

**LARAMIE COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES
BOARD MEETING**

**Wednesday, March 19, 2014
7:00 p.m.
Center for Conferences and Institutes
Room CCI 129**

6:00 p.m. – Dinner – CCC 178/179

Dinner will be catered.

AGENDA

1. **CALL TO ORDER** of the March 19, 2014, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairwoman Carol Merrell
2. **MINUTES** – Approval of the [March 5, 2014, Board Meeting Minutes](#) – Board Chairwoman Carol Merrell
3. **REPORTS TO THE BOARD**
 - A. LCCC Reports
 - 1) SGA (Student Government Association) – Stefan Becker, President; Tycee Mohler, Vice President
 - 2) Staff Senate – Amy Ehlman, President; Melissa Gallant, Vice President-Classified Staff; Jodi Weppner, Vice President-Professional Staff; Jennifer Thompson, Secretary; Christopher Corriveau, Treasurer
 - 3) Faculty Senate – Rob VanCleave, President; Burt Davis, Vice President; Valerie Millsap, Secretary
 - 4) LCCCEA (LCCC Education Association) – Mohamed Chakhad, President; Rachel Martinez, Vice President; Trina Kilty, Secretary; Jeff Shmidl, Treasurer
4. **PRESIDENT’S REPORT** – President Schaffer
5. **BOARD REPORTS**
 - A. Board Committee Reports – Board Chairwoman Carol Merrell serves on all committees.
 - 1) Finance and Facilities – Kevin Kilty, Ed Mosher

FINANCE AND FACILITIES COMMITTEE RECOMMENDATION: That the Board of Trustees accepts and approves the following items:

- a. [February 2014 Current and Auxiliary Fund Balance Sheet Reports](#)
- b. [FY 2014 Current and Auxiliary Fund Budget Reports](#)
- c. [March 2014 Contracting and Procurement Report](#)

- B. [Approval of Reimbursement Resolution](#)* – Vice Chairman Kevin Kilty
- [Reimbursement Resolution Timeline](#)

* *The resolution is under final review by the College’s bond attorney and will be uploaded by EOB Monday.*

6. HUMAN RESOURCES POLICIES AND PROCEDURES and RULES AMENDMENT AND REPEAL
– **FIRST READING** – Board Chairwoman Carol Merrell

[Proposed Human Resource Policy and Procedure Reference Table](#)

POLICIES AND PROCEDURES*

- A. [Employment Policy 6.1](#)
- B. [Employment – General Procedure 6.1.1P](#)
- C. [Employment – Hiring and Recruitment for Vacant Positions Procedure 6.1.2P](#)
- D. [Employment – Existing or Non-Vacant Positions Procedure 6.1.3P](#)
- E. [Employment – Separation Procedure 6.1.4P](#)
- F. [Nondiscrimination Anti-Harassment Policy 6.2](#)
- G. [Nondiscrimination Anti-Harassment Procedure 6.2P](#)
- H. [Sexual Misconduct Policy 6.3](#)
- I. [Sexual Misconduct Procedure 6.3P](#)
- J. [Employee Benefits Policy 6.4](#)
- K. [Employee Benefits Procedure 6.4P](#)
- L. [FMLA Policy 6.5](#)
- M. [FMLA Procedure 6.5P](#)
- N. [Leaves of Absence Policy 6.6](#)
- O. [Leaves of Absence – Paid Leave Procedure 6.6.1P](#)
- P. [Leaves of Absence – Other Leaves Procedure 6.6.2P](#)
- Q. [Leaves of Absence – Paid Leave Donation Procedure 6.6.3P](#)
- R. [Employee Grievance Policy 6.8](#)
- S. [Employee Grievance Procedure 6.8P](#)
- T. [Reduction in Force Policy 6.9](#)
- U. [Reduction in Force Procedure 6.9P](#)
- V. [Employee Conduct and Discipline Policy 6.10](#)
- W. [Employee Conduct and Discipline Procedure 6.10P](#)

** The Board of Trustees only takes action and formally approves proposed Board policy. Procedures are listed here to provide context and the administrative approach to ensuring the President's procedures meet the intent of the Board's policies.*

RULES

- A. [Amendment of Chapter 1 Rules of Practice and Procedures for a Contested Cases](#)
- B. [Repeal of Chapter 2 Rules of Practice and Procedures for Discipline of Employees](#)
- C. [Repeal of Chapter 3 Rules of Practice and Procedures for Reduction in Force](#)

7. APPROVAL ITEMS

- A. [Albany County Campus/University of Wyoming Joint Building Level I Study](#) – President Schaffer

STAFF RECOMMENDATION: That the Board of Trustees accepts the Joint Level I study for the Albany County Campus/University of Wyoming partnership building.

