

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, DECEMBER 5, 2018, PETERSEN BOARD ROOM, ADMINISTRATION BUILDING, LARAMIE COUNTY COMMUNITY COLLEGE

Board Present: Board Chairman Jess E. Ketcham, Secretary Bob Salazar, Treasurer Don Erickson, Trustees Brenda Lyttle, Carol Merrell, and Janine Thompson, ACC Ex Officio Butch Keadle (Zoom), and Student Ex Officio Austin Babcock

Board Excused: Retiring Trustee Bradley S. Barker, III, and Vice Chairman Wendy Soto

Staff Present: President Joe Schaffer; Vice Presidents Clark Harris and Rick Johnson; Associate Vice Presidents Brady Hammond (Zoom) and Lisa Trimble, and Executive Director Tammy Maas; Administrator and Staff Members Kim Bender, Julie Gerstner, Chad Marley, Nola Rocha, and Stephen Cryne; and Legal Counsel Tara Nethercott

Visitors: Derek Goldfuss (SGA), Wayne Herr (McGee, Hearne, and Paiz) and Katie Kull (Wyoming Tribune-Eagle)

1. CALL TO ORDER of the December 5, 2018, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Bradley Barker

Board Chairman Bradley Barker called to order the December 5, 2018, Board Meeting of the Laramie County Community College District Board of Trustees at 7:23 p.m.

Mr. Barker stated his children are excited about being able to spend more time with him after he retires from the Board. He thanked the Board for a great experience over the last few years and stated how lucky he is to call them friends. He also thanked President Schaffer for his assistance in helping him become the best trustee he could be.

2. APPOINTMENT OF CHAIRMAN PRO TEM – Board Chairman Bradley Barker

Board Chairman Bradley Barker appointed Trustee Erickson Chairman Pro Tem.

3. RECOGNITION OF OUTGOING BOARD MEMBER BRADLEY BARKER – President Joe Schaffer

President Schaffer and each trustee offered their appreciation and respect for Mr. Barker and thanked him for his service. Among the expressions used to describe Mr. Barker were Iron Man, mentor, relatable, gentle spirit, deep thinking, talented, bright, calm, wise beyond his years, and a great friend. As an acknowledgment of his dedicated four years as trustee, Mr. Barker was presented with a bronze Eagle with his years of service engraved on it.

4. INSTALLATION OF TRUSTEES

A. Administering Oath of Office to Newly-Elected Trustee Janine Thompson and Re-Elected Trustees Brenda Lyttle and Carol Merrell – Tara Nethercott

Counsel Nethercott administered the oath of office to Brenda Lyttle, Carol Merrell, and Janine Thompson.

5. ELECTION OF BOARD CHAIRMAN – Chairman Pro Tem Don Erickson

By the Nominating Committee's recommendation, Trustee Ketcham was nominated and unanimously approved the 2019 Board Chairman. Trustee Ketcham took his place at the head of the table.

6. ELECTION OF VICE CHAIRMAN, SECRETARY, AND TREASURER

A. Vice Chairman

By the Nominating Committee's recommendation, Trustee Soto was nominated and unanimously approved the 2019 Board Vice Chairman.

B. Secretary

By the Nominating Committee's recommendation, Trustee Salazar was nominated and unanimously approved the 2019 Board Secretary.

C. Treasurer

By the Nominating Committee's recommendation, Trustee Erickson was nominated and unanimously approved the 2019 Board Treasurer.

7. ELECTION OF OTHER BOARD AND COMMITTEE MEMBERS

All nominations were considered at the same time.

A. WACCT Board Members (two voting members)

By the Nominating Committee's recommendation, Trustees Erickson and Salazar were nominated and unanimously approved the 2019 WACCT Board Members for a two-year term.

B. Foundation Board Members (three non-voting members)

By the Nominating Committee's recommendation, Trustees Ketcham, Merrell, and Thompson were nominated and unanimously approved the 2019 the Foundation Board non-voting members.

