

REGULAR BUSINESS MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY
COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, JULY 17, 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 and Carol Hoglund; Associate Vice President
Lynn Stalnaker; Administrator, Faculty and Staff Members Mohamed Chakhad, Jayne Myrick,
Roz Schliske, Ty Stockton, Tucker Stover, Rob Van Cleave, and Sher Warren; and Legal
Counsel Tara Nethercott and Debb Roden

Visitors: Aerin Curtis (*Wyoming Tribune-Eagle*), Dennis Egge (State of Wyoming Construction
Management Division), Mandy Neely (*Wingspan* Print Editor), Stephan Pappas (Pappas &
Pappas Architects)

1. **CALL TO ORDER** of the July 17, 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 July 17, 2013, Regular Business Meeting of the Laramie
County Community College District Board of Trustees at 6 p.m.

2. **MOTION:** That the Board convenes an executive session to discuss President Schaffer's evaluation.

Trustee Mosher moved and Trustee Kilty seconded the above motion.

MOTION CARRIED unanimously.

3. **RECESS** of the July 17, 2013, Regular Business Meeting – Board Chairwoman Carol Merrell

Board Chairwoman Carol Merrell recessed the July 17, 2013, Regular Business Meeting at 6:03 p.m.

4. **RECONVENE** of the July 17, 2013, Regular Business Meeting – Board Chairwoman Carol Merrell

Board Chairwoman Carol Merrell reconvened the July 17, 2013, Regular Business Meeting at 7:09 p.m.

Recess of Regular Business Meeting to Conduct the Public Budget Hearing

1. **RECESS** of the July 17, 2013, Regular Business Meeting – Board Chairwoman Carol Merrell

Board Chairwoman Carol Merrell recessed the July 17, 2013, Regular Business Meeting at 7:09 p.m.

2. **CALL TO ORDER** of the Public Budget Hearing – Board Chairwoman Carol Merrell

Board Chairwoman Carol Merrell called to order the Public Budget Hearing at 7:09 p.m.

3. **STAFF PRESENTATION** – President Joe Schaffer

President Schaffer commended staff and faculty in their refinement of the budget during budget cuts, adding
73% of the College's FY 2014 budget is invested in its employees in salaries and benefits. He shared how the
FY 2014 budget was developed and the external and internal influences on that budget's development. For

The minutes may also be accessed from the LCCC website at www.lccc.wy.edu "About Us - Board of Trustees."

instance, State Aid was cut 6% (\$1,164,723); State Aid course completion was cut 6% (\$50,245); and State Aid Course Completion (second year reduced enrollee success rate) reduced the College's budget by \$45,348. Conversely, the College received \$130,869 in State Aid for an employee retention appropriation and \$25,444 in State aid to cover .25% of the retirement increase. President Schaffer reviewed the revenues and expenditures that make up the Plant Fund (\$3,477,176), Endowment Fund (\$775,000), Restricted Fund (\$14,110,369), Five Mill Fund (\$117,226), and Auxiliary Fund (\$3,512,108). He reported the expenditures by program and their percent change from FY 2013 to FY 2014—Instruction (2.35%), Public Service (5.35%), Academic Support (-1.41%), Student Services (4.85%), Institutional Support (.59%), Operations and Maintenance (14.88%), and Scholarships (-19.38%). He pointed out a 2.35% increase in the Instruction budget is significant considering the overall budget reductions and explained scholarships are down 19% due to the Golden Eagle scholarship being repurposed and employee waivers being shifted into institutional support, because they are an employee benefit. President Schaffer stated the only salary and benefits still remaining in the One Mill Fund are those associated with Eastern Laramie County. Some remnants of the IT operating expense also remain in the One Mill Fund but plans are to completely move these to the General Fund. Offsetting the budget cuts was \$1,730,724 from position and operations reallocations and \$986,501 from the College's operating reserves. The College's total FY 2014 budget is \$67,163,681.

4. CALL FOR PUBLIC COMMENT/QUESTIONS – Board Chairwoman Carol Merrell

No questions or comment was received from the public.

5. BOARD DISCUSSION

Comments from the Board included:

- Trustee Kilty stated a lot of progress has been made in the budget process and he is pretty darn happy with it. He also hoped the budget would lead to some innovation. President Schaffer will be communicating the availability and process for requesting the innovation funds.
- Trustee Mosher was pleased the College was able to provide a 2.5% COLA and that a larger look is being made, particularly with the One Mill and the Innovation Funds. He asked that the results of the budgeting effort in Student Services be shared with Board. President Schaffer will ask that such a presentation be made before the end of the year.
- Trustee Dubois appreciated Trustee Kilty and Trustee Mosher, who are on the Board's Finance and Facilities Committee, keeping the Board well-informed.

