

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, NOVEMBER 8, 2017, PETERSEN BOARD ROOM, ADMINISTRATION BUILDING, LARAMIE COUNTY COMMUNITY COLLEGE

Board Present: Board Chairman Carol Merrell, Vice Chairman Bradley S. Barker, III, Secretary Brenda Lyttle, Treasurer Don Erickson, Trustees Jess E. Ketcham, Bob Salazar, and Wendy Soto, ACC Ex Officio Trustee Butch Keadle and Student Ex Officio Trustee Derek Goldfuss

Staff Present: President Joe Schaffer; Vice Presidents Clark Harris and Judy Hay, Associate Vice Presidents Brady Hammond and Lisa Trimble; Faculty and Staff Members Brynn Elliott, Nate Huseman, Rhonda Priest, Arshi Rizwani-Nisley, Nola Rocha, and Lucas Yosten; and Legal Counsel Gay Woodhouse

Visitors: Jacob Hamel and Isaiah Colbert (Wingspan) and Kristine Galloway (Wyoming Tribune-Eagle)

**1. CALL TO ORDER** of the November 8, 2017, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Carol Merrell

Board Chairman Carol Merrell called to order the November 8, 2017, Board Meeting of the Laramie County Community College District Board of Trustees at 7:10 p.m.

**2. MINUTES** – Approval of the [October 18, 2017, Board Meeting Minutes](#) – Board Chairman Carol Merrell

Trustee Erickson moved and Trustee Lyttle seconded,

**MOTION:** That the Board of Trustees approves the October 18, 2017, Board Meeting Minutes as written.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

**3. REPORTS TO THE BOARD**

A. Staff Senate – Rhonda Priest, President

Staff Senate President Rhonda Priest shared the following:

- A luncheon was held in October for new staff that had joined the College over the last year.
- A social for faculty and staff was held off campus following the Ken Bain speaking event last Friday. The Faculty Senate and Staff Senate are looking forward to having more socials in the future.
- The Staff Senate now has 12 voting members and are hopeful to fill the remaining vacant executive positions within the next couple of weeks.

B. Faculty Senate – Nate Huseman, President

Faculty Senate President Nate Huseman reported the following:

- The Faculty Senate identified two goals for this academic year. One goal is to increase faculty interaction through social and collegial opportunities by getting faculty out of their silo schools to meet and converse about pedagogy and to hold informal conversations and socialize. The hope is to provide such an opportunity once a month in addition to the faculty and staff social event.

The Faculty Senate's second goal is to increase its representation of, and responsiveness to, the faculty and the administration. The Faculty Senate wants to be known as a group that is proactive and transparent. Serving on college-wide committees such as the Calendar Committee, working on the part-time faculty position description, and consulting with Human Resources on the compensation and classification model are ways the Faculty Senate is proactively participating in decision-making processes. The goal for the remainder of the semester is to discern what goal(s) the Board may want the Faculty Senate to pursue.

- The Faculty Senate worked with the Center for Teaching Excellence (CTE) and Vice President Harris to organize the Ken Bain speaking event and a lunch following Mr. Bain's presentation. Over 50 faculty attended the event. Follow-up discussion will be held on how to incorporate some of the thoughts introduced by Mr. Bain.

#### **4. PRESIDENT'S REPORT – President Joe Schaffer**

President Schaffer stated the AACC Pathways 2.0 team will be traveling to Washington, D.C., next Wednesday for the first Pathways institute. A report on the institute will be brought to the Board. The team included Trustee Salazar, President Schaffer, Vice President Harris, Vice President Hay, Dr. Stephen Crynes, Melanie Young, and Bryan Wilson. President Schaffer explained LCCC applied and was accepted to participate in the Institute along with a select few schools. Teams from the schools will be working with the AACC, Lumina Foundation, Aspen Institute, and the Community College Research Center at Columbia to implement Guided Pathways. Guided Pathways is a research-based transformation of community colleges to redesign curriculum to help make students become more successful.

#### **5. WORK ITEMS**

##### **A. [Classification and Compensation Model – Budget Phase-in](#) – President Joe Schaffer**

President Schaffer reported on the model's phased implementation plan, including aggressive and moderate compensation adjustment options, and the resulting compensation salary range. He spoke to the commitment the College is making, the required timeframe for implementing the plan, and the budget necessary to accomplish the goals of the model. He also explained how employees may move through the salary bands based on performance.

