

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, SEPTEMBER 21, 2016, PETERSEN BOARD ROOM, ADMINISTRATION BUILDING, LARAMIE COUNTY COMMUNITY COLLEGE

Board Present: Board Chairman Ed Mosher, Vice Chairman Bill Dubois, Treasurer Don Erickson, Secretary Christine Lummis, Trustees Bradley S. Barker, III, and Carol Merrell, ACC Ex Officio Trustee Butch Keadle, and Student Ex Officio Trustee Garrett Wilkerson

Board Excused: Trustee Brenda Lyttle

Staff Present: President Joe Schaffer; Vice Presidents Judy Hay and Rick Johnson; Associate Vice President James Malm and Executive Director Tammy Maas; Faculty and Staff Members Jeri Griego, Rob McNabb, and Rhonda Priest; and Legal Counsel Gay Woodhouse

Visitors: Todd Bishop (Kaiser Wealth Management), Kristine Galloway (*Wyoming Tribune-Eagle*), Jacob Hamel (*Wingspan*), Community Member Carol Jansen, and Board Candidates Sleeter Dover, Rick Jansen, Jess Ketchum, Ryan Lindsey, Bob Salazar, and Wendy Soto

1. **7:00 p.m. – CALL TO ORDER** of the September 21, 2016, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Ed Mosher

Board Chairman Ed Mosher called to order the September 21, 2016, Board Meeting of the Laramie County Community College District Board of Trustees at 7:01p.m.

2. **MINUTES** – Approval of the [July 20, 2016, Board Work Session Minutes](#), [July 20, 2016, Board Minutes](#), and [August 17, 2016, Board Minutes](#) – Board Chairman Ed Mosher

Trustee Merrell moved and Trustee Erickson seconded,

**MOTION:** That the Board of Trustees approves the July 20, 2016, Board Work Session Minutes, July 20, 2016, Board Minutes, and August 17, 2016, Board Minutes as written.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

### 3. **REPORTS TO THE BOARD**

#### A. LCCC Reports

- 1) SGA (Student Government Association) – Robert Swank, President

Student Ex Officio Trustee Wilkerson gave the SGA report along with his ex officio report later in the meeting.

- 2) Staff Senate – Rhonda Priest, President; Amy Ehlman, Vice President-Classified Staff; Lexi Hartley, Vice President-Professional Staff; Melissa Gallant, Secretary; Sarah Smith, Treasurer

Staff Senate President Priest reported the following:

- A Staff Retreat was held on August 4<sup>th</sup> at the Kiwanis Community House. The retreat received positive feedback from the 50 employees who attended one or both of the two sessions on: Tolerance presented by Jan Felton and Remediation and Conflict presented by Lucy Pauli.

- Evidence of more faculty and staff collaboration was the partnering of Faculty Senate with Staff Senate to hold the August 25<sup>th</sup> joint Town Hall. Robust conversation took place during the Town Hall, which was also attended by President Schaffer and Trustee Erickson who were thanked for attending. President Schaffer responded to all questions asked during the Town Hall in an email to Faculty Senate President Rob McNabb and Staff Senate President Rhonda Priest, who forwarded his responses to their respective constituents.
  - College Council and four CORE Initiative committees have staff representation.
  - More staff from both the Cheyenne and Laramie campuses are participating on Staff Senate. Joining Staff Senate from the Albany County Campus are Lexi Hartley and Jamie McKim. Two new members from facilities and maintenance have also been added to Staff Senate. They are Pete Oswald and Cindy Madsen.
  - A monthly bulletin to assist with communication on current issues is being emailed to classified and professional staff. Communication is a priority in hopes the employee satisfaction survey that will be distributed next spring will have higher scores.
  - A luncheon for new staff will be held next Wednesday, September 28<sup>th</sup>.
  - The Unsung Heroes recognitions will continue. A new recognition idea will be implemented in January.
  - Monthly meetings with the Staff Senate officers and President Schaffer will begin next week.
  - The Staff Senate continues to meet regularly with HR Executive Director Tammy Maas to coordinate messages communicated to employees and to encourage employee engagement across both the Cheyenne and Laramie campuses.
- 3) Faculty Senate – Rob McNabb, President; Paula Badgett, Vice President; Nate Huseman, Secretary/Treasurer

Faculty Senate President McNabb reported the following:

- Faculty Senate President McNabb thanked Staff Senate President Priest for sharing the Faculty Senate and Staff Senate's collaboration on the Town Hall, adding concentrated efforts are being made to open lines of communication between faculty, staff, and administrators.
- Michele Albert and Burt Davis will represent faculty on College Council. Faculty members have also been assigned to the CORE Initiative Revenue and Efficiencies committees. Feedback from those committees has been positive.
- President McNabb also thanked President Schaffer and Trustee Erickson for attending the August 25<sup>th</sup> Town Hall and President Schaffer for his responses, which received positive feedback.

