

REGULAR BUSINESS MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY
COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, OCTOBER 23, 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 and Christine Lummis

Board Excused: Trustee Brenda Lyttle and Albany County Campus Ad Hoc Member Butch Keadle

Staff Present: President Joe Schaffer; Vice Presidents José Fierro and Carol Hoglund; Associate Vice
President Kathleen Urban; Administrator and Faculty Members Herry Andrews, Jeri Griego,
Rachel Martinez, Rob Van Cleave, and Sher Warren; and Legal Counsel Tara Nethercott

Visitors: Aerin Curtis (*Wyoming Tribune-Eagle*), Wayne Herr (McGee, Hearne and Paiz), Ike Fredregill
(*Wingspan* Reporter)

1. **CALL TO ORDER** of the October 23, 2013, Regular Business Meeting of the Laramie County Community
College District Board of Trustees – Board Chairwoman Carol Merrell

Board Chairwoman Carol Merrell convened the October 23, 2013, Regular Business Meeting of the Laramie
County Community College District Board of Trustees at 7:02 p.m.

2. **MINUTES** – Approval of the [September 18, 2013, Regular Business Meeting Minutes](#) – Board Chairwoman
Carol Merrell

Trustee Kilty moved and Trustee Lummis seconded,

MOTION: That the Board of Trustees approves the September 18, 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

Stefan Becker reported:

- SGA oversaw the student lounge remodel, and the remodel is basically done. Student input on
the remodel was sought through surveys. Returning senators who were involved in the lounge's
remodeling are satisfied with the changes. Some students are unhappy with the removal of the
fire pit and with the style of the new furniture. One reason why the furniture style was chosen
was because it is easier to keep clean. Students do like the new bar with laptop plugins.
- SGA is compiling a list of what students dislike about the food served in the dining hall and will
be offering constructive suggestions to Sodexo. In addition, employees and students have
received a survey about their satisfaction with the dining hall. This year's survey is more
oriented to this cafeteria and the College's students.
- Administration and Finance Vice President Carol Hoglund stated the Sodexo advisory group that
was previously organized to address dining hall improvements could be reactivated.

- 2) Staff Senate – Kevin Yarbrough, President; Kim Adams, Vice President-Classified Staff; Jodi Weppner, Vice President-Professional Staff; Christine Sowards, Secretary; Tiffany Gutierrez, Treasurer

Kevin Yarbrough reported:

- Mr. Yarbrough thanked the Board for inviting the professional and classified staff to dinner this evening and expressed his hope that the Board received some valuable input from a consensus on what is and is not going well. He asked the Board to consider having separate dinners for the professional and classified staff next year, because some of the classified staff are supervised by professional staff.
- The Staff Senate has devised a new plan to encourage membership and participation in that organization. The plan was presented to President's Cabinet and their support of the plan was encouraged. The plan divides the professional and classified staff into seven groups that would create 12 representatives including an ACC representative. The by-laws were changed so that staff representatives are now volunteers. The representatives were previously nominated and elected.

- 3) Faculty Senate – Rob VanCleave, President; Burt Davis, Vice President; Valerie Millsap, Secretary
- [Faculty Senate September 13, 2013, Minutes](#)

Rob Van Cleave reported:

- Two Faculty Senate meetings were held on September 27th and October 11th. Minutes for those two meetings will be forthcoming.
- The September 13th minutes accompanying this agenda reflected concern about the academic calendar. Those concerns have been resolved and a decision has since been made to implement a fall and spring 16-week calendar and extend summer's calendar to ten weeks.
- The Faculty Senate is also concerned about the new general education core requirements and a future movement toward a 60-hour degree plus the addition of a three-hour freshman seminar. Some associates of arts degrees will also have to add a STEM course. A faculty assembly will be held on Friday, November 1st, and President Schaffer and Vice President Fierro will attend so they can hear the concerns.

President Schaffer clarified the proposed 60-credit associate's degree program is being generated from the Complete College America conversation regarding curriculum reform and education. He emphasized the proposed threshold of 60 credits is not realistic. Policy language that will eventually be routed to the trustees stipulates 64 credits for associate of arts and associate of science degrees. The threshold for an associates of applied science degree is 72 credits. Some programs, for instance Dental Hygiene, will have a unique credit threshold defined by the program's requirements and learning outcomes.

President Schaffer stated the general education core requirement will be viewed as a program. Therefore, the Board will have the responsibility of approving the program. Fall 2014 is targeted for the program's review and approval. The work so far is substantial, and for the most part faculty are in agreement with the credit threshold and the inclusion of STEM courses that may influence credits in arts-related degrees. Consideration is also being given to the inclusion of a physical education course. The impetus behind changes to the general education core requirements come from the need to change LCCC's general education program, which cannot be done until the core requirements are determined and the learning outcomes are articulated. The changes are not being addressed as an effort to align the general education program with that of the University's.