Lucas Yosten, who is the HR Compensation and Compliance Specialist, shared the Compensation and Classification Committee's work, which has included to date the compiling input from the staff and faculty, a YouTube video by Board Chairman Merrell and President Schaffer in support of a new compensation plan, an October 25<sup>th</sup> letter of explanation to employees, and information sessions that have been attended by some 152 employees. A videotape of one of the information sessions, the YouTube video, and FAQs are uploaded on EaglesEye. Upcoming communications will include additional letters to employees. Mr. Yosten emphasized nothing is going away; e.g., the educational advancement plan will remain in tact. In addition, current employees are grandfathered into the new plan, so no employee will receive a pay cut. He also explained the extent to which the new compensation plan will involve comprehensive changes to Colleague and that the target for the completion of these changes is the end of the year.

Following President Schaffer's overview, the Board considered the aggressive and moderate options for implementing the compensation and classification model. Questions were asked about funding sources, the use of the One Mill Fund as one of those funding sources, and the timeframe for implementation. Addressing funding availability, President Schaffer stated Phase I can be funded from reallocations; Phase II would require the use of One Mill funds; and Phase III would have to be funded from the General Fund. All funding would be dependent on the Legislature's budget decisions. One Mill monies used to fund Phase II would be replaced as the College's budget picture improves. One Mill monies

would still be set aside for small maintenance projects. However, One Mill Fund monies for one-time only purchases would have to be reduced. Changes in tuition will generate additional funds but will be contingent on the type of student and enrollment numbers. New employee salaries will begin at the 25<sup>th</sup> percentile. Salary increases for grant-funded positions will be dependent on the conditions of the grant. President Schaffer noted Phase III salary changes will be performance-based and stressed the College's employees are expected to excel. Mr. Yosten observed that although upfront costs are significant, maintenance costs will fall after FY 2023 because all employees will be on the model.

President Schaffer asked for the Board's direction, so the salary changes can be effective with the January payroll. Mr. Yosten stated HR supports the aggressive plan so that employees can more quickly see the changes and recruitment processes can use salaries that align with the market adjustments.

Trustee Erickson moved and Trustee Ketcham seconded with a friendly amendment that the aggressive plan be retracted in the event of legislative cuts,

**MOTION:** That the Board of Trustees approves the aggressive plan for the compensation adjustment that as presented.

**MOTION with Friendly Amendment:** That the Board of Trustees approves the aggressive plan for the compensation adjustments as presented with the caveat that the aggressive plan be retracted in the event of legislative cuts.

**MOTION CARRIED** unanimously.

## 6. POLICIES – 1<sup>st</sup> READING

- A. [Campus Alcohol Policy 5.4 \(Revised\)](#) – President Joe Schaffer, Institutional Advancement Associate  
Vice President Lisa Trimble

Associate Vice President Trimble stated for Trustee Ketcham a decision was made to remove the stricken language, because it is more procedural.

Campus Alcohol Policy 5.4 will be brought to the Board for 2<sup>nd</sup> Reading during their December 6<sup>th</sup> meeting.

- B. [IT Security Policy 8.6 \(New\)](#) – President Joe Schaffer

IT Security Policy 8.6 will be brought to the Board for 2<sup>nd</sup> Reading during their December 6<sup>th</sup> meeting.

- C. [Travel Policy 4.4 \(Revised\)](#) – President Joe Schaffer

Travel Policy 4.4 will be brought to the Board for 2<sup>nd</sup> Reading during their December 6<sup>th</sup> meeting.

## 7. POLICIES – 2<sup>nd</sup> READING

- A. [Board Committees Policy 1.2.6 \(Revised\)](#) – President Joe Schaffer

Trustee Barker moved and Trustee Soto seconded,

**MOTION:** That the Board of Trustees approves the revisions to Board Policy 1.2.6 on Board Committees.

**DISCUSSION:** none

**MOTION CARRIED** unanimously.

B. [CEO Evaluation and Accountability Policy 1.3.2 \(Revised\)](#) – President Joe Schaffer

Trustee Barker moved and Trustee Soto seconded,

**MOTION:** That the Board of Trustees approves the revisions to Board Policy 1.3.2 on CEO Evaluation and Accountability.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

**8. APPROVAL ITEMS**

A. [Laramie County Community College District FY 2017 Audit](#) (Hard copies will be provided.)  
– Wayne Herr (McGee, Hearne, and Paiz)

Mr. Herr stated he gave an extensive presentation during the October 18<sup>th</sup> Board meeting and that the College's audit had a clean opinion. He noted the State will be adopting a new GASB Statement 75 next year for the other post-employee benefits plan. The State's liability will be around \$800 Million of which the community colleges will have a portion. The liability relates to retirement insurance and affects only those in the Wyoming Retirement System.