Chairman Ketcham inquired if the LCCC Board Chair should also serve on the LCCC Foundation Board. Associate Vice President Lisa Trimble stated the Foundation Board has historically had three non-voting positions filled by an LCCC Board of Trustee. No stipulations beyond that exist. Trustee Erickson stated he had no problem with the chair being appointed to serve on the Foundation Board.

C. Finance and Facilities Committee (two members)

By the Nominating Committee's recommendation, Trustees Erickson and Thompson were nominated and unanimously approved the 2019 the Finance and Facilities Committee members.

D. Academic Affairs/Student Services Committee (two members)

By the Nominating Committee's recommendation, Trustees Lyttle and Soto were nominated and unanimously approved the 2019 the Academic Affairs and Student Services Ad Hoc Committee.

E. President's Evaluation/Performance Review Committee (two members)

By the Nominating Committee's recommendation, Trustees Ketcham and Merrell were nominated and unanimously approved to serve on the 2019 the President's Evaluation/Performance Review Committee.

Trustee Erickson moved and Trustee Thompson seconded,

MOTION: That those nominated be elected unanimously.

DISCUSSION: For the Record: All nominees accepted their nomination.

MOTION CARRIED unanimously.

8. **MINUTES** – The November 7, 2018, Board Minutes will be presented for approval in January. – Jess Ketcham Board Chairman

9. **REPORTS TO THE BOARD**

A. Staff Senate – Shauna Best, President – No Report

B. Faculty Senate – Nate Huseman, President – No Report

C. Construction Update (Seven projects are underway.) – Vice President Rick Johnson

- **ACC Classroom Expansion** – Elkrige Builders and Design out of Laramie will begin the project work in May and conclude the construction by the time the fall semester begins in August.
- **Ludden Library** – The project remains under budget but slightly delayed because of the fire wall and vestibule door hardware, store fronts, and lighting. Completion is projected for mid-February. The library staff are favoring the delay, so they can have a more gradual move-in.
- **Residence Hall** – A meeting may be held on Friday with an attorney general office representative, Counsel Nethercott, Vice President Johnson and Laramie Bank and Trust to work through the safe keeping agreement language issues. Hopefully, some forward progress will result. Meanwhile, the project is proceeding into the construction document stage. The College has the understanding that the approximate \$1 million in expenditures already incurred will be reimbursed once the loan is closed. In addition, the College does not wish to delay the bidding window. Doing so will likely result in increased construction costs.
- **Fine Arts Building** – The State’s Construction Management Division (CMD) will control the project. They have agreed to speed up their processes, so the College can stay on track. The agreement was reached largely due to President Schaffer’s gaining their understanding of why the College needs the project to move along at a pace that will assure the construction will be completed before a semester begins or after a semester ends. The College is developing documents for them using their templates. However, in their controlling capacity as the hiring entity, the CMD will issue contracts for the contractor and architect and will lead the discussions necessary to arrive at critical decisions along the way. In contrast, the State is not involved in any oversight capacity with the Library, even though they have \$2.5 million invested in that project. President Schaffer stated the College is an anxious partner and has a very good working relationship with the CMD, because the College has successfully constructed on time and on budget almost \$60 million of capital construction projects in partnership with the CMD. The Construction Management Division, following the merger, is still trying to figure out capacity issues, and with big projects like the State Prison, are really tapped. So, the College is hoping its demonstrated history and trust along with the utilization of similar, if not identical processes, will ensure a continued relationship and accelerate the process. The foundational purpose of a recent meeting was to assure the CMD that the College is willing to take some of the workload, and President Schaffer believes the relationship is moving in that direction. Vice President Johnson stated the College just sent a draft MOU to the CMD laying out the provisions for bridge financing. The College’s \$7 million in mill levy money will not be received until September 2019 and must be spent before the State’s \$7 million is allocated. An RFP was released two days ago for that bridge financing. The proposals are due December 21st and will be evaluated January 23rd. Trustee Erickson will serve on the evaluation group for the RFP responses. The hope is to still break ground in May.
- **Andrikopoulos Business and Technology Building** – Major Maintenance money will be used to create a skin on the building. A sack rubbing process will be used to reduce the alkalinity issues.

