

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, FEBRUARY 19, 2014,  
ADMINISTRATION BUILDING, PETERSEN BOARD ROOM, LARAMIE COUNTY COMMUNITY COLLEGE

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

Staff Present: President Joe Schaffer; Vice Presidents José Fierro, Judy Hay and Carol Hoglund and Associate Vice President Kathleen Urban; Faculty and Staff Members Chris Corriveau, Amy Ehlman, Jeri Griego, Roz Schliske, Rob Van Cleave, and Sher Warren; and Legal Counsel Tara Nethercott

Visitors: Tycee Mohler (SGA Vice President), Aerin Curtis (*Wyoming Tribune-Eagle*), and Stephanie McGee (*Wingspan* Online Editor) and Brooke Rogers (*Wingspan* Co-Editor)

**1. CALL TO ORDER** of the February 19, 2014, 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 February 19, 2014, Board of Trustees Meeting of the Laramie County Community College District Board of Trustees at 6:59 p.m.

**2. EMPLOYEE GIVING CAMPAIGN** – Scholarships and Annual Giving Director Brenda Laird

Mrs. Laird provided information about the 2014 Employee Giving Campaign during the dinner meeting.

**3. MINUTES** – Approval of the [February 5, 2014, Board Meeting Minutes](#) – Board Chairwoman Carol Merrell

Dr. Kilty moved and Trustee Erickson seconded,

**MOTION:** That the February 5, 2014, Board Meeting Minutes be approved as written.

**MOTION CARRIED** unanimously.

**4. REPORTS TO THE BOARD**

A. LCCC Reports

1) SGA (Student Government Association) – Stefan Becker, President; Tycee Mohler, Vice President

Vice President Tycee Mohler updated the Board on the following:

- The SGA's election process, constitution and by-laws are still undergoing revision.
- The LCCC senators had an opportunity to visit with the UW Student Senate. At President Schaffer's invitation the senators also observed legislative action last Friday, February 14<sup>th</sup>.
- The Executive Committee is working with Vice President Hoglund on a purchasing guide that may be completed before spring break.

2) [Staff Senate](#) – Amy Ehlman, President; Melissa Gallant, Vice President-Classified Staff; Jodi Weppner, Vice President-Professional Staff; Jennifer Thompson, Secretary; Christopher Corriveau, Treasurer

President Amy Ehlman shared the following:

- An open forum for all employees on the proposed changes to the HR policies and procedures will be held Thursday, February 27<sup>th</sup>, from 1 to 3 p.m. in CCI 130. President Schaffer, HR Executive

Director Peggie Kresl-Hotz, and Legal Counsel Debb Roden and Tara Nethercott will be present to answer questions. Another forum may also be scheduled for general input and updates.

- Mrs. Ehlman is working with School of Community and Workforce Development Dean Maryellen Tast to schedule some professional development and training for staff in the areas of leadership, communication, and relationship.
- The possibility of a Staff Senate web page is being pursued where minutes, events, and activities could be posted. The web page would help with recruitment, awareness, and communication. How other institutions approach recruitment of members for staff organizations is being researched.

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

In summary, President Van Cleave emphasized faculty concern has now reached a crescendo that has escalated beyond where it was a week ago. Faculty are looking for the rationale behind the proposed changes and their intent. Examples of the questions being posed are: Will the adopted policies and procedures preclude an expectation of continued employment? Have past problems been the fault of policy or the lack of enforcement of policy? Concern was also expressed about the difference between current and new faculty contract language. Some faculty believe the property rights' language should be the same. President Van Cleave also noted that he has asked to visit with President Schaffer on short notice and Vice President Fierro. They have been more than accommodating, open, and candid in their discussions and he very much appreciated this.

Trustees questioned whether the policies and procedures had been carefully read and how many have read the language, for example, in Employment Policy No. 6.1 and Employment – General Procedure No. 6.1.1P that states “For all employees who are employed on the effective date of this procedure, such employees’ contractual rights as to employment type and duration will not be altered.” Also expressed was a need for trustees to understand the intent (professional development? advancement?) of the policy and procedure changes and the cause and consequences of having contract language for current faculty different from that of the contract language for new faculty.