President Schaffer stated he truly appreciates the positive efforts of Staff Senate President Priest and Faculty Senate President McNabb to work together in bringing faculty and staff together to help improve employee satisfaction while respecting their individual roles.

- 4) LCCCEA (LCCC Education Association) – Meghan Kelly, President; Les Balsiger, Vice President; Jim Strelman, Treasurer

No report

**4. APPROVAL OF BOND RESOLUTION CALLING FOR SALE OF BONDS – President Schaffer, Vice President Rick Johnson, Rick Thompson (Hathaway and Kuntz), Todd Bishop (Kaiser Investments), Dan Baxter (Kaiser and Company)**

- 1) [District Resolution Approving Bond Transaction](#)
- 2) [Amended and Restated Facilities Lease](#)

At President Schaffer's request Todd Bishop shared a high level analysis of the bond sales, lease arrangements with the LCCC Building Authority, and the associated documents the Board will be asked to sign this evening.

Mr. Bishop stated a private placement memo was mailed to various banks in the community to gauge their interest in purchasing the 2016 refunding revenue bonds and was pleased to report that all of the \$4,675,000 bonds have been privately placed with local institutions. Of the five institutions that responded, Wyoming Bank and Trust, Platte Valley Bank, and American National Bank were the purchasers of the bonds. The average interest rate shared during the August 17<sup>th</sup> meeting was 1.95%. With the Board's approval this evening, an average interest rate of 1.62% on the bonds will be locked in. After the issuance cost, a \$213,000 net debt service savings will be received, which is significantly better than the \$95,000 shared at the August 17<sup>th</sup> Board meeting. In addition to the obvious cost savings benefit, the debt service payments will be less than or equal to the student fee payments being made on the 2009 bonds. Given the Board's approval and passage of the resolution authorizing issuance of the bonds, a closing is planned for October 14<sup>th</sup> at which time the College will receive the proceeds from the new bonds. Those monies will be set aside in escrow to make the final debt service payments on the 2009 Build America bonds.

Trustee Erickson asked for clarification of the third paragraph on page 4, which read:

"WHEREAS, the Outstanding Series 2009 Bonds maturing on June 1, 2017 and thereafter in the aggregate principal amount of \$4,875,000 are subject to optional redemption prior to maturity, on December 1, 2016, upon payment of 101% of the principal amount of the bonds to be refunded plus interest;"

Mr. Bishop clarified the paragraph talks about the bonds that are maturing on June 1, 2017, and thereafter. So, it's encompassing not only the June 1, 2017, payment, but every principle payment made on June 1<sup>st</sup> through and including June 1, 2022. All of those principle amounts added together equal \$4,875,000.

Trustee Erickson asked if the College would be able to pay off the bonds earlier to which Mr. Bishop replied, this particular bond issuance does have a redemption feature, as the Board requested, so the College would be able to pay off the bonds in advance of the scheduled maturity date.

Trustee Erickson moved and Trustee Merrell seconded,

**MOTION:** A Resolution by the Laramie County Community College District, Wyoming approving an amended and restated facilities lease agreement dated as of October 14, 2016 between the District and the Laramie County Community College Building Authority; approving the execution and delivery of an indenture of trust dated as of October 14, 2016 between the Building Authority and Wyoming Bank and Trust; approving the issuance and sale of refunding lease revenue bonds Series 2016 by the Building Authority; approving the private placement memorandum for the bonds and the sale of the bonds at a private sale; and other details related thereto.

**DISCUSSION:** Board Chairman Mosher expressed his appreciation for the work Mr. Bishop and Vice President Johnson have done for the College, noting the financial benefit that will result from the re-finance of the bonds will allow the student fees saved to be used in other ways to benefit students.

**MOTION CARRIED** unanimously.

Mr. Bishop thanked the Board on behalf of Kaiser and Company for the opportunity to work with the College and looks forward to doing so in the future. Mr. Bishop advised the Board that the Building Authority has set up a separate date and time that is conducive with their schedule for the bond closing. Chairman Mosher and Secretary Lummis will need to attend a pre-closing, preferably before October 14<sup>th</sup>.