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

Rachel Martinez reported:

- A membership meeting was recently held. The Education Association continues to work on policies and procedures, communication, and standing issues (employee classifications, equal and fair treatment of different groups, contract and evaluation processes, timekeeping system), to gather feedback and to share that feedback with President Schaffer and their members.

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

A. 3rd Annual Community College Summit October 17th

The College was well-represented by trustees, administration, faculty, and staff at the Community College Summit. LCCC was positively referenced more than once, which reaffirmed the direction the College is going as an institution through a broader dialogue. The workshops were excellent and confirmed what Board Chairwoman Carol Merrell and Trustee Erickson heard during the ACCT Congress in Seattle concerning the improvement of completion and increasing of performance. More time for interaction between the community colleges and discussion with the presenters would have added to the summit’s success. Dr. Stephen Newton effectively addressed sensitive issues and emphasized the need to provide direct support to students on high school campuses versus toiling over curriculum alignment. Referring to Dr. Terry O’Banion’s guiding principles, President Schaffer suggested the Board consider developing and endorsing guiding principles that will lead the College down the path to completion and offered to draft a document for their consideration. Board Chairwoman Carol Merrell recommended an item on this topic be added to the Board’s January 24th retreat agenda. The Board’s guiding principles could serve to fill in a gap between the mission, vision, and the strategic plan. President Schaffer noted further that many of the initiatives and priorities concerning student success pathways that were brought forward during the Community College Summit are imbedded in the College’s strategic plan.

B. Wyoming Community College Commission Meeting October 18th

President Schaffer presented a conceptual paper on performance funding that was incredibly well-received. The hope is that the Wyoming Community College Commission will take the recommendation and create a task force of trustees, administrators, and others. A Complete College Wyoming (CCW) plan was also presented. The plan in general sets some high-level, tangible goals focusing on participation, progress, performance, and placement; LCCC’s strategic plan aligns with this plan. One of the goals is to increase degrees and certificates by five percent by the year 2022, which equates to just under an additional 4,000 degrees and certificates at Wyoming’s community colleges during that time frame. Trustee Kilty pointed out that a five percent increase would mean an increase in the number of LCCC students by 70 percent, which would edge toward doubling community college enrollment.

President Schaffer hopes the CCW plan will become a state-level plan with state-level goals and measures that would be considered by all Wyoming’s community colleges in aggregate and individually to monitor how Wyoming’s colleges are advancing the completion agenda. In addition, the state-level plan should be broad enough to allow the individual community colleges to implement their own strategic plans and activities that fit best within their unique environments. President Schaffer also noted a renewed interest from the community colleges has emerged recently to include the University of Wyoming in the CCW. The CCW plan’s appendices includes the University’s specific strategies that have now been folded into the CCW plan. He noted further that how high up in the University’s hierarchy a knowledge of CCW exists is unknown. President Schaffer will forward a copy of the CCW plan to the trustees as soon as he receives an electronic copy.

C. January Retreat and Joint Meeting

The Friday, January 24th, retreat will be held at the Hilton Garden Inn. An agenda will be developed with the Board's input. More information will follow when confirmed.

5. BOARD REPORTS

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

1) Capital Campaign – Bill Dubois, Don Erickson

Trustee Dubois stated he has heard over and over again the College is blessed beyond belief to have Institutional Advancement Associate Vice President Lisa Murphy visually representing the College during the Building Forward campaign. He also shared the *Wyoming Tribune-Eagle* added a clarifying note to a recent Letter to the Editor that the Building Forward campaign is not being paid by taxpayer dollars. Trustee Dubois advised that a lot of people have commented on the *Wingspan* article, which he believed to be simply the opinion of the two editors of the paper and did not reflect the opinion of the student body as a whole. Trustee Erickson also expressed concern about the misinformation and innuendoes included in the *Wingspan*'s position article and encouraged a response be printed. Board Chairwoman Carol Merrell stated the Student Government Association is going to write an article representing the views of the student body. An election-day activity will include a phone bank being arranged by the Foundation.

2) Strategic Planning – Bill Dubois, Ed Mosher

Board Chairwoman Carol Merrell stated the Strategic Planning Committee's work is done. As such, according to policy, she would like to dissolve the committee.

The Board concurred.

3) Finance and Facilities – Kevin Kilty, Ed Mosher

Trustee Kilty stated EMTs took 20 minutes finding an incident on campus this week that drew attention to the need for completion of the wayfinding project. An update on the project will be added to the November 6th Board Meeting agenda.