A Faculty Senate forum on the proposed changes to the HR policies and procedures will be held Friday, February 21<sup>st</sup>, from 2 to 3 p.m. in HS 111/113. President Van Cleave encouraged the trustees to attend. As with the other forums, President Schaffer, HR Executive Director Peggie Kresl-Hotz, and Legal Counsel Debb Roden and Tara Nethercott will attend to answer questions.

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. Legislative Update

President Schaffer reported on the following legislative active to date:

- The second reading on the budget is concluding.
- Gun legislation that is similar but refined to what was introduced during the 2013 legislative session, was advanced again in this session. Only one bill is still live. That bill would remove gun free zones in K-12 settings and authorize trustees to determine under what rules someone would be allowed to carry a weapon onto a K-12 setting.
- A developmental education bill was again introduced by Sen. Coe (Cody) and Rep. Harshman (Casper). The refined bill states that any Wyoming high school graduate past three years that goes to

a community college or the University cannot be required to take developmental education. The bill failed introduction but will likely come back next year.

- An amendment offered on the third reading of the budget that would appropriate \$20 million to replenish the endowment match fund. Of the \$20 million, \$10 million would go to the University and \$10 million would go to the community colleges.
- The Wyoming Association of Community College Trustees (WACCT) advanced two amendments that would increase the \$9 million currently in the budget for enrollment growth to \$14.3 million, which was the amount requested by the community colleges. The community colleges asked that the \$14.3 million be added to the base and recalculated every two biennium, and that the enrollment growth mechanism then be eliminated. Tonight, an amendment to add \$5.3 million to the \$9 million passed in the Senate and the House on second reading. A second \$12 million amendment would add monies for community college capital construction. LCCC's second project would receive \$2 million or 50% funding and the Northern Wyoming Community College District (Gillette and Sheridan) and Central Wyoming College projects would also receive 50% funding (originally at 21%). However, that amendment failed in the House by a voice vote. Trustee Erickson noted later in the meeting that HB1 amendment 66 for enrollment growth funding did pass. However, later on amendment 62, which would have added additional capital construction dollars, did not pass. Trustee Erickson observed that in spite of the failed capital construction amendment, the legislators are very supportive of community colleges and shared that Rep. Harshman pointed out the capital construction funds approved for allocation are the largest that have ever been appropriated.
- When the Albany County Campus was built, the College moved forward with construction without seeking Wyoming Community College Commission and legislative authority, which was not required at that time. However, Commission and legislative authority are needed in order for that campus's educational program space to be calculated into the square footage for which major maintenance monies are allocated. As a result, the College has never received major maintenance funding for the Albany County Campus. Last June the College asked for retroactive approval from the Commission and received that approval. The State Building Commission recommended approval in October, the Governor followed with his approval in December, and the Joint Appropriations Committee recommended approval the mark-up of the budget. However, Sen. Bebout (Riverton) and Sen. Perkins (Casper) have a SF 35 amendment that would strike that authorization. If the amendment passes, the Albany County Campus square footage would not be included in the calculation for major maintenance funding.

#### Verizon Wireless Tower

- Verizon Wireless representatives have again contacted LCCC on possibility of locating a Verizon Wireless tower on the Cheyenne campus, and the location and design of the tower are being discussed. Vice President Hoglund will bring the proposed final arrangement to the Finance and Facilities Committee. The tower's presence on campus would add additional cell phone coverage during an emergency when campus employees, students, and visitors would be activating their cell phones at the same time.

#### Accreditation

- Children's Discovery Center (CDC) received National Association for the Education of Young Children (NAEYC) reaccreditation. The CDC is one of only two early childhood education centers in the community that are NAEYC accredited.
- Notification has also been received that because the College's auto body and automotive programs received National Automotive Technicians Education Foundation (NATEF) accreditation, the students in these programs will be eligible to take the Automotive Service Excellence (ASE) certification tests.

#### Exterior Signage

Costs estimates are being determined for the completion of Phase I of the wayfinding project. Phase I will include the installation of exterior signage for buildings and campus locators. A July completion date is anticipated for Phase I. The signage will be constructed of the same materials used by the Wyoming Department of Transportation, which complies with national code. An interior sign assessment has also been completed and will be finalized for a Phase II project. The gateway project's design proposals continue to be assessed.