Trustee Erickson moved and Trustee Barker seconded,

**MOTION:** That the Board of Trustees approves the amended and re-stated facilities lease agreement for the kitchen and dining hall facility.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

**5. PRESIDENT'S REPORT** – President Joe Schaffer

**A. Compensation and Classification Study Update** – Human Resources Executive Director Tammy Maas

Board Chairman Mosher stated the compensation and classification study has been needed for some time and that the College has had a lot of pre-work to do before the compensation and classification study could be implemented.

Human Resources Executive Director Tammy Maas reported the College underwent a competitive process for the selection of a consultant. The contract was award on July 1<sup>st</sup> to Evergreen Solutions, LLC. The consultants were on campus last week for four days assimilating data from 123 employees who attended four focus group sessions. A lot of good comments and feedback were received. A Job Assessment Tool (JAT) has been sent to every employee today asking that they complete the information about their job duties and responsibilities in the JAT online. Employees will have a two-week timeframe in which to complete the information. After the data has been entered, the employee's supervisor will review the information submitted by the employee in their JAT. The collection of this data is the first phase of the study and will be completed by the end of October. If employees need more time to complete the JAT to get maximum participation, that time will be provided. The short timeline includes a presentation to employees and the Board the first week of December.

Trustee Erickson stated the Finance and Facilities Committee met with the consultants, and the Committee believes they received a very thorough review. Trustee Erickson was personally impressed with the caliber and scope of the work they will be doing for the College.

**B. Vice President of Academic Affairs Search Update**

President Schaffer stated the search has been relaunched. The search process conducted last spring resulted in a failed search. An unconventional timeline is being applied to the second search, which is to be completed on or just after the holiday break. A significant number of applications have been received. President Schaffer stated Board Chairman Mosher will continue to serve on the search committee. The search process's timeline is set so that the search is completed while Board Chairman Mosher is still on the Board. He added, however, if the search needs to continue post-Chairman Mosher's term as trustee, he will be asked to continue as a member of the committee until the search is completed.

**C. [LCCC KPI Performance Report Card](#)**

The Board received the first formal printing of the LCCC Performance Report Card. The report card will serve in the absence of a comprehensive annual report that will soon be completed and presented to the Board on October 19<sup>th</sup>. One of the key pieces of the annual report will be a performance report, which provides a dashboard of what the College monitors and indicates where the College needs to focus its efforts. The report card's measures come from the KPIs (Key Performance Indicators) and KEIs (Key

Efficiency Indicators) on which Institutional Research Director Ann Murray has reported over the last fiscal year. The KPIs and KEIs help the College understand the overall health of the organization and where continuous improvement efforts need to be focused. Board Chairman Mosher asked that the difference between KPI and KEI be explained, noting that he believes the KEIs speak more to how the College should be allocating its budget. President Schaffer stated the KPIs measure what the College is intended to produce and the KEIs measure how efficiently the College is producing what is intended. The report card data is based on continuous improvement where a grade is reflective of the movement in a positive direction toward where the College would like to be. The annual report will include a much higher level summary of overall performance and much of the summary will be derived from the outcomes associated with the report card. Trustee Erickson asked that the data be made more readable. President Schaffer stated the data will be re-configured to make it more readable.

D. [Construction Update](#)

The Board had no questions about the construction projects.

E. CORE Initiative – Discussion added to agenda.

The CORE Initiative is a comprehensive review process to address the FY18 budget shortfalls. Considerable work will be done by the Revenue and Efficiency committees whose members include both faculty and staff. The Revenue Committee has been asked to identify opportunities for increasing revenue, and the Efficiency Committee is to identify viable efficiency savings, both of which will positively impact the College's budget. President Schaffer stated he is very impressed with the ingenuity and energy the committee members are putting into their charges and the ownership of the process they are exhibiting in wanting to be a sincere part of the solution.

Another tract of the CORE Initiative is the academic program prioritization. Just completed is the program analysis matrix is a collection of measures that gives a sense of a program's health. Those measures will be augmented with some external measures to identify value related to job placement and the number of job opportunities in alignment with transfer. The compilation of that data will help facilitate the conversation around academic prioritization.

