

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, MARCH 19, 2014, CENTER FOR CONFERENCES AND INSTITUTES, ROOM 129, LARAMIE COUNTY COMMUNITY COLLEGE

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

Board Excused: Vice Chairman Kevin Kilty

Staff Present: President Joe Schaffer; Vice Presidents José Fierro and Carol Hoglund, Administrators, Faculty and Staff Members Carolyn Cuestas, Judy Dunn, Jeri Griego, Jerry Harris, Arlene Lester, Luzette Miller, Arshi Nisley, Leah Noonan, Roz Schliske, Tucker Stover, and Rob Van Cleave; and Legal Counsel Tara Nethercott and Debb Roden

Visitors: Dan Baxter and Todd Bishop (Kaiser and Co.), Bruce Curl, Aerin Curtis (*Wyoming Tribune-Eagle*), Greg Hacker (Hacker, Hacker & Kendall), Daniel Martinez and Brooke Rogers (*Wingspan* Co-Editors), Stephanie McGee (*Wingspan* Online Editor), Tycee Mohler (SGA Vice President), George McIlvaine and Dave Holt (Wyoming Education Association Higher Education Representative)

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

Board Chairwoman Carol Merrell called to order the March 19, 2014, Board Meeting of the Laramie County Community College Board of Trustees at 7:05 p.m.

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

Trustee Lyttle moved and Trustee Dubois seconded,

MOTION: That the March 5, 2014, Board Meeting Minutes be approved 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

No Report

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

Staff Senate President Amy Ehlman thanked the Board, President Schaffer, and President's Cabinet for the opportunities to thoroughly participate and provide staff, faculty, and administrator feedback on the policies and procedures through the forums held during the last of February. The staff have been assured that hearing their voice on issues is important. However, they also feel they are being “put lower and lower on the chain and that the policies and procedures are being looked at from the top down instead of the bottom up.” A friendly amendment to Procedure 6.1.1P *Employment – General* was proposed by President Ehlman but did not receive support and the procedure as presented passed

by a narrow margin with a 10-9 vote. The friendly amendment included, as one of the proposed options, a one-year probationary period for a new classified staff employee, following which the staff employee would be placed on at-will status with no right for appeal and would be subject to termination at any time without cause. Even though the procedure was approved by College Council as presented for President Schaffer's signature, the Staff Senate officers continue to seek feedback from classified and professional staff that might be helpful as final decisions are made on all of the Human Resources policies and procedures. FOR THE RECORD: 2 of the 10 Yes votes were proxy votes submitted by College Council members and 1 of the 9 No votes was a proxy vote submitted by a College Council member who had to leave the meeting early.

Trustee Mosher understood some discussion comparing the College's proposed at-will status for staff and the State's at-will employees was held. Trustee Mosher was able to glean from the 2012 data he obtained from the State's Administration and Information website, that only about five percent of the State's over 8,000 employees have an at-will status.

President Ehlman also shared some of the staff's frustration that an opinion has been shared by "the Board" that they do not need to "parent new staff"; i.e., they should not be concerned about future staff employees. Trustee Erickson objected to "the Board" as a whole being credited with the statement because he personally has never made such a comment. President Ehlman apologized for any offending assertions, adding the Board is referred to as one body. Trustee Erickson asked that individual trustees be credited with specific statements where appropriate unless a decision of the Board as a whole is being referenced. President Ehlman said she understood.

Trustee Mosher also questioned the acceptance of proxy votes during the March 17th College Council meeting, asking if a policy exists allowing that action.

President Schaffer explained the College Council procedure is silent on proxy votes. However, in the past College Council members who had to leave a meeting early were allowed to leave their votes with their constituents. College Council Co-chair Kari Brown-Herbst sent an email notifying College Council members of the process that allowed those who were not be able to attend and were excused from the meeting to submit proxy votes in support of, or opposed to, the approval of the policies and procedures and amended Chapter I Rules of Practice and Procedures for a Contested Case.