#### Upcoming Events

- February 20<sup>th</sup> – Community College Conference – LCCC Campus; awards and reception – Little America
- February 21<sup>st</sup> – Wyoming Community College Commission Meeting – LCCC Campus

### **6. BOARD REPORTS**

- A. Board Committee Reports – Board Chairwoman Carol Merrell serves on all committees.  
1) Finance and Facilities – Kevin Kilty, Ed Mosher

Trustee Kilty stated the February 13<sup>th</sup> Finance and Facilities Committee meeting was very lengthy and comprehensive. Discussion was held concerning the time clock project, parking lots, and use of student fees for student healthcare. Onetime expenditures, including those for new parking lots, a digital documentation system, and wayfinding, were also reviewed and determined to be solid and wise expenditures. All trustees were invited to the meeting. Board Chairwoman Carol Merrell and Trustee Erickson attended along with Trustee Kilty and Trustee Mosher.

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

- a. [January 2014 Current and Auxiliary Fund Balance Sheet Report](#)
- b. [FY 2014 Current and Auxiliary Fund Budget Report](#)
- c. [February 2014 Contracting and Procurement Report](#)
- d. [Carry Forward/Fund Balance Investment Plan](#)

**MOTION:** Trustee Kilty moved that the Board of Trustees accepts and approves the items acted on during the February 13, 2014, Finance and Facilities Committee as listed above as a consent agenda.

**DISCUSSION:** Trustee Erickson commented he found those at the Finance and Facilities Committee meeting to be extremely knowledgeable. Board Chairwoman Carol Merrell stated the discussion and information shared was very inspiring.

**MOTION CARRIED** unanimously.

### **7. APPROVAL ITEMS – None**

### **8. ADDITIONAL ITEMS – Information Only**

A. [Historical List of Board Motions 2012-2014](#)

### **9. NEXT MEETINGS/EVENTS**

- **February 20 (Thursday)** – WACCT Board Meeting – CCI 123 – 7 a.m.
- **February 20 (Thursday)** – [WACCT Community College Conference](#) – LCCC Campus
  - Trustee Education Workshops 8:45 a.m. – 5 p.m. – Center for Conferences and Institutes
  - Awards 5 p.m. – Little America
  - Legislative Reception 6 p.m. – Little America

**LCCC's nominees for the WACCT awards are:**

- ☺ Board: Brenda Lyttle
- ☺ Foundation: George McIlvaine
- ☺ Faculty: Kari Brown-Herbst
- ☺ Classified Staff: Darlene Kaelin
- ☺ Professional Staff: Mary Henning
- ☺ Student: Daniel Russell
- **February 21 (Friday)** – WCCC Open House and Breakfast – 7:30 a.m. – WCCC Office – 2300 Capitol Ave., 5th Floor, Suite B
- **February 21 (Friday)** – WCCC Meeting – CCI 130 – 9 a.m.
- **February 21 (Friday)** – Trustees and Commissioners Lunch – CCI 129 – 12 noon
- **March 5 (Wednesday)** –
  - Board Dinner: Dinner – 6 p.m. – CCC 178/179
  - Public Hearing – 7 p.m. – CCI 130
  - Board Meeting – Upon adjournment of the Public Hearing – CCI 130
- **March 19 (Wednesday)** – Board Meeting and Dinner: Dinner – 6:00 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*)

None

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

Trustee Erickson moved and Trustee Mosher seconded the February 19, 2014, Board of Trustees Meeting of the Laramie County Community College District Board of Trustees be adjourned.

**MOTION CARRIED** unanimously, and the meeting was adjourned at 7:56 p.m.

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

Prior to the adjournment of the February 19, 2014, Board Meeting,

Trustee Lyttle moved and Trustee Kilty seconded,

**MOTION:** That the Trustees convene an executive session to discuss a personnel issue.

**MOTION CARRIED** unanimously.

Respectfully submitted,

Vicki Boreing  
Board Recording Secretary