The non-academic program or functional area review is requiring considerable more work to identify the functions for which an area is responsible. Questions being asked are: What are the area's functions? What functions is the area trying to accomplish? What are the goals and outcomes of those functions? Staff are spending much of their time delineating supporting data for both the effectiveness and efficiency of their area's responsibilities. The non-academic prioritization process is a complex one because the College's staff are articulating the information needed to produce an analysis of an area's effectiveness and efficiency for the first time.

President Schaffer stressed the faculty and staff are working very hard and on a very tight timeline to make sure the right decisions are made to address the budget shortfall. He asked the Board to thank the faculty and staff for their dedicated and diligent efforts when they have an opportunity.

Board Chairman Mosher acknowledged the extensive work being done by employees who are simultaneously spending hours developing CORE Initiative responses for their respective areas, participating in a compensation and classification study, and are continuing to provide students with the quality experience they deserve.

## 6. APPROVAL ITEMS

### A. [Campus Master Plan Update](#) – President Joe Schaffer, Vice President Rick Johnson

Board Chairman Mosher emphasized the Campus Master Plan is a plan made up of possibilities for future College facilities and enhancements to existing facilities and its landscape. He added the Campus Master Plan is a living document and will likely change in response to available funding and student needs.

President Schaffer summarized what has changed to date, noting the Campus Master Plan presented this evening is the culminating draft. A handful of small grammatical changes will need to be made before the final plan is printed. The following were added or changed since the Plan was last presented to the Board.

- The Vedauwoo land was included, because the land is a college asset. The Plan does not include a proposal for the land's use.
- The detailed information for the neighborhood concepts has been summarized.
- The specific recommendations for vacated spaces have been made more general.
- References to building titles were changed.
- The maps have been updated.
- Board Room improvements and function spaces have been added for future consideration.

Trustee Erickson asked if an addendum could include the remodeling of the Physical Education complex and the renovation of the Multi-Purpose Room. President Schaffer will ask that the foregoing be added. Trustee Erickson said the motion need not be modified to include his request.

Trustee Dubois moved and Trustee Erickson seconded,

**MOTION:** That the Board of Trustees approves the update to the Laramie County Community College Campus Master Plan.

**DISCUSSION:** No additional discussion was held.

**MOTION CARRIED** unanimously.

President Schaffer thanked Administration and Finance Vice President Rick Johnson, Physical Plant Director Tim Macnamara, and their key staff for their extensive work in managing and monitoring the update to the Campus Master Plan, which he recognized turned out to be a much more comprehensive project than anticipated.

### B. [Albany County Campus Classroom Expansion](#) – President Joe Schaffer, Dr. James Malm

President Schaffer stated the driving factor with this remodel is the need for additional science classrooms at the Albany County Campus. The expansion includes the addition of two classroom pods to the existing building and the remodeling of an existing art lab to serve as a natural sciences lab. The expansion would also add to one of the new pods a multi-purpose wet lab and a larger assembly and classroom space. President Schaffer said the Board is being asked to approve the Level I/II Plan for the expansion of the ACC and the authorization of expenditures from the ACC student fee fund balance to cover the cost of the project, pending the Wyoming Community College Commission's approval during their October 19<sup>th</sup> meeting. The project is expected to be completed by spring of 2018.

Trustee Merrell moved and Trustee Dubois seconded,

**MOTION:** That the Board of Trustees approves the Level I/II Plan for the expansion of the Albany County Campus and authorizes expenditures up to \$975,000 of the ACC student fee fund balance for the completion of the expansion project, pending approval by the Wyoming Community College Commission.

**DISCUSSION:** Trustee Erickson stated the Finance and Facilities Committee thoroughly reviewed the two concepts and noted Option 2 as described by President Schaffer is being proposed to go forward. President Schaffer stated for ACC Ex Officio Trustee Keadle the pictures and diagrams on page 90 of the “Concurrent Work at ACC” section in the Campus Master Plan are correct. The architectural designs of Options 1 and 2 were different. Option 2 as represented on page 9 has the curved angles on the roof line, which matched that of the main entry. However, the functional layouts of Option 1 and 2 are identical on the inside. Board Chairman Mosher pointed out no funds from Laramie County are being expended on this project.

**MOTION CARRIED** unanimously.

Trustee Barker thanked Trustee Erickson and Trustee Merrell for their thorough vetting of this project and others, noting he feels confident voting based on their recommendation.

