” in the motion below refers to the approval of all the items listed through a standard motion. A trustee may have any item removed from the consent agenda.

Trustee Mosher moved and Trustee Kilty seconded,

**MOTION:** 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](#)

**MOTION CARRIED** unanimously.

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

A. Strategic Plan Draft (Copies were distributed during the meeting.)

The Strategic Plan Draft was discussed under Board Reports.

**7. APPROVAL ITEMS**

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

President Schaffer stated the certificate pilot program was quickly developed in response to the College’s industry partners’ need for improved safety records among those in the process technology industry and is based on best practices associated with refinery curriculum. The program has been approved by the Wyoming Community College Commission Program Review Committee and the Academic Affairs Council. The intent is to bring back the pilot program for full approval sooner than the required two years.

Outreach and Workforce Development Dean Maryellen Tast provided an overview of the program's history and curriculum content, which she emphasized has been reviewed by the College's Curriculum Committee. Dean Tast thanked the Curriculum Committee for critiquing the curriculum and the Department of Workforce Services for fully funding tuition and program development costs. She also thanked the College's industry partners—Dyno Nobel, Holly Frontier, Wyoming OSHA, the federal apprenticeship office, and Cheyenne Light, Fuel and Power—for their support through equipment contributions, advisory board membership, and industry information and research collaboration. OSHA asked that an environmental safety portion be included and it has been. Vice President Fierro stressed the Curriculum Committee worked hard to make sure the outcomes are very clear and well-crafted and that students are tested based on those outcomes. He also stated the Curriculum Committee will review the program for potential enhancements in the curriculum and the quality of instruction.

Dyno Nobel Plant Operations Manager Doug Chandler and Plant Manager Kevin Brown shared how the Process Technology Program will provide the training needed by an increasing demand of approximately 10 employees per year. Prior to a local program being offered, employees were recruited from North Dakota where they sought training at Bismarck State College. However, when the training was completed many returned to their home state. Mr. Chandler and Mr. Brown also expressed the importance of young operators being able to determine if process technology is a suitable career for them. The Process Technology Program provides an opportunity to explore interests and “hit the ground running” upon completion of the program.

For Trustee Erickson, Dean Tast stated recruitment was coordinated with the workforce center. The students accepted into the program were selected from 25 interested persons. Instructor Dave Curry shared an orientation was held and that human resources directors from Dyno Nobel and Holly Frontier were also present. Members of the selection committee included advisory board members, some of whom are industry partners, and Department of Workforce Services employees. The selection process included a review of applications and CRC (Career Readiness Certificate) exam results. At Trustee Mosher's request, legal counsel Tara Nethercott will look into the requirement of drug testing.

For Trustee Lyttle, President Schaffer explained that because the tuition and fees are paid by the Department of Workforce Services grant, no revenue will come from the program for the first year. Revenues are expected in year two because students will be paying the tuition and fees that were grant-funded during the first year.

PUBLIC COMMENT – None

Trustee Erickson moved and Trustee Kilty seconded,

**MOTION:** 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.

**MOTION CARRIED** unanimously.

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

NOTE: The Industrial Technology (Flex-Tech) Building and the University/Student Center Building Level II plans were jointly presented and discussed at this time.

President Schaffer stated teaching needs to be delivered in multiple modalities in order for students to learn. The Industrial Technology (Flex-Tech) Building will be flexible in design to accommodate programs that require specialized training, such as those associated with energy-related fields, large engine repair, manufacturing, and heating, ventilating and air conditioning (HVAC). The final Level II Feasibility Study addresses the building's content, provides an estimated budget, and has some imagery but does not contain specific schematics.

Referring to both the Industrial Technology Building and the University/Student Center Level II studies, Architect Stephan Pappas stated the imagery was created to help sell the bonds but is not set in stone and that issues with the floor plans and façades will be addressed in the Level III studies. Cost estimates for both studies changed slightly because State-required monies for art in public places were added. Mr. Pappas also acknowledged the campus does have a high water table and this is why the University/Student Center would be built on piers, and the Industrial Technology Building would be built on footings.