Accounting Services Director Herry Andrews clarified the Construction Trades monies represented an inventory being carried that no longer had a value and will be shown as a loss; in essence, the \$20,000 was written off as a loss on the sale of a Construction Trades home.

Trustee Kilty moved and Trustee Mosher seconded,

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

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

MOTION CARRIED unanimously.

4) WACCT Report – Ed Mosher, Brenda Lyttle

Trustee Mosher re-emphasized from the earlier conversation that the Community College Summit is an excellent tool to build interest and share information on what is being done at the colleges. He expressed hope that a strong contingent will attend again next year. Trustee Erickson stated the Summit will be held in Laramie, perhaps at a time where those attending the Summit could also attend a University of Wyoming football game.

5) Report from the ACCT Annual Leadership Congress – Board Chairwoman Carol Merrell, Trustee Don Erickson

Trustee Erickson highlighted the ACCT Congress's theme "Society Demands, Community Colleges Deliver: Moving the Needle," that focused on success, completion, and performance and included many concurrent workshops. Trustee Erickson found the concept of "engagement" of students with students in their degree area; "engagement" of faculty in advising; and "engagement" of faculty, staff, and coaches/athletics in the community to be particularly valuable. The Congress's keynote speaker Bill Gates, who has contributed millions of dollars to community colleges, stressed technology will be key to improving student performance and urged educators not to resist the opportunities technology has to offer. Although Trustee Erickson found the Congress to be informative, he questioned the overall return on the investment when compared to the cost to attend and believed the recent Community College Summit was a viable option for networking and promoting local legislative support.

Board Chairwoman Carol Merrell also believed the Leadership Congress provided valuable information and also commented on the importance of the "engagement" of college employees and students with each other and the community, noting further it only takes one mentor to keep a student in school. Also proven to effect student success are small, fast-track classes and block-plan classes for students who register late. She would recommend attending the Community College Summit every year but not necessarily the ACCT Leadership Congress.

6. **BOARD MEETINGS** – Board Chairwoman Carol Merrell

Trustee Kilty reminded the trustees that a conversation was recently held on October 9th about holding two meetings a month during which business could be conducted as well as the study of upcoming approval items.

Hearing the Board's agreement to adopt this format effective with the November 6th Board Meeting,

Trustee Dubois moved and Trustee Mosher seconded,

MOTION: That the Board of Trustees will hold two Board Meetings per month on the first and third Wednesdays during which business may be conducted and that the Board Meeting will be advertised accordingly.

MOTION CARRIED unanimously.

7. **APPROVAL ITEMS**

- A. Approval of Acceptance of Laramie County Community College FY 2013 Audit
(Bound copies were distributed at the meeting.) – President Joe Schaffer

Mr. Herr reported on the three outstanding audit items awaiting finalization on which the Board was briefed during the October 9th Study Session.

- 1) A letter was finally received from the outstanding depository confirming the investments pledged to secure the College's deposits; LCCC was actually over-collateralized on its deposits with that bank.
- 2) Management responses to findings are now included in the audit report starting on page 51. The necessary training has been adjusted to assure the issues are covered and will be coupled with a review process to assure the proper procedures are followed in the future.
- 3) A final report review has taken place by the auditing staff. No changes to the College's audit resulted from that review.

Trustee Kilty moved and Trustee Erickson seconded,

MOTION: That the Board of Trustees accepts the FY 2013 Laramie County Community College Audit.

MOTION CARRIED unanimously.

B. Approval of Cizek Associates Contract (pending) – Board Chairwoman Carol Merrell

The Board received a draft of an online, multi-rater (360) evaluation survey with the modifications the Board requested (53 questions and expand the number of participants to between 25 and 30). The modifications would allow feedback from individuals as well as the trustees. The cost to prepare the evaluation, administer the survey, and compile the results is \$1,495 plus \$200 maximum for out-of-pocket expenses. The online survey would be open for response over a two-week period prior to the Thanksgiving break.

Trustee Dubois moved and Trustee Kilty seconded,

MOTION: That the Board of Trustees approves: 1) the framework and format of the evaluation process and survey provided by Marti Cizek, President of Cizek Associates, Inc., 2) retaining Marti Cizek, President of Cizek Associates, Inc. to produce the final online, multi-rater evaluation survey, administer the survey, and compile the survey results, and 3) charge President Schaffer with working out the details of the evaluation process and amending the contract with Cizek Associates, Inc.

DISCUSSION: In response to Trustee Erickson's question why an external consultant was chosen, the trustees explained they believed the evaluation should be done by an independent agent. Because Marti Cizek's work as the College's presidential search consultant and as the Board's and President's evaluation consultant was professional, timely, and well-thought out, the Board agreed to contract with her.