## 7. BOARD REPORTS

### A. Board Member Updates – Board Chairman Ed Mosher (*Standing Agenda Item*)

#### 1) October 19 WCCC Meeting, October 19 Board Meeting, and October 20 and 21 WACCT Summit

Board Chairman Mosher reviewed the schedule for these meetings and suggested there might be time available to tour the new Laramie High School while the Board is in Laramie. Ex Officio Trustee Keadle stated an opportunity to do so will be pursued. Trustee Erickson stated the Annual Policy Summit is an opportunity for annual professional development and that the Summit begins at 3 p.m. on Thursday, October 20<sup>th</sup>. He thanked President Schaffer for his assistance in getting Governor Mead to lead off the Summit. Governor Mead will be speaking on “Impacts and Opportunities of the Economic Downturn Across the Region” at 3 p.m. Trustee Erickson asked the trustees who plan to attend the Summit to please contact Jennifer Thompson, so she can submit their registrations. Board Chairman Mosher added Ms. Thompson will also need to know what hotel accommodations will be needed.

#### 2) Board Self-Evaluation – Trustee Merrell

Board Chairman Mosher thanked Trustee Merrell for her work on the evaluations, and Trustee Merrell likewise thanked Chairman Mosher, Trustee Erickson, and Trustee Barker for their help. She cited Board Self-evaluation Policy No. 1.2.7., noting she would like to change language in the policy to read as follows:

The Board self-evaluation process will occur at least once per year in ~~association with the evaluation of the President~~ **the fall**.

The Board voiced no objection to the changed wording. President Schaffer will submit the revised policy to the approval process according to Policy Development and Approval Procedure No. 1.2.11P.

Trustee Merrell asked the Board to send their responses to the following three questions to Board Secretary Vicki Boreing by October 10<sup>th</sup>, and Trustee Merrell will compile the responses.

- 1 – What are the Board’s greatest strengths?
- 2 – What can the Board do better?
- 3 – Name two major challenges, excluding the budget.

Board Chairman Mosher noted the responses to the three questions above would be helpful in orienting new trustees. He suggested the information included in the GISS Board evaluation also be included in the self-evaluation. President Schaffer stated the roles of the Board and the roles of the President that were a part of the GISS evaluation will also be included in the new trustee orientation. Trustee Erickson volunteered and Trustee Merrell will assist in the review of the GISS Board evaluation’s self-analysis. Board Chairman Mosher and Trustee Erickson have the revised versions. The first version was revised because of its glaring errors. With the Board’s agreement, Trustee Merrell stated the Board’s evaluation will be brought back for discussion in November. The Board agreed to conduct a self- evaluation.

B. Finance and Facilities Committee (September 14<sup>th</sup> Meeting) – Trustees Erickson and Merrell

Trustee Erickson reported the Finance and Facilities Committee was presented with a review of the compensation and classification study and building forward updates. He suggested trustee candidates tour the Flex-Tech Building and also reported a projected move-in date for the Pathfinder Building is the first week of December. The wayfinding procedure is moving along with about two-thirds of the outside signs installed. The installation’s completion is scheduled for October 31<sup>st</sup>. The ACC expansion project and the College’s financial statements were also reviewed.

Trustee Erickson moved and Trustee Merrell seconded,

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

- 1) [Current and Auxiliary Fund Balance Sheet Reports as of August 31, 2016](#)
- 2) [Current and Auxiliary Fund Budget Reports as of August 31, 2016](#)
- 3) [August 2016 Procurement and Contracting Report](#)

**DISCUSSION:** No additional discussion was held.

**MOTION CARRIED** unanimously.

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

A. ACC Advisory Board Ex Officio Trustee – Mr. Butch Keadle

Ex Officio Trustee Keadle stated Dr. Malm informed him the ACC’s advisory group met last Friday, and good attendance at the joint dinner on October 19<sup>th</sup> is anticipated. Mike Massey, who is also a UW trustee will be joining the group for dinner. Ex Officio Trustee Keadle thanked the trustees for their support of the ACC expansion. He expressed his appreciation to Associate Vice President Lisa Murphy and her staff for the great job they are doing and hoped additional marketing to promote enrollment opportunities at the ACC would be a possibility in the near future. A well-done article quoting Dr. Malm recently appeared in the *Laramie Boomerang*.

Ex Officio Trustee Keadle asked if he would be invited to also attend the Summit to which Board Chairman Mosher and Trustee Erickson responded absolutely.