The façade change may include brick, color, and windows. An authorization for \$1 million to accomplish this will be brought to the Board in January. The Finance and Facilities Committee saw the renderings today. President Schaffer stated the upfront investment is significant and so will be the long-term impact. In response to Trustee Merrell, President Schaffer stated the process will likely be used on the other campus buildings but not on the west residence hall—that one will likely be demolished.

- **Relocation of IT to the EEC Basement** – The move will take place from March thru May.

D. Pathways Update – Vice President Clark Harris and Vice President Judy Hay

Vice President Harris stated a tremendous number of activities are taking place, so in the interest of time he would just take questions. Student Ex Officio Trustee Babcock asked if a badge(s) would be required to graduate. Vice President Harris stated the badges are connected with the Pathways essential student experiences and are intended to broaden a student’s experience base, so they are better prepared for future job seeking. The three Badges/Credentials (collaboration, immersion, and synthesis) will be required to graduate from LCCC and would be included on a co-curricular transcript to demonstrate the skills and competencies earned through these experiences. During the spring kick-off week, numerous meetings will be held for the “Must Haves” and open forums. In response to Trustee Lyttle’s request for a full report, President Schaffer stated Trustee Salazar is the trustees’ liaison. In addition, quarterly meetings are held with the larger steering committee; the trustees would be welcome to attend one of those meetings. Trustee Salazar also suggested viewing the Pathways information on myLCCC.

10. PRESIDENT’S REPORT

A. Higher Education Attainment Council (HEAC) & Statewide Listening Sessions

President Schaffer congratulated newly-elected Trustee Janine Thompson and stated he appreciates her interest and engagement right out of the gate. He also thanked those who attended the HEAC listening session either in person or virtually through Facebook. Nine listening sessions were occurring simultaneously across the state. Of the nine sessions, Cheyenne’s had the largest attendance. The sessions gave the public an opportunity for feedback on the challenges, opportunities, and barriers for higher education goal attainment—67% of the state’s adult population earning a meaningful post-secondary credential by 2025 and 82% by 2045. The HEAC has met once and will probably meet again in early February. Their work will continue until they can produce a five- and ten-year strategic plan for Wyoming’s higher education goal attainment. He will keep the trustees apprised.

B. Presidents’ Council and Executive Council Meeting Updates

The presidents finalized the upcoming session’s legislative priorities for WACCT Executive Director Erin Taylor to advance to the WACCT Board. The top priority will be addressing Wyoming’s community college employee compensation issues. Other priorities include capital construction for the other community colleges, campus safety and security, and an adult-focused financial assistance program like Rediscover Laramie County Community College. Once the priorities are endorsed by both the presidents and the trustees, they will be published and distributed and may be used as talking points when speaking with employees and members of the Legislature and public.

Other discussion topics included the higher education attainment goal and the implementation of a fourth performance metric within the Commission’s performance funding model, which is really a performance allocation model. The fourth metric would track placement, which is defined by the successful transfer of a student to a university or placement in an in-field occupation. However, getting robust data for those two measures continues to be a struggle and is part of the challenge of the State’s longitudinal data system. The challenge comes from trying to track the community colleges’ students after they leave a community college to get some assurance of how well they are doing. If they transfer to the University

from one of the community colleges' AA or AS degree programs, the data is trackable. If they transfer to another university, and those universities do not participate in the National Student Clearing House, tracking their outcomes is less probable. Graduate participation surveys are an option but are incredibly skewed. They generally have a low participation rate, and those that respond usually have jobs and are happy with their job placement. President Schaffer stated he has been somewhat critical of the performance allocation model. However, the College has performed well and has received additional monies from that allocation because of the outcomes the College is producing.

The Center for Community College Student Engagement (CCCSE) is working to setup a statewide student success meeting. Work is also taking place on some collective grants for areas such as school safety. A lot of conversation was also held about Complete College Wyoming; that group wants their efforts to morph into that of the HEAC. The community college presidents will be in town next week for the JAC meetings. The Commission's budget will be presented on Thursday at 2:30 p.m.