Board Chairwoman Carol Merrell thanked everyone for their time and energy and for doing more with less.

6. ADJOURNMENT OF PUBLIC BUDGET HEARING

Board Chairwoman Carol Merrell adjourned the Public Budget Hearing at 7:41 p.m.

Reconvene Regular Business Meeting

1. RECONVENE of the July 17, 2013, Regular Business Meeting – Board Chairwoman Carol Merrell

Board Chairwoman Carol Merrell reconvened the July 17, 2013, Regular Business Meeting at 7:41 p.m.

2. MINUTES – Approval of the [June 19, 2013, Regular Business Meeting Minutes](#) – Board Chairwoman Carol Merrell

Trustee Erickson moved and Trustee Kilty seconded,

MOTION: That the Board approves the June 19, 2013, Regular 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; Jodi Weppner, Vice President-Professional; Christine Sowards, Secretary; Tiffany Gutierrez, Treasurer

The Staff Senate will have a report for the August 21, 2013, Business Meeting.

- 3) Faculty Senate – Rob Van Cleave, President; Burt Davis, Vice President; Meredith Roehrs, Secretary

Mr. Van Cleave conveyed the faculty's appreciation for the raise and for the emphasis placed on the Instruction Budget.

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

Mr. Chakhad stated the LCCCEA continues to have discussions with President Schaffer.

4. PRESIDENT'S REPORTS – President Joe Schaffer

A. Staffing Updates

Albany County Campus Associate Vice President Lynn Stalnaker will be resigning effective August 15th. He and Jo Lynn are moving back to Kansas to explore a professional opportunity for Jo Lynn. President Schaffer stated Dr. Stalnaker has engendered exceptional community relationships with the residents, students, and the University of Wyoming in Laramie and Albany County.

Kathleen Urban will become the Interim Associate Vice President for the Albany County Campus effective August 1st and will work with Dr. Stalnaker to ease that transition; Ms. Urban plans to retire in a year.

Nicole Bryant will step into the role of Interim Dean for Arts and Humanities. Dr. Melvin "Hawk" Hawkins is the new Dean of the School of Business, Ag, and Technology Services. Dr. Arun Goyal has assumed the duties of Dean of the School of Math and Sciences. And, Dr. Terry Harper is now the Dean of the School of Health Sciences and Wellness.

Stan Torvik has accepted a post-retirement, 11-month contract to assist with the transition and integration of the School of Business, Ag, and Technology Services and the Outreach and Workforce Development Division. He will also evaluate the role and effectiveness of the Eastern Laramie County and WAFB campuses and finalize the implementation of the Welding Technology pilot program.

B. Joint Appropriations Committee and WCCC Meetings (6/27 and 6/28)

President Schaffer reported a ten minute conversation was held concerning major maintenance and that the Wyoming Community College Commission approved the inclusion of the Albany County Campus square footage in major maintenance funding.

C. [Content Management System \(CMS\)](#)

The Content Management System information was provided to the Board in advance of the request for approval of expenditure of funds for the new CMS during the August 21st business meeting.

5. BOARD REPORTS

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

1) Capital Campaign – Bill Dubois, Don Erickson

Align Consulting staff provided a report on the feedback received from four focus groups and individuals who responded to a survey. Generally, the feedback showed good support for the Building Forward campaign. Although a number of areas need to be addressed, negative comments do not show a trend or pattern. Questions to be answered include but are not limited to: What is the College's mission? What is Flex-tech? What is a University/Student Center? How much and how long? How will the bond issue affect each property owner? The College has been extraordinarily transparent and good support continues to come forward from constituents. Copies of the Align report are available from Associate Vice President Lisa Murphy in the Office of Institutional Effectiveness.

President Schaffer has been making Building Forward presentations to community groups and is receiving continuous support. So far he has not received any hard questions. The survey feedback will be incredibly valuable to campaign efforts.

2) Strategic Planning – Bill Dubois, Ed Mosher

Approximately 25 persons have been involved in all of the strategic planning sessions. During the last meeting, the Strategic Planning Committee worked on developing the College's mission statement and discussed how to go about accomplishing the mission statement's purpose. A first iteration of the strategic plan's draft is being formulated with the intent of presenting the draft to the Board during the August 21st business meeting. Ann Murray's presentation on metrics, based on the statistical information available, was impressive. Additional resources need to be dedicated to assessment to accomplish the strategic planning mission's goals that are the responsibility of the Institutional Research Department.