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

Faculty Senate President Rob Van Cleave stated Faculty Senate voted unanimously to support the Staff Senate's position of nonsupport for an at-will status for new staff employees. President Van Cleave also commented on the amendment presented by Staff Senate President Ehlman not receiving a vote and that the 10-9 vote in favor of approving Procedure 6.1.1P represented a narrow margin of departure in opinion about whether the procedure should be approved. FOR THE RECORD: College Council voted on the approval of Policy 6.1 *Employment*, and Procedures 6.1.1P *Employment - General*, 6.1.2P *Employment – Hiring and Recruitment for Vacant Positions*, 6.1.3P *Employment – Existing or Non-Vacant Positions*, and 6.1.4P *Employment – Separation* as a group. The amendment to which President Ehlman and President Van Cleave spoke was a "friendly amendment" made after the original motion to approve the policies and procedures was moved by Lisa Murphy and seconded by Chad Marley and did not require a vote. Rather the person who makes the original motion may deny the acceptance of the "friendly amendment" and no further action (vote) may be taken. This is what occurred. A vote was then taken on the original motion to approve the policies and procedures, and that motion passed with a 10-9 vote. President Van Cleave continued the policies and procedures have been through consultative feedback and three revisions. The faculty are pleased with how they have fared in the policy and procedure development and approval process and strongly support the classified staff without which the

faculty could not do their jobs. He also pointed out the College competes with State government for high level employees and placing classified staff at-will may deter some of the highest qualified candidates from applying at the College. He concluded, "We find ourselves at the end of the road and now the ball is in your [Board's] court." He asked the Board to support the classified staff, and with the repeal of two rules and the amendment of another to put "more meat" into the Board's policy, and to especially consider the language of Procedure 6.1.1P. He added employee classifications and status should be particularly considered for inclusion in Board policy.

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

No Report

4. PRESIDENT'S REPORT – President Schaffer

President Schaffer deferred his time to other matters on the agenda.

5. BOARD REPORTS

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

- 1) Finance and Facilities – Kevin Kilty, Ed Mosher

Trustee Erickson stated he attended the Finance & Facilities Committee meeting and so moved and Trustee Mosher seconded,

MOTION: 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](#)

MOTION CARRIED unanimously.

- B. [Approval of Reimbursement Resolution](#)* – Vice President Carol Hoglund

- [Reimbursement Resolution Timeline](#)

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

Mr. Dan Baxter of Kaiser and Company, the College's bonding firm and financial advisor for the sale of the bonds, congratulated the Board and the College on a successful bond election and legislative session. He stated his recommendation is the College move forward as soon as possible with the sale of the bonds, get the interest rates locked in, get the College's bond money re-invested, and get projects built as soon as possible before the costs go up. The first step toward accomplishing this is passage of a reimbursement resolution that declares the Board's official intent to issue bonds in the near future in accordance with Section 103 of the IRS Code and its intent to reimburse itself from the proceeds of the bond issue for any monies expended from its general fund for planning and other project costs. The one-page reimbursement resolution was prepared by bond counsel Rick Thompson of Hathaway and Kunz.

MOTION: Trustee Erickson moved and Trustee Mosher seconded approval of the reimbursement resolution as presented this evening.

DISCUSSION: Trustee Mosher asked if Mr. Baxter is comfortable with the sample timetable of events to which he responded he is. The timetable includes a May 21 date for the Board to pass a resolution for a

