

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

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

**Please use this link to connect to the live-stream.**

**[youtube.com/channel/UCryzxQDc5S5Y9DRtqo0mscw/live](https://www.youtube.com/channel/UCryzxQDc5S5Y9DRtqo0mscw/live)**

Persons wishing to make public comment must send a request to [president@lccc.wy.edu](mailto:president@lccc.wy.edu) prior to the meeting and will be admitted from the Waiting Room one at a time. A Zoom link will be sent to those requesting public comment and will be reminded to mute the YouTube live stream so no feedback occurs.

## **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 – 1<sup>st</sup> 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 8<sup>th</sup> WACCT Meeting – Trustee Erickson and Trustee Salazar
- 2) Finance and Facilities Committee (October 28<sup>th</sup>) – 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