Trustee Erickson moved and Trustee Salazar seconded,

**MOTION:** That the Board of Trustees approves the acceptance of the Laramie County Community College District FY 2017 Audit

**DISCUSSION:** none

**MOTION CARRIED** unanimously.

B. Residence Hall Level 1 Reconnaissance and Level 2 Feasibility Report (Hard copies were provided.) – President Joe Schaffer, Vice President Judy Hay  
- [Level 1 and Level 2 Report](#)  
- [Graphics Package](#)

President Schaffer stated that given the results of the bond election, if a decision is made to move forward with the new residence hall, the project's scope would need to be significantly changed. The project's cost would need to be viable without community support and would also need to assure the room and board rates would be feasible for the College's students.

Trustee Erickson moved and Trustee Barker seconded,

**MOTION:** That the Board of Trustees directs the Level 2 planning for the residence hall be postponed until President Schaffer can return with a plan that does not require the \$8 million from the voters.

**DISCUSSION:** President Schaffer stated the only caveat would be the inability to make the project work at a new threshold. The hope is to reduce the scale and scope "to make it pencil" at \$20 million or less without pricing the rates out of the market. For Ex Officio Trustee Keadle, he added Vice President

Johnson's modelling is driven by occupancy rates, bed numbers, rate escalators, actual costs, and the removal of non-revenue generating space. Board Chairman Carol Merrell asked if a timeline should be set for bringing back the revised project. The trustees did not believe this was necessary.

For Trustee Erickson, President Schaffer stipulated that if a committee is reconvened to test the project's modelling with students, a trustee will be asked to attend the committee's meetings.

**MOTION CARRIED** unanimously.

## 9. BOARD REPORTS

### A. Board Member Updates – Board Chairman Carol Merrell (*Standing Agenda Item*)

Trustee Erickson stated the Finance & Facilities Committee's next meeting will be Wednesday, December 6<sup>th</sup>. October financial reports will be reviewed during the meeting.

## 10. EX OFFICIO TRUSTEE UPDATES (*Standing Agenda Item*)

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

Ex Officio Keadle reported:

- Associate Vice President Brady Hammond will present the ACC's draft strategic plan during the Board's December 6<sup>th</sup> meeting.
- An early sign-up for the spring semester in the form of a student-faculty connection day was held with a Harry Potter theme and went very well. The event was a morale booster for everyone on campus including 104 students who also attended the event. As of this morning, enrollment numbers showed 169 duplicated headcount and just over 46 FTE, which is 15% of the current FTE at this point in the fall semester.
- Plans are underway for another student-faculty connection day on April 3<sup>rd</sup>. The theme for this event will come from the movie "Grease."
- Zenith, who owns WyoTech, is shutting down its Laramie location along with 20 other campuses. No specifics are known at this time other than no new enrollments will be accepted. The opportunities for LCCC/ACC may be explored. The Laramie campus is located on about 250 acres and has four or five buildings, each with about 50,000 to 100,000 sq. ft. The administrative offices and dormitories are located on campus.

Mr. Keadle suggested a joint meeting of the LCCC Board and the ACC Advisory Council be held in the spring. Board Chairman Merrell said that would be arranged.

### B. Student Ex Officio Trustee – Mr. Derek Goldfuss

Mr. Goldfuss shared the following:

- The next blood drive will be held February 5<sup>th</sup>.
- Plans for a coffee hour during the first week of the spring semester are being finalized. Past practice showed the coffee hour, which will be held in the College Community Center, was very successful for sharing information about the SGA and getting to know the senators.
- The SGA worked with Chief Technology Officer Chad Marley to accomplish the unblocking of all video games. Students expressed interest in having this done, because video games help students blow off steam.
- Working with Physical Plant Director Bill Zink and the Campus Activities Board, the SGA arranged for recycling receptacles to be located in several areas on campus including the residence halls.

- Constance Woolhether, who was previously the SGA secretary, will now serve as the SGA's vice president. A secretary will be selected next Tuesday to replace Ms. Woolhether.
- SGA will be assisting with the "Remembering Our Fallen National Memorial" event. The memorial will be unveiled on November 17<sup>th</sup> at 9 a.m. in the Clay Pathfinder Building and will remain on campus through November 26<sup>th</sup>.