In response to Trustee Lyttle's question concerning the overall study, funding, and construction process President Schaffer provided the following summary, which is explained in more detail on pages 2 and 3 of the Industrial Technology (Flex-Tech Building) and pages 3 and 4 of the University/Student Center Level II Feasibility studies:

- The College is responsible for the Level I Reconnaissance Planning and its submission to the Wyoming Community College Commission.
- Once approved by the Wyoming Community College Commission, funding for the Level II Feasibility Study is sought from the legislature. However, to expedite these projects the College funded the Level II Study from its resources and has been working with the State's Construction Management Division to finalize the study without having to wait for legislative-approved funding.
- If the November 5<sup>th</sup> bond election is successful, a Level III Design and Construction Study will be completed.

PUBLIC COMMENT – None

Trustee Dubois moved and Trustee Erickson seconded,

**MOTION:** That the Board of Trustees approves the Level II Plans for the proposed industrial technology (Flex-Tech) building and the proposed student services, university and instructional (University/Student Center) building.

**MOTION CARRIED** unanimously.

C. Level II Plan for University/Student Center – President Schaffer, Stephan Pappas

Discussion occurred under item B. Level II Plan for Industrial Technology (Flex-Tech) Building above and the ensuing motion included approval of the Level II studies for both buildings.

D. Resolution for Bond Election – President Schaffer

Dan Baxter of Kaiser and Company stated he has served the College as financial advisor for financial planning and the upcoming bond election. The resolution for approval before the Board this evening was prepared by Rick Thompson with Hathaway and Kunz and calls for a bond election on November 5<sup>th</sup> in the amount of \$25 million. The \$25 million must be retired in 15.5 years with an interest rate not to exceed 5.50%. The passage of the bond will result in a very low increase of 2 mills.

Additional Comments

- The College's bonding capacity is just over \$40 million.
- Currently, the Laramie County Community College District is debt free. The last bond election debt for the Health Sciences and Wellness Building was paid off in 2010.
- Cheyenne has one of the lowest tax bases in the nation.
- Given passage, the bonds would be issued in two series with the first one in November of this year for \$9 million. Monies from the bond series can be invested until used. The Public Funds statute restricts the type of investment, and federal tax laws stipulate the monies be spent within three years.
- The second series would be issued after the amount of legislative funding and private donations is determined.
- If the bond passes but the legislature does not allocate funds as expected, the College would re-evaluate priorities and then determine the next step for requesting legislative funds.
- The font and ballot language is standard.
- The College's bond issue will be the only question on the election ballot.

PUBLIC COMMENT – Kevin Yarbrough, speaking as a taxpayer and registered voter, stated he supports the “Building Forward” project, will volunteer his time, and plans to put a campaign sign in his yard. However, he wanted to point out that Laramie County residents have been impacted by multiple cost of living increases—car insurance, home insurance, cable, 10% fuel taxes, and 2% social security to name a few. Because of this, he asked that the county's low tax base not be over-emphasized in the campaign. Trustees thanked Mr. Yarbrough for his comments, noting they agree with his concerns.

Trustee Dubois moved and Trustee Mosher seconded,

**MOTION:** 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.

**MOTION CARRIED** unanimously.

E. Content Management System – Associate Vice President Murphy

Webmaster Cassie Eliasson stated the current Content Management System (CMS) has been used by the College since 2009. During this time customer service and support for the system has steadily declined to an unacceptable performance making it difficult to manage the system. After researching various systems to run the College's public website and conducting a formal request for proposal process, OmniUpdate of Camarillo, California was selected. The Public Relations budget will pay the cost of the new CMS, which will allow up to 50 campus users to update their content. The CMS has a “responsive design” that will allow viewing of the College's website on any electronic device. Additionally, OmniUpdate has been in business for 30 years, deals only with higher education institutions, and has some 500 colleges nationwide as clients. Associate Vice President Murphy shared Contracting and Purchasing Director Jerry Harris negotiated the product cost down from \$72,000 to \$62,000.

Trustee Erickson moved and Trustee Kilty seconded,

**MOTION:** 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.

**MOTION CARRIED** unanimously.

**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

None

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

None

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

Board Chairwoman Carol Merrell adjourned the August 21, 2013, Regular Business Meeting of the Laramie County Community College District Board of Trustees at 8:58 p.m.

**13. EXECUTIVE SESSION** – *An executive session was not held.*

Respectfully submitted,

Vicki Boreing  
Board Recording Secretary