- B. [Ultra-Sound Machines \(2\)](#) – Contracting and Procurement Director Jerry Harris

STAFF RECOMMENDATION: That the Board approves the purchase of two (2) Phillips iU22 ultrasound systems in the amount of \$XX,XXX.00. Funds for this purchase will come from the Current Fund line item titled Health Occupations Improvements.*

** The bids will be opened Tuesday, March 18th, following which an updated memo and recommendation with the amount of the bid award will be forwarded to you.*

8. **ADDITIONAL ITEMS** – Information Only

- [March 5, 2014, Public Hearing Summary](#)
- [Historical List of Board Motions](#)

9. **NEXT MEETINGS/EVENTS**

- **April 2 (Wednesday)** – Board Meeting and Dinner: Dinner – 6 p.m. – CCC 178/179; Meeting – 7 p.m. – Petersen Board Room
- **April 16 (Wednesday)** – Board Meeting and Dinner: Dinner – 6 p.m. – CCC 178/179; Meeting – 7 p.m. – Petersen Board Room

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

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

12. **ADJOURNMENT** of the March 19, 2014, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairwoman Carol Merrell

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

*March and April Special Events**

Mar 6-28	Artist Joe Arnold: Mountaineer's View – Esther and John Clay Gallery
April 3	Jazz//The Language of Now
April 7	Spring Choir Concert
April 9-May 1	LCCC Art Student Exhibition
April 10-12 and 17-19	Gruesome Playground Injuries
April 11	Dental Hygiene Pinning
April 29	Ticket to Broadway
April 30	National Poetry Month Open Mic

*Cultural Event Details – <http://lccc.wy.edu/newsEvents/eventslisting.aspx>

*Athletic Events – <http://www.lccc.wy.edu/newsEvents/eventsListingAthletics.aspx>

[2014 Annual Calendar](#) and [Cultural Events Brochure](#)

Any changes to the calendar below since its last publication are in **Bold**.

2014

March 17-21 – Spring Break (No classes)

March 21 – Spring Break (College is closed.)

March 31 – WCCC Meeting – Northwest College, Powell (**A WACCT meeting will not be held.**)

April 2 – Board Meeting (Dinner: 6 p.m. – CCC 178/179 Private Dining Rooms; Meeting: 7 p.m. – Board Room)

April 5-8 – AACC 94th Annual Convention – Marriott Wardman Park, Washington, DC

April 11 – Dental Hygiene Pinning – 5:30 p.m. – UP Centennial Room

April 16 – Board Meeting (Dinner: 6 p.m. – CCC 178/179 Private Dining Rooms; Meeting: 7 p.m. – Board Room)

May 7 – Board Meeting (Dinner: 6 p.m. – CCC 178/179 Private Dining Rooms; Meeting: 7 p.m. – Board Room)

May 10 – Commencement – Storey Gym – 10 a.m.

May 21 – Board Meeting (Dinner: 6 p.m. – CCC 178/179 Private Dining Rooms; Meeting: 7 p.m. – Board Room)
May 26 – Memorial Day – College is closed.
June 4 – Board Meeting (Dinner: 6 p.m. – CCC 178/179 Private Dining Rooms; Meeting: 7 p.m. – Board Room)
June 13 – WCCC Meeting – Northwest College, Powell
June 18 – Board Meeting (Dinner: 6 p.m. – CCC 178/179 Private Dining Rooms; Meeting: 7 p.m. – Board Room)
July 4 – Independence Day (College is closed.)
July 16 – Board Meeting (Dinner: 6 p.m. – CCC 178/179 Private Dining Rooms; Meeting: 7 p.m. – Board Room)
July 23 – Cheyenne Day (College is closed.)
August 6-25 – Filing for Office Period for School Board, Community College Trustee, and Special Districts
August 19 – Primary Election Day
August 20 – Board Meeting (Dinner: 6 p.m. – CCC 178/179 Private Dining Rooms; Meeting: 7 p.m. – Board Room)
September 1 – Labor Day – College is closed.
September 3 – Board Meeting (Dinner: 6 p.m. – CCC 178/179 Private Dining Rooms; Meeting: 7 p.m. – Board Room)
September 17 – Board Meeting (Dinner: 6 p.m. – CCC 178/179 Private Dining Rooms; Meeting: 7 p.m. – Board Room)
October 1 – Board Meeting (Dinner: 6 p.m. – CCC 178/179 Private Dining Rooms; Meeting: 7 p.m. – Board Room)
October 9 – 4th Annual Summit on Community Colleges – Hilton Garden Inn, Laramie
October 10 – WCCC Meeting – University of Wyoming, Laramie
October 22-25 – ACCT Annual Leadership Conference – Conference Location TBA – Chicago, Illinois
October 15 – Board Meeting (Dinner: 6 p.m. – CCC 178/179 Private Dining Rooms; Meeting: 7 p.m. – Board Room)
November 4 – General Election Day
November 5 – Board Meeting (Dinner: 6 p.m. – CCC 178/179 Private Dining Rooms; Meeting: 7 p.m. – Board Room)
November 19 – Board Meeting (Dinner: 6 p.m. – CCC 178/179 Private Dining Rooms; Meeting: 7 p.m. – Board Room)
November 26-30 – Thanksgiving Holiday (College is closed.)
December 3 – Board Meeting (Dinner: 6 p.m. – CCC 178/179 Private Dining Rooms; Meeting: 7 p.m. – Board Room)
December 17 – Board Meeting (Dinner: 6 p.m. – CCC 178/179 Private Dining Rooms; Meeting: 7 p.m. – Board Room)
December 24 – January 4 – Winter Break (College is closed.)