**11. NEW BUSINESS** – Board Chairman Carol Merrell

A. Election of Officers and Foundation and WACCT Representatives – Board Chairman Carol Merrell

Board Chairman Merrell asked Trustee Erickson to present the slate of officers. The election of officers was moved to this date so that a smoother transition could take place on December 6<sup>th</sup>, when the installations will officially take place.

Trustee Erickson presented the nominating committee's slate of officers as recorded below and moved their nominations be accepted. Trustee Lyttle seconded the nominations as presented. Board Chairman Merrell then called for other nominations from the floor three times and heard none. Trustees Barker, Merrell, Soto, and Erickson accepted their nominations.

- Chairman, Bradley Barker
- Vice Chairman, Carol Merrell
- Secretary, Wendy Soto
- Treasurer, Don Erickson

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

Trustee Erickson continued with a presentation of the WACCT (Wyoming Association of Community College Trustees) nominations as recorded below and moved their nominations be accepted. Trustee Barker seconded the nominations, following which Board Chairman Merrell called for nominations from the floor three times and heard none. Trustees Erickson and Salazar accepted their nominations.

- Trustee Don Erickson
- Trustee Bob Salazar

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

Trustee Erickson presented the final nominations recorded below for the ex officio members of the Foundation Board, and moved their nominations be accepted. Trustee Salazar seconded their nominations, following which Board Chairman Merrell called for nominations from the floor three times and heard none. Trustees Ketcham, Lyttle, and Merrell accepted their nominations.

- Trustee Jess Ketcham
- Trustee Brenda Lyttle
- Trustee Carol Merrell

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

- B. ACCT 2018 National Legislative Summit in Washington, D.C., February 11-14, 2018. (Early Bird Registration is \$529 prior to December 16; after December 16, registration is \$679.)

President Schaffer noted the early bird registration date of December 16<sup>th</sup> and asked the trustees to determine if any trustees would be attending the National Legislative Summit (NLS). The conference focuses on major legislative issues affecting community colleges and provides an opportunity to meet with Wyoming's congressional delegation. As the Board's Treasurer, Trustee Erickson advised the Board's out-of-state travel monies have been depleted. However, the Board's professional development budget still has monies that could be used to fund the registration and travel costs. The Board will consider NLS attendance during their December 6<sup>th</sup> meeting. Trustee Soto stated she would not be able to attend.

**12. ADDITIONAL ITEMS** – Information Only

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

**13. NEXT MEETINGS/EVENTS**

- **December 6** – Board Dinner and Meeting (Dinner: 5:30 p.m. – CCC 178/179; Meeting: 7 p.m. – Board Room)

Board Secretary Vicki Boreing was asked to poll the trustees for a date to hold their retreat on a Friday or Saturday in January. Trustee Erickson stated he will be gone January 14-21. Trustee Lyttle stated she will be in Washington, D.C., on December 6<sup>th</sup>. (POSTSCRIPT TO MINUTES: The Board's retreat will be held on Friday, January 26<sup>th</sup>, from 12 noon to 4 p.m. in the Petersen Board Room.)

**14. PUBLIC COMMENT** (Public comment may be made on anything not on the agenda. Comments will be limited to five minutes.) – Board Chairman Carol Merrell

No opportunity for public input was requested.

**15. EXECUTIVE SESSION** – An executive session will be held to discuss a personnel matter following the adjournment of the Board meeting.

Prior to the adjournment of the November 8, 2017, Board Meeting of the Laramie County Community College District Board of Trustees,

Trustee Soto moved and Trustee Ketcham seconded,

**MOTION:** That the Board of Trustees convenes an executive session to discuss a personnel matter.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

Board Chairman Carol Merrell adjourned the Board Meeting at 8:55 p.m. and convened the executive session shortly thereafter as so moved.

**16. ADJOURNMENT** of the November 8, 2017, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Carol Merrell

Immediately following the adjournment of the executive session, Trustee Soto moved and Trustee Ketcham seconded,

**MOTION:** That the Board of Trustees adjourns the November 8, 2017, Board Meeting of the Laramie County Community College District Board of Trustees.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

Board Chairman Carol Merrell adjourned the November 8, 2017, Board Meeting of the Laramie County Community College District Board of Trustees at 9:38 p.m., as so moved.

Respectfully submitted,

Vicki Boreing  
Board Recording Secretary