public bond sale to be held June 18, 2014. The bond sale bids are due at noon on June 18th, and the Board will be asked to pass two resolutions during their meeting that evening: one for accepting the best bid and the other for authorizing issuance of the bonds. If the Board is comfortable with the timeline, Mr. Baxter as financial advisor and Mr. Thompson as bond counsel, will begin work on a preliminary official statement and bond rating applications that will prepare the way for a bond sale in June. At President Schaffer's request Mr. Baxter explained the benefit of a competitive bond placement versus splitting bonds or doing a bank-qualified or direct placement of the bonds. The most important reason to sell all of the bonds this year instead of in phases is so the College gets all the proceeds up front and can re-invest those proceeds over a longer period of time to yield more investment income from the sale of the bonds. Additionally, the interest rates have remained low so selling the bonds now can be done at a premium, which will help fund the statutorily required seven percent reserve fund. Also, the mill levies will be under two mills, which is what was represented to the voters as the estimated bond issue cost over 15 years. Selling a portion of the bonds and another portion later would risk a higher interest rate and a doubled issuance cost, which would cost the College more and possibly the taxpayers. In response to Trustee Erickson's question about the reinvestment of the \$25 million, which is statutorily mandated, a draw down schedule for the project over the next 24 months needs to be established. Then the sources of money that can be used first are determined to pay, for instance, the architects and ground breaking costs. Hopefully, State grant money can be used to pay these costs so that most of the bond proceeds can be reinvested for at least 16 months or longer, which would enable locking in a higher interest rate. The types of reinvestment vehicles may include collateralized certificates of deposits from local financial institutions and treasury bonds, bills, and notes. The reinvestment options will be jointly determined by the College's financial advisor (Kaiser and Company) and the administration (Administration and Finance Vice President Carol Heglund and Accounting Services Director Herry Andrews). President Schaffer added SF 77 two years ago shifted the capital construction process from the Wyoming Community College Commission to the State's Capital Construction Division, who is in the process of writing their rules. His understanding is that State proceeds will be spent before local proceeds but the process for doing that is still being navigated. He is confident the College will be able to do so to the best benefit of the institution and the taxpayers.

Hearing no further comment or question, Board Chairwoman Carol Merrell called for the vote.

MOTION CARRIED unanimously.

Board Chairwoman Carol Merrell asked the trustees to move to agenda item No. 7B. Ultra-Sound Machines.

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](#)

President Schaffer addressed the changes to the policies, procedures, and Chapter I rules since the Board's March 5th meeting and chronicled in the "Proposed Human Resource Policy and Procedure Reference Table." The policies referenced in the table will replace the policies adopted under Policy Governance. The policies and procedures and Chapter I rules will be further edited for grammar and proofreading changes and will not be signed and become effective until the policies and rules' action is finalized.

POLICIES AND PROCEDURES*

A. [Employment Policy 6.1](#)

[Employment – General Procedure 6.1.1P](#)

[Employment – Hiring and Recruitment for Vacant Positions Procedure 6.1.2P](#)

[Employment – Existing or Non-Vacant Positions Procedure 6.1.3P](#)

[Employment – Separation Procedure 6.1.4P](#)

President Schaffer explained the “friendly amendment and vote” on the above that occurred during the March 17th College Council meeting. The College Council meeting minutes’ excerpt recording that conversation is below in blue text:

College Council 3/17/14 Minutes Excerpt

Hearing no further comment, Co-chair Kari Brown-Herbst restated the motion. Chad asked if the Council is entertaining any of the suggestions made by Amy. Co-chair Kari Brown-Herbst clarified the motion on the floor is to recommend approval of the policy and procedure as proposed. President Schaffer stated as a member of the Council Amy may offer a friendly amendment to the motion, and Lisa, who made the motion may or may not accept the friendly amendment. An amendment (not a friendly amendment) must be moved, seconded and voted on before the original motion may be voted on.

FRIENDLY AMENDMENT TO ORIGINAL MOTION BY AMY EHLMAN:

- A new staff employee will have a one-year probationary period, following which the staff employee will be placed on at-will status with no right for appeal and will be subject to termination at any time without cause.
- Within a 30-calendar-day period prior to the end of the probationary period, the employee’s immediate supervisor will be required to meet with their supervisor to discuss the recommendation for employee’s termination or continuation of employment. The recommendation will be provided in writing.
- The employee’s immediate supervisor will discuss the recommendation with the employee and provide the employee a copy of the written recommendation.
- An employee who merits retention will be given regular employee status with rights of appeal and due process the same as legacy employees.
- An employee who has achieved non-probationary status will not return to probationary status because they accepted a different position.
- A legacy employee who chooses to accept a promotion will not lose their legacy status.
- Clarify a legacy employee, whose current position is reclassified and receives a title change and/or salary increase because of change in responsibilities will not lose their legacy status.

