

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

**Wednesday, October 28, 2020
6:00 p.m.**

Board and President's Cabinet Members please connect using the following Zoom Link.

<https://lccc-wy.zoom.us/j/3816608853>

Connect by Phone: Dial +1 253 215 8782 US

Meeting ID for Phone Connection: 381 660 8853

DINNER WORK ITEMS

1. WORK ITEMS

- A. WACCT Legislative Priorities/Platform – WACCT Executive Director Erin Taylor, Trustee Erickson and Trustee Salazar
- B. [Foundation Annual Report](#) – Lisa Trimble
- C. LCCC FY 2020 Audit Review – Wayne Herr, McGee, Hearne & Paiz, LLP
 - 1) [Audit Report](#)
 - 2) [Audit Committee Letter](#)
 - 3) [LCCC Representation Letter](#)
- D. Master Planning Recommendations – President Joe Schaffer and Vice President Rick Johnson

BOARD MEETING AGENDA

- 1. **CALL TO ORDER** of the October 28, 2020, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Jess Ketcham
- 2. **MINUTES** – Approval of the [September 9, 2020, Board Minutes](#) – Board Chairman Jess Ketcham
- 3. **REPORTS TO THE BOARD**
 - A. Staff Senate – President Linda Herget
 - B. Faculty Senate – President Teresa Authier
 - C. Construction Update – Vice President Rick Johnson
- 4. **PRESIDENT'S REPORT** – President Joe Schaffer
 - A. TRIO Student Support Services Grant Update
 - B. October 8, 2020, WCCC Meeting
 - C. Residence Hall Loan Update
 - D. [Timeline for Budget Reduction Process](#)
- 5. **POLICIES**
 - A. [Draft Risk Management Policy](#) – Vice President Rick Johnson
 - B. Sexual Misconduct Policies – 1st Reading – Vice President Melissa Stutz and Executive Director Tammy Maas
 - 1) [Policy 3.22 Sexual Misconduct Student – New](#)
 - 2) [Policy 6.3 Sexual Misconduct Employee – Revised](#)
- 6. **APPROVAL ITEMS**
 - A. Naming Tributes – Associate Vice President Lisa Trimble
 - 1) [First Interstate Bank – Memo to the Board](#)

Staff Recommendation: That the Board of Trustees approves the naming of the Clay Pathfinder Conference Room 211 on the LCCC Cheyenne campus, the First Interstate Bank Conference Room.

2) [Art and Carol Merrell – Memo to the Board](#)

Staff Recommendation: That the Board of Trustees approves the naming of the student activity lounge in the new residence hall on the LCCC Cheyenne campus, the Merrell Student Activity Lounge.

B. [CARES Funds Authorization for Spending Authority](#) – President Joe Schaffer, Sponsored Awards and Compliance Director Victoria Steel

C. [Spending Authority for Retirement Incentive Offering](#) – President Joe Schaffer

Staff Recommendation: That the Board of Trustees authorizes the President to expend up to \$400,000 for a Retirement Incentive program to assist the College with its budget reduction efforts as a result of the withdrawal of State funding. The source of these funds will be a mixture of vacancy savings and unspent budgeted funds from the FY21 budget, and possibly from the Current Fund Balance.

7. BOARD REPORTS

A. Board Committee Reports – Board Chairman Jess Ketcham

1) October 8th WACCT Meeting – Trustee Erickson and Trustee Salazar

2) Finance and Facilities Committee (October 28th) – Trustee Erickson, Trustee Thompson

FINANCE AND FACILITIES COMMITTEE RECOMMENDATION

That the Board of Trustees accepts and approves the following items:

a. [Current and Auxiliary Fund Balance Sheet Reports as of September 2020](#)

b. [Current and Auxiliary Fund Budget Reports as of September 2020](#)

c. [Procurement and Contracting Report as of September 2020](#)

8. EX OFFICIO TRUSTEE UPDATE (*Standing Agenda Item*)

A. ACC Ex Officio Trustee – Mr. Butch Keadle

B. Student Ex Officio Trustee – Ms. Karyn Forbes

9. NEW BUSINESS – Board Chairman Jess Ketcham

A. Reduced Lunch Costs – Trustee Thompson

B. Tutoring – Trustee Thompson

C. Civic Involvement Inventory – Chairman Ketcham

D. Trustee Emeritus Committee – Chairman Ketcham

10. NEXT MEETINGS/EVENTS – See Google Calendar for details on the following.

- November 3 – General Election

- November 4 – Special Board Meeting – 5:30 p.m. Dinner, CCC 178/179 – 6 p.m. Meeting, Budget Reduction Consideration

- November 18 – Board Meeting – 5:30 p.m. Dinner, CCC 178/179; 7 p.m. Meeting, UP Centennial Room – Budget Reduction Approval

- December 2 – Board Meeting – 5:30 p.m. Dinner, CCC 178/179 – Time and Location TBD – Officer Elections, Oaths of Office

11. PUBLIC COMMENT (Public comment may be made on anything not on the agenda. Comments will be limited to five minutes.) – Board Chairman Jess Ketcham

12. ADJOURNMENT of the October 28, 2020, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Jess Ketcham