C. Proposed Dates for Spring Meeting

The Board agreed to the following spring 2019 retreat and meeting dates:

- 1) January 11th – Board Retreat
- 2) January 23rd – Board Meeting
- 3) February 20th – Board Meeting
- 4) March 20th – Board Meeting
- 5) April 17th – Board Meeting
- 6) May 15th – Board Meeting
- 7) June 19th – Board Meeting

All the dates are on the third Wednesday of the month with the exception of the retreat, which is on a Friday. (POSTSCRIPT TO MINUTES: The January 11th retreat was later moved to February 1st, because one of the Vice President of Administration and Finance candidates will be on campus on January 11th.)

D. Retreat Topics

- Campus Safety
- Scholarships Processes and Availability
- Program Prioritization and New Programs
- Hot Buttons
- Employee Residency Requirements

E. Vice President of Student Services Search Committee Board Representative

Trustee Merrell and Trustee Salazar voiced an interest in serving on the committee. President Schaffer asked Board Chairman Ketcham to reach out to the trustees about their interest in serving on the committee.

11. APPROVAL ITEMS

- A. [Laramie County Community College District FY 2018 Audit](#) – (Hard copies will be provided.)
– Wayne Herr (McGee, Hearne, and Paiz)

Because Mr. Herr had provided a lengthy review of the audit during Finance and Facilities Committee meeting earlier that day, he shared a short version during the meeting. He noted the audit went smoothly, and the College personnel and management were responsive. The College's audit received an unmodified or clean opinion; i.e., the audit was fairly presented in material respects. GASB 75 requires

disclosure of the College's health insurance obligation on the College's financial statement, which resulted in the College's net position being reduced by \$15 million. Financial Aid had no findings.

Trustee Erickson moved and Trustee Merrell seconded,

MOTION: That the Board of Trustees approves the acceptance of the Laramie County Community College District FY 2018 Audit.

DISCUSSION: None

MOTION CARRIED unanimously.

B. Student Success Technology Purchase – Dr. Stephen Crynes, Chad Marley, and Julie Gerstner

- 1) [Recommendation Memo](#)
- 2) [Case Statement](#)
- 3) [PowerPoint Presentation](#)

Dr. Crynes shared the following:

- A side-by-side comparison of the EAB Navigate and Civitas systems was made and demonstrations were requested of both.
- The College's obligation is to provide the best service for its students. The College is now looking at more of a team approach with advising through Pathways.
- Currently, the College has no single dashboard or management system to advise students. EAB provides this. Advisors are taking notes in two different systems. The EAB Navigate system can provide one location and mark the information private or public.
- Currently, advising has no early warning system or advisor scheduling system for students. EAB provides the ability to track appointments and see how many students are attending their advising appointments and the length of the appointment.
- The EAB has predictive analytics; i.e., what students are not likely to succeed in school. EAB shows the students who are at risk in a systematic way.
- EAB works with Pathways.
- Civitas informed the College and the Commission that they cannot work with institutions with less than 2,500 FTE.
- The Commission's funding is tied up in the predictive side; the College is interested in both the front end and the back end.

The Student Success Technology Committee is recommending EAB Navigate.

Trustee Merrell moved and Trustee Salazar seconded,

MOTION: That the Board of Trustees authorizes the President to expend funds for the purchase of a Student Success Technology platform, specifically EAB's *Navigate* solution, with the funding source coming from student technology fees.

DISCUSSION: Trustee Erickson stated the Finance and Facilities Committee discussed the impact on the student technology fees and requested a report on the student technology fees; i.e., what will not be done because fees are being used for this particular project. President Schaffer stated the use of student technology fees will be addressed during the budget development process and that the College has solely undergone this level of analysis.

MOTION CARRIED unanimously.