3) Finance and Facilities – Kevin Kilty, Ed Mosher

The Finance and Facilities Committee meeting held last Tuesday, July 9, was pro forma with the budget being in final format.

Trustee Kilty moved and Trustee Mosher seconded,

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

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

MOTION CARRIED unanimously.

4) President Schaffer' Evaluation Follow-up

Board Chairwoman Merrell spoke with Consultant Martie Cizek who recommended not changing any of the questions on next year's evaluation if the Board chooses to do a 360 evaluation. At Trustee Mosher's request Board Chairwoman Merrell will ask Ms. Cizek if adding questions would be appropriate.

6. UNIVERSITY/STUDENT CENTER AND FLEX-TECH BUILDING LEVEL II STUDY DRAFTS –
Stephan Pappas, Architect

Architect Stephan Pappas presented architectural images for the University/Student Center and the Flex-Tech Building that will be included in the Level II Study. He acknowledged graphics are needed for the Building Forward campaign's marketing tools.

In general, the University/Student Center's plan was altered to fit the site denoted in the Campus Master Plan, has a north-south orientation, is a three-story building, and accommodates pedestrian traffic needs between the main campus, the Health Sciences and Wellness Building and the University/Student Center. The University/Student Center also has a drop-off area with a plaza, a place designated for artwork, and an outdoor usable environment. The University/Student Center's Level II Study proposes a building with 90,642 Total GSF at a cost of \$29,973,634. Discussion was held on how to reduce the gross square footage and therefore the cost. A suggestion was made to shell out certain spaces such as the auditorium and a couple of classrooms. Options for finishing shelled out spaces were also discussed. Finished classroom space was determined to be a priority.

The Flex-Tech Building's proposed two-story design and varied roof profile incorporates 49,513 sq. ft. at a cost of approximately \$14,146,416 and will have a north and south orientation. Mr. Pappas stated problems with the five foot topography drop dictated the building's position, which kept it from being located farther east. The Board emphasized the building's floor plan must accommodate more than one program and expressed concern with the façade, which must be pleasing because the building will serve as a gateway landmark on the east entrance of the campus. They also expressed concern with the building's cost and the lack of parking.

Following discussion, Board Chairwoman Carol Merrell called for a Special Business Meeting to be held on Monday, July 29th, at 12 noon in the Petersen Board Room during which the Board will be asked to endorse the conceptual elements presented pertaining to size, design and cost of the facilities, and authorize President Schaffer to use that endorsement for information and educational outreach purposes associated with the Building Forward campaign. The complete Level II studies for each building will be presented to the Board for approval during their August 21st business meeting.

7. APPROVAL ITEMS

- A. [Laramie County Community College District FY 2014 Budget](#) (Hard copies were distributed at the meeting.) – President Joe Schaffer
- [Budget Revisions Since the June 19th Board Meeting](#)

Trustee Dubois moved and Trustee Lyttle seconded,

MOTION: That the Board of Trustees approves the Laramie County Community College District FY 2014 Budget.

DISCUSSION: President Schaffer stated for Trustee Kilty that the Welding Technology position is on an annual temporary contract until the program proves itself.

MOTION CARRIED unanimously.

- B. [Approval of Amendment No. 3 to President Joe Schaffer's Contract](#) – Board Chairwoman Carol Merrell

Trustee Erickson moved and Trustee Lyttle seconded,

MOTION: That the Board of Trustees approves Amendment No. 3 to President Joe Schaffer's Contract.

DISCUSSION: Mrs. Merrell read the amendment. Trustee Erickson and Trustee Lyttle confirmed that was the language of the contract for which he made the motion.

MOTION CARRIED unanimously.

C. [Dissolution of the Laramie County Early Childhood Education and Development Joint Powers Board Agreement](#)

President Schaffer briefly shared the dissolution is somewhat pro forma because the City of Cheyenne and Laramie County have already passed similar resolutions and only two-thirds of the three parties bound by the agreement are necessary to dissolve it.

Trustee Kilty moved and Trustee Mosher seconded,

MOTION: That the Board of Trustees approves the resolution to dissolve the Laramie County Early Childhood Education and Development Joint Powers Board.

MOTION CARRIED unanimously.

D. Policies – President Schaffer

1) [Field Trips Policy](#) – Vice President Fierro

The corresponding Field Trips Procedure may be found at <http://policies.lccc.wy.edu/3.shtml>.

Trustee Erickson moved and Trustee Lyttle seconded,

MOTION: That the Board of Trustees approves the *Field Trips Policy*.

MOTION CARRIED unanimously.

2) [Spending Authority and Limits Policy](#) (no procedure) – President Schaffer

President Schaffer stated the \$30,000 was the limit established by the Board under policy governance.