Comments and Clarifications

- President Schaffer stated for clarity that the re-classification process is an employer’s action so the employee’s legacy status would not change.
- Jodi Weppner stated she has to leave and has left her proxy votes with Arlene Lester.

FRIENDLY AMENDMENT TO ORIGINAL AMENDMENT FAILED due to Lisa Murphy’s declining to accept the friendly amendment.

Co-chair Kari Brown-Herbst explained the proxy vote process. The College Council meeting date was scheduled in order to gain Council member’s input and vote on the policies and procedures after the consultative feedback period ended on March 10th and prior to the policies and procedures being presented to the Board for first reading on March 19th. Because of the tight timeline, the meeting had to be scheduled on Monday, March 17th, during spring break week, which meant some members would be affording themselves vacation time or honoring other commitments previously arranged for the spring break week. All College Council members who knew they would be absent and excused from today’s meeting were given the opportunity to send their votes in writing prior to noon today. Because the motions so far have passed unanimously, the need to bring those proxy votes onto the table was not necessary. Proxy votes have been received from Terry Harper, Stacy Maestas, and with Jodi’s departure, from her as well.

Hearing no further comment, Co-chair Kari Brown-Herbst called for a vote on the original motion. Because the voiced vote did not clearly indicate a majority of Yes or No votes, a roll call vote was taken and is recorded below.

<p><u>Yes – 10</u> Terry Harper Stacy Maestas Kim Bender Kari Brown-Herbst José Fierro Judy Hay Carol Hoglund Peggie Kresl-Hotz Lisa Murphy Katy Wells</p>	<p><u>No – 9</u> Aaron Casteel Burt Davis Amy Ehlman Chad Marley Jeff Shmidl Arlene Lester Kathleen Urban Jodi Weppner Dawn Williams</p>
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ORIGINAL MOTION CARRIED.

- B. [Nondiscrimination Anti-Harassment Policy 6.2](#)
[Nondiscrimination Anti-Harassment Procedure 6.2P](#)

The procedure received substantive changes and has been re-posted for consultative feedback through April 18th. No changes were made to the policy.

- C. [Sexual Misconduct Policy 6.3](#)
[Sexual Misconduct Procedure 6.3P](#)

The policy and procedure's title was changed to "Sexual Misconduct" from "Sexual Harassment." The procedure received substantive changes and has been re-posted for consultative feedback through April 18th. The policy had a title change only.

- D. [Employee Benefits Policy 6.4](#)
[Employee Benefits Procedure 6.4P](#)

- E. [FMLA Policy 6.5](#)
[FMLA Procedure 6.5P](#)

- F. [Leaves of Absence Policy 6.6](#)
[Leaves of Absence – Paid Leave Procedure 6.6.1P](#)
[Leaves of Absence – Other Leaves Procedure 6.6.2P](#)
[Leaves of Absence – Paid Leave Donation Procedure 6.6.3P](#)

- G. [Employee Grievance Policy 6.8](#)
[Employee Grievance Procedure 6.8P](#)

- H. [Reduction in Force Policy 6.9](#)
[Reduction in Force Procedure 6.9P](#)

- I. [Employee Conduct and Discipline Policy 6.10](#)
[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](#)

PUBLIC COMMENT

Comments were received from Faculty Senate President Rob Van Cleave, Judy Dunn, Amy Ehlman, Jeri Griego, Arlene Lester, Leah Noonan, and attorney Greg Hacker. A summary of the comments follows:

- New professional staff will be on a one-year contract with no expectation of continued employment. The Board was asked to please consider changing this to what the legacy professional staff have—continued expectation of employment with due process; i.e., progressive discipline. [6.1.1P]
- Legacy professional and classified staff should not become at-will if they accept a transfer to another position. [6.1.1P]
- New employees should be eligible for severance pay if they are removed from their positions due to a reduction in force. Unemployment provides only a fraction of the employee's pay. [6.9P]
 - o President Schaffer – Clarification – Annual contracts are issued to professional staff and are essentially status updates (“Employment Agreements”) and not truly contracts. Language also suggests an expectation for an on-going employment relationship exists.
- If new classified staff are at-will, the College may become a training ground for employees, who may transfer to jobs, for example, in State government, that are not at-will positions.
- Changes have been made to the policies and procedures since the March 5th Board meeting that can be termed improvements. For example, the employee-to-employee resolution in Procedure 6.8P *Employee Grievance*, Section 5.0, is an improvement but still includes provision where the grieved employee has to “work out” the problem with the employee against whom the grievance would be filed. Also, language changes such as “use of drugs” to “use of illegal drugs” and being in trouble for disclosure of “confidential information” versus “unauthorized information” have been made. [Procedure 6.10 *Employee Conduct and Discipline*]
- Proper steps have not been taken in accordance with Board Procedure No. 1.2.11P *Policy Development and Approval Procedure*.
- Problems still exist with the amendment to Chapter I Rules for Practice and Procedures for a Contested Case; for example, sharing of the cost of a hearing officer.
- Procedure No. 6.10P *Employee Conduct and Discipline* has awkward and conflicting language in Section C (page 4) and Section E (page 6). For example, the College cannot make a terminated employee follow a procedure when they are no longer employed. The timeframe in which a contested case has to occur may cause problems if the preparatory process takes longer than the specified time.
- An at-will (perpetual probation) process creates instability for new employees because they have no job protection or property interest in their employment.
- The reduction in force language in Chapter III Rules of Practice and Procedures for a Reduction in Force should be restored. [Policy 6.9 and Procedure 6.9P *Reduction in Force*]
- The reasons for misconduct and cause for termination are not sufficiently defined so the employee knows what is meant by this term; i.e., they are so broad that they are essentially unenforceable. [Procedure 6.10 *Employee Conduct and Discipline*]
- Employee classifications should be in Board policy. If the classifications are in procedure then they are subject to the president's jurisdiction.

- Support was again expressed for new classified staff not having at-will status.
- If an employee is required to travel by the College, the employee should be eligible for reimbursement of expenses for that travel. [Procedure 6.6.1P, 5.0 Procedures, Section B. Types of Leave, 5) Professional Leave].
- A 9-month or 11-month classified staff employee should be eligible for vacation. [Procedure 6.6.1P, 5.0 Procedures, Section B. Types of Leave, 7) Vacation Leave, c)]
- An employee should also be required to have supervisor approval for LCCC and University tuition reimbursement in order to be consistent. [Procedure 6.4P *Employee Benefits*, 5.0 Procedures, Section C. Overview and Benefit Categories 12) Educational Benefits]

Board Questions/Clarifications

- Chapter I Rules of Practice and Procedures for a Contested Case provides flexibility for choosing a hearing officer. The College's legal counsel's advice is to use the Administrative Hearing Office for the selection of a hearing officer; they are unbiased and affordable.
- The at-will status seems to be a huge concern. Establishing a probationary period seems to be a plausible alternative.
- The classification of employees should be included in Board policy not administrative procedure.
- The College Council vote that approved the policies and procedures with the exception of Policy 6.2 and Procedure 6.2P *Nondiscrimination and Anti-Harassment* and Policy 6.3 and Procedure 6.3P *Sexual Misconduct* by a margin of 10 to 9 is a concern.

Board Chairwoman Carol Merrell thanked the public for their suggestions, stating the Board's goal is for the College to be the best it can be.

The Trustees then moved to agenda item No. 8 "Additional Items."