12. BOARD REPORTS

A. Board Member Updates – Jess Ketcham Board Chairman (*Standing Agenda Item*)

Trustee Merrell said the trustees' attendance at the basketball games is noticed and encouraged all trustees to attend. She also reminded the trustees of their scholarship.

B. Finance and Facilities Committee (December 5th Meeting) – Trustee Erickson and Trustee Salazar

Trustee Erickson stated the Finance and Facilities Committee received great presentations on building forward projects, student engagement software, and the proposed Business and Technology Building façade. The next Finance and Facilities Committee meeting will be Wednesday, January 16th.

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 October 2018](#)
- 2) [Current and Auxiliary Fund Budget Reports as of October 2018](#)
- 3) [Procurement and Contracting Report November 2018](#)

DISCUSSION: None

MOTION CARRIED unanimously.

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

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

ACC Ex Officio Trustee Butch Keadle congratulated Chairman Ketcham and commented he enjoyed Mr. Barker's service and appreciated the professional courtesy he extended. He was pleased the classroom expansion will become a reality. Scott Van Horn and Lisa Trimble visited with him about financial opportunities in Albany County. He hopes to begin strategically looking at a BOCES.

B. Student Ex Officio Trustee – Mr. Austin Babcock

Mr. Babcock reported the SGA's Service Committee is planning a blood drive for next semester. The Visibility Committee is working on a plan for introducing the SGA members to the student body that will include the display of the senators' bios. The SGA would also like to become more involved with the residence hall.

14. NEW BUSINESS – Jess Ketcham Board Chairman

Trustee Lytle proposed the trustees be listed on concert programs as a way of becoming more visible. Trustee Erickson suggested the trustees also be listed on the College's letterhead. Counsel Nethercott advised keeping the Board and the College separate entities. In addition, the Board has their own letterhead. As an example, the Board and the College can be sued separately. Listing the trustees' names on the commencement program is identifying them as an associated entity. Trustee Merrell clarified that a stronger presence was intended to mean the trustees should be seen at more college events. Trustee Salazar suggested the trustees could perhaps submit pieces to the newspaper or appear on the radio. Associate Vice President Trimble stated she and President Schaffer promote activities and events once a month on KFBC, and that this is not a general forum opportunity. Trustee Erickson thought the trustees should have some sort of outreach. President Schaffer stated the College is often invited to share an update at Chamber luncheons and he would be happy to share that duty. Counsel Nethercott stated she is stepping out of her role as counsel and

suggested the trustees may want to expand their role in the community and bring forward those ideas as a board.

15. ADDITIONAL ITEMS – Information Only – Jess Ketcham Board Chairman

- A. [Board Correspondence – Rosalind Schliske](#)
- B. [Historical List of Board Motions](#)

16. NEXT MEETINGS/EVENTS – These have been added to the Board’s Google Calendar.

- January 14-18 (Monday – Friday) – In-service and Faculty Planning
- January 21 (Monday) – MLK Day – College Closed
- February 7 (Thursday) – WACCT Legislative Reception and Awards
- February 8 (Friday) – WCCC Meeting – LCCC
- February 10-13 (Sunday – Wednesday) – NLS – Washington, DC
- March 18-22 (Monday – Friday) – Spring Break
- March 22 (Friday) – Staff Spring Break – College Closed
- April 11 (Thursday) – WCCC Meeting – Casper
- April 13-16 (Saturday – Tuesday) – AACC 99th Annual Convention – Orlando
- May 18 (Saturday) – Commencement
- June 25 (Tuesday) – WCCC Meeting – CWC

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

No opportunity for public comment was requested.

18. ADJOURNMENT of the December 5, 2018, Board Meeting of the Laramie County Community College District Board of Trustees – Jess Ketcham Board Chairman

Trustee Salazar moved and Trustee Merrell seconded,

MOTION: That the Board of Trustees adjourns the December 5, 2018, Board Meeting of the Laramie County Community College District Board of Trustees.

DISCUSSION: None

MOTION CARRIED unanimously, and the meeting was adjourned at 9:52 p.m., as so moved.

Respectfully submitted,

Board Recording Secretary
Vicki Boreing