Trustee Mosher moved and Trustee Kilty seconded,

MOTION: That the Board of Trustees approves the *Spending Authority and Limits Policy*.

MOTION CARRIED unanimously.

3) [Risk Management Policy](#) – Vice President Hoglund

The corresponding Risk Management Procedure may be found at <http://policies.lccc.wy.edu/5.shtml>.

Vice President Hoglund stated the *Risk Management Policy* and procedure will strengthen the risk management culture on campus. A risk management model is being developed that will concentrate on areas of greatest exposure such as contracts, compliance, and facilities. She thanked Jerry Harris, James Crosby, and Dave Curry for their work in the research and development of the policy and procedure.

Trustee Kilty moved and Trustee Lummis seconded,

MOTION: That the Board of Trustees approves the *Risk Management Policy*.

DISCUSSION: Vice President Hoglund stated for Trustee Erickson that no specific budget exists for risk management. The cost would be absorbed by the individual cost centers. President Schaffer

stated risk management is functionally the responsibility of Administration and Finance Vice President Carol Hoglund. He added risk management inherently resides in primarily three areas—the Physical Plant, Campus Safety, and compliance (insurance purposes and protocols) and each of these areas is responsible for managing risks and carrying an operating budget than can fund any associated costs.

MOTION CARRIED unanimously.

4) [Academic Standards Policy](#) – Vice President Fierro

The corresponding Academic Standards Committee Procedure may be found at <http://policies.lccc.wy.edu/2.shtml>.

Academic Affairs Vice President José Fierro stated the policy ensures the integrity of programs and courses by having a solid assessment and outcomes process that is program and course based and has consistent pathways between the College's subsequent courses and programs.

Trustee Kilty moved and Trustee Erickson seconded,

MOTION: That the Board of Trustees approves the *Academic Standards Policy*.

DISCUSSION: President Schaffer stated for Trustee Lyttle this policy is the Board's policy statement on the Board's expectations of what a student should learn and gain from educational experience at Laramie County Community College. The accompanying procedure elevates the role of the faculty and the Academic Standards Committee to that of leading the review, analysis and approval of curriculum so that the curriculum meets the intent of the *Academic Standards Policy*.

Trustee Mosher asked that a report be given to the Board from the Academic Standards Committee on the function of that committee.

MOTION CARRIED unanimously.

5) [Strategic Course Enrollment Policy](#) – President Schaffer

The corresponding Course Enrollment Management Procedure may be found at <http://policies.lccc.wy.edu/2.shtml>.

President Schaffer stated the policy provides direction on course enrollment and the appropriate use of courses and educational activities with an emphasis on fiscal solvency. The primary use of credit bearing coursework to build toward an academic credential is also a key piece.

Trustee Erickson moved and Trustee Dubois seconded,

MOTION: That the Board of Trustees approves the *Strategic Course Enrollment Policy*.

DISCUSSION: Trustees discussed repetitive enrollments, credit vs. non-credit enrollments, the use of the word “strategic”, and the assessment of “meet the needs of the community” in the policy language. Concerning “strategic” President Schaffer offered that the strategy has to do with determining what courses are most needed for student education and interests from the complexity of courses offered at a community college. Referring to assessment, President Schaffer stated the Board will be actively engaged in program review and that some of the assessment will be grounded in environmental scanning through the strategic planning process. Feedback from community advisory groups will play an integral part as well. In addition, review and analysis models are being developed for continuing education courses that will involve surveys of past participants and employers.

MOTION CARRIED unanimously.

8. ADDITIONAL ITEMS – Information Only

- A. [Historical List of Board Motions](#)
- B. Public Comment

9. NEXT MEETINGS/EVENTS

- **August 21 (Wednesday)** – Board Business Meeting: Dinner – 6:00 p.m. – CCC 178/179; Business Meeting – 7 p.m. – Petersen Board Room
- **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 – 6:00 p.m. – CCC 178/179; Business Meeting – 7 p.m. – Petersen Board Room

At Trustee Mosher's request the Board will have a future conversation about holding a business meeting instead of a study session so that action can be transacted by the Board twice a month.

10. PUBLIC COMMENT ON ANYTHING NOT ON THE AGENDA

No public comment was given.

11. ADJOURNMENT of the July 17, 2013, Regular Business Meeting of the Laramie County Community College District Board of Trustees – Board Chairwoman Carol Merrell

Board Chairwoman Carol Merrell adjourned the July 17, 2013, Regular Business Meeting of the Laramie County Community College Board of Trustees at 9:28 p.m.

Respectfully submitted,

Vicki Boreing
Board Recording Secretary