7. APPROVAL ITEMS

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

President Schaffer stated Board approval is not necessary but would be instrumental in showing the Board's support for both the Level I Plan and the subsequent Level II Plan. A presentation of the Level I plan was provided during the Board's January 24th retreat and joint meeting with the Albany County Campus Advisory Board. The Board's voiced support this evening would be carried back to the University and hopefully would help secure the \$800,000 for the Level II Plan that was not funded by the 2014 Legislature. For Trustee Mosher, President Schaffer explained the University submitted a request for \$800,000 for a Level II study but was not recommended by Governor Mead and was not added back to the budget by the Joint Appropriations Committee or the legislature. President Schaffer will be discussing future funding plans with President McGinity, who is interested in expanding the discussion to include current and future programming for the joint facility and establishing a stronger partnership between the College and the University. The hope is for the University and LCCC to advance the planning from internal budgets over the next year or two followed by another legislative request by the University for additional planning that would lead to a request for construction dollars. President Schaffer acknowledged the University Board of Trustees has not yet expressed their interest in the advancement of a Level II study.

Trustee Erickson moved and Trustee Dubois seconded,

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

DISCUSSION: Trustee Erickson expressed concern that the Level I Plan will become obsolete before the subsequent planning takes place. President Schaffer acknowledged the process is uncertain about how to

proceed but that the University continues to informally voice great support for continuing the project. The University has been asked to provide a better indication of the cost estimate of \$800,000. President Schaffer stated he believes an opportunity exists to move through the Level II plan for substantially less but is not familiar with the University's internal requirements. Using some of the College's resources will help move the process forward so that the Level I Plan is enhanced and refined through the Level II Plan process and does not stagnate. For Trustee Mosher, President Schaffer stated the College's leasing of the facility to be built on the ACC campus is a notable concern and the terms of the lease agreement will need to be worked out, particularly if the College is contributing revenue dollars to the facility's construction through lease payments. He added the University/Student Center will have 20% to 25% designated space for the University, so whatever works for that facility on the LCCC campus should work for the ACC facility on the University's campus. For clarification, the College and the University have a lease agreement for the space the University occupies on the LCCC campus.

Hearing no requests for further comment or clarification, Board Chairwoman Merrell called for the vote.

MOTION CARRIED unanimously.

Board Chairwoman Merrell asked the trustees to move to agenda item No. 6 Human Resources Policies and Procedures and Rules Amendment and Repeal – First Reading.

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

Contracting and Procurement Director Jerry Harris thanked the Board for addressing the purchase during this evening's meeting. Accreditation processes hinge on students' required training on the machines. The proposal is to purchase refurbished machines instead of new ones because of the cost. The machines are refurbished to factory standards. For Trustee Mosher, the current machines were purchased in 2008 and have two internal operating systems. The machines to be purchased have the latest software and only one operating system. Properly maintained, which is the campus practice, the machines should last an appropriate but undeterminable period of time. For Board Chairwoman Carol Merrell, funds for this purchase will come from the Current Fund line item titled Health Occupations Improvements, which is funded by student fees and has a current balance of \$223,941. Health Sciences and Wellness Dean Terry Harper has approved the purchase.

Trustee Mosher moved and Trustee Erickson seconded,

STAFF RECOMMENDATION: That the Board approves the purchase of two (2) Phillips iU22 ultrasound systems in the amount of \$110,400. Funds for this purchase will come from the Current Fund line item titled Health Occupations Improvements.*

MOTION CARRIED unanimously.

** 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.*

Board Chairwoman Carol Merrell asked the trustees to move to agenda item No. 7.A. A. Albany County Campus/University of Wyoming Joint Building Level I Study.

8. **ADDITIONAL ITEMS** – Information Only

- [March 5, 2014, Public Hearing Summary](#) – Board Secretary Vicki Boreing stated action is not required on the public hearing summary as was the case with study session summaries because no action was taken by the Board during the public hearing.
- [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

Trustee Mosher stated the WACCT will not hold a meeting prior to the March 31st Wyoming Community College Commission meeting. Information about future meetings will be provided to the trustees.

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

None

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

Trustee Mosher moved and Trustee Erickson seconded,

MOTION: The March 19, 2014, Board Meeting of the Laramie County Community College District Board of Trustees be adjourned.

MOTION CARRIED unanimously.

Board Chairwoman Carol Merrell adjourned the March 19, 2014, Board Meeting of the Laramie County Community College District Board of Trustees at 9:45 p.m.

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

Respectfully submitted,

Vicki Boreing
Board Recording Secretary