President Schaffer asked the trustees to provide him with recommendations for the October 19<sup>th</sup> dinner agenda. Board Chairman Mosher suggested a discussion item on programming at the ACC—what is



currently offered and what could be offered. Trustee Erickson suggested some type of orientation similar perhaps to what is being provided for trustee candidates. Board Chairman Mosher thought the advisory board should be asked what they would like to hear about. Dr. Malm confirmed UW President Laurie Nichols is an ex officio of the advisory board and is invited but UW Associate Vice President Ann Alexander and Mike Massey are regular members of the advisory board and therefore are more likely to attend because of their close working relationship with the ACC. Dr. Malm will provide a roster of the advisory committee to Mrs. Boreing prior to October 19<sup>th</sup> for distribution to the Board.

**B. LCCC Student Ex Officio Trustee – Mr. Garrett Wilkerson**

Ex Officio Trustee Wilkerson thanked the Board for the nice welcome this evening and stated 2016-2017 should be a great year. He reported the following:

- The SGA will be holding elections for six leadership positions. SGA senators are elected by the student body; the SGA does not vote.
- Trustee Merrell asked if SGA members receive compensation for their service. Ex officio Wilkerson stated the SGA senators receive a stipend up to \$600/semester that requires performing two hours of desk shift per week, ten hours of community service per semester, and mandatory attendance at Tuesday and Thursday SGA meetings from 12:15 to 1:00 p.m.
- The Wyoming Leadership Conference will be held October 6-8. The conference topic is diversity—a better understanding of diversity of the working class, middle class, upper class, and also people with disabilities.

Ex Officio Trustee Wilkerson presented the following question for the trustees from the SGA:

“With the budget cuts, what roles would you like to see the SGA play or take in presenting ideas, reviewing ideas, and communicating with students around LCCC?”

President Schaffer stated faculty, staff, and students are being asked to submit ideas to the Efficiency and Revenue committees. Gift certificates will be awarded for the idea that generates the most revenue or saves the most money through efficiency savings. The surveys and focus groups that are a part of the CORE Initiative are intended to engage students as well.

Board Chairman Mosher thanked Ex Officio Trustee Wilkerson for presenting the question on behalf of the SGA and will formulate a response based on trustee feedback at the next Board meeting.

**9. NEW BUSINESS – Board Chairman Ed Mosher**

Trustee Merrell advised a trustee candidate forum will be held Tuesday, October 4<sup>th</sup>, beginning at 5:30 p.m. in the UP Centennial Room. The forum will be followed by a mayoral debate.

**10. ADDITIONAL ITEMS – Information Only**

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

**11. NEXT MEETINGS/EVENTS**

- **October 19** – Wyoming Community College Commission Meeting – ~~Hilton Garden Inn~~, UW Conference Center
- **October 19** – Joint Dinner and Meeting – ~~Hilton Garden Inn~~ Laramie High School
  - Board’s Joint Dinner with ACC Advisory Council – 5:30 p.m.
  - Board Meeting – 7:00 p.m.
- **October 20 and 21** – WACCT Annual Policy Summit – UW Conference Center
- **November 16** – Board Dinner and Meeting (Dinner: 5:30 p.m. – CCC 178/179; Meeting: 7 p.m. – Board Room)

- **December 7** – Board Dinner and Meeting (Dinner: 5:30 p.m. – CCC 178/179; Meeting: 7 p.m. – Board Room)
  - Administering of oaths of office for newly elected trustees and election of 2017 officers.

Trustee Dubois and Ex officio Trustee Wilkerson stated they would like to ride with someone to the October 19<sup>th</sup> Board meeting in Laramie.

- 12. PUBLIC COMMENT** (Public comment may be made on anything not on the agenda. Comments will be limited to five minutes.) – Board Chairman Ed Mosher

No requests to offer public comment were made.

- 13. ADJOURNMENT** of the September 21, 2016, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Ed Mosher

Board Chairman Ed Mosher adjourned the September 21, 2016, Board Meeting of the Laramie County Community College District Board of Trustees at 8:40 p.m.

- 14. EXECUTIVE SESSION** – *An executive session will be held to discuss pending private gifts and to discuss a legal matter.*

Prior to the adjournment of the September 21, 2016, Board meeting,

Trustee Merrell moved and Trustee Erickson seconded,

**MOTION:** That the Board of Trustees approves the convening of an executive session to discuss pending private gifts and a legal matter.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

Respectfully submitted,

Vicki Boreing  
Board Recording Secretary