

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, MAY 9, 2018, PETERSEN BOARD ROOM, ADMINISTRATION BUILDING, LARAMIE COUNTY COMMUNITY COLLEGE

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

Staff Present: President Joe Schaffer; Vice Presidents Clark Harris and Judy Hay and Associate Vice Presidents Brady Hammond and Lisa Trimble; Administrators, Faculty, and Staff Members Nate Huseman, Chad Marley, Arshi Nisley, Daniel Powell, Rhonda Priest, and Legal Counsel Tara Nethercott

Visitors: State Rep. Bill Henderson, Katie Kull (*Wyoming Tribune-Eagle*), Mitchell Olson (*Wingspan*)

**1. 7:00 p.m. – CALL TO ORDER** of the May 9, 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 May 9, 2018, Board Meeting of the Laramie County Community College District Board of Trustees at 6:58 p.m.

**2. MINUTES** – Approval of the [April 11, 2018, Board Meeting Minutes](#) – Board Chairman Bradley Barker

Trustee Merrell moved and Trustee Ketcham seconded,

**MOTION:** That the Board of Trustees approves the April 11, 2018, Board Meeting Minutes as written.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

**3. REPORTS TO THE BOARD**

A. Staff Senate – Rhonda Priest, President

Staff Senate President Priest reported:

- A brown bag luncheon was held in April with about 22 staff in attendance. President Schaffer and Executive Director Maas both attended to answer questions about the Classification and Compensation Model.
- Work continues on the Staff Senate By-Laws that will likely be approved at the next Staff Senate meeting.
- Staff Senate for the first time in recent history has a full slate of representatives. The election process is being restructured so that all the officers and representatives' terms do not expire at the same time. The elections process is to be completed by July 1<sup>st</sup>. Staff Senate President Rhonda Priest will be one of the officers, whose term of office expires on July 1<sup>st</sup>. New officers will be announced during the June 28<sup>th</sup> Staff Retreat. President Priest plans to attend the June 20<sup>th</sup> Board meeting.

B. Faculty Senate – Nate Huseman, President

Faculty Senate President Huseman announced the 