Trustee Mosher proposed the Board conduct their evaluations in odd years. Trustee Kilty pointed out that new trustees elected in December of even-numbered years would not have had an opportunity to mature in their trustee role before being asked to participate in their evaluation. Trustee Erickson agreed stating as a new trustee taking the survey last year he was not able to answer some of the questions.

MOTION CARRIED unanimously.

C. Number of TOP (Transitional Opportunity Plan) Positions Available for FY 2014 – President Schaffer

The monies necessary to cover the TOP payouts has been consistently set aside; i.e., the College sets up a liability for the TOP payments. This year, 16 slots are available for eligible employees to apply for the Transitional Opportunity Plan. A total of 32 employees are eligible to apply. The available slots are filled on a first-come, first-served basis and are bound by the maximum amount of money available to fund each recipient's TOP payment.

According to Transitional Opportunity Plan Procedure No. 4145, employees must have been hired prior to April 1, 1991, and remained on benefit status until the time of resignation. An employee's age and years of benefited service at the college must total at least 65. Other eligibility requirements apply.

Trustee Kilty moved and Trustee Erickson seconded,

MOTION: That the Board of Trustees approves no more than 16 slots be open and made available for TOP qualified employees during the current fiscal year of 2013-2014.

DISCUSSION: The College also has a Phased Retirement Plan (Retirement Policy 4140) that is designed to allow employees an opportunity to gradually reduce their work load prior to full retirement. However, interest in retirement is related to the Transitional Opportunity Plan at this time. The Phased Retirement Plan will be monitored for increased interest that would indicate the plan should be enhanced.

MOTION CARRIED unanimously.

D. [Nomination of Trustee for the 2013-2014 WACCT Award](#) – Board Chairwoman Carol Merrell

President Schaffer explained most institutions advance a nominee for each category (Student, Trustee, Foundation Volunteer, Faculty Member, Professional Employee and Classified Employee). Western Wyoming Community College is this year's hosting college and will oversee the selection of the award recipients.

Board Chairwoman Carol Merrell moved and Trustee Mosher seconded,

MOTION: That the Board of Trustees approves the nomination of Trustee Brenda Lyttle as the Board's 2013-2014 WACCT trustee nomination.

DISCUSSION: Nominations may be made by any employee for the Student, Faculty Member, and Professional Employee and Classified Employee categories. Nominee names are forwarded to the SGA for the Student nomination, the Faculty Senate for the Faculty Member, Staff Senate for the Professional and Classified Employee, and the Foundation for Foundation Volunteer, who facilitate the advancement of the nominee names to President's Cabinet who then make the final selection of the College's nominees.

MOTION CARRIED unanimously.

8. ADDITIONAL ITEMS – Information Only

A. [Historical List of Board Motions 2011-2013](#)

9. NEXT MEETINGS/EVENTS

- **November 5 (Tuesday)** – Election Day
- **November 6 (Wednesday)** – Study Session: Board Dinner with Student Government Association – 5:30 p.m. – CCI 130; Discussion – 7 p.m. – Petersen Board Room
- **November 20 (Wednesday)** – Board Business Meeting: Dinner – 6:00 p.m. – CCC 178/179; Business Meeting – 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*)

Kevin Yarbrough clarified the staff concerns about the College's strategic plan have to do with how the strategic plan relates to the employee's position at the College. All employees received a copy of the strategic plan during the fall kick-off, and President Schaffer gave a presentation on the strategic plan's content.

Jeri Griego invited the Board to this Saturday's, October 26th, 5th Annual Free for All from 10 a.m. to 2 p.m. in the Multi-Purpose Room. Between 200 and 250 students usually participate in the Free for All. A Bounce House and a face painter will be among the attractions for children. Trustee Mosher also reminded the Board they are tasked with providing beverages for the College's Food Pantry. Ms. Griego stated the Board could bring their beverage donations to the Board meeting and she would transport them to the Food Pantry located in B108.

President Schaffer shared he often inquires of students if they know who their advisor is, who more often than not respond they do not know. However, when a student was asked just recently, that student proudly proclaimed their advisor is Jeri Griego.

12. ADJOURNMENT of the October 23, 2013, Regular Business Meeting of the Laramie County Community College District Board of Trustees – Board Chairwoman Carol Merrell

Board Chairwoman Carol Merrell adjourned the October 23, 2013, Regular Business Meeting of the Laramie County Community College District Board of Trustees at 9:10 p.m.

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

Respectfully submitted,

Vicki Boreing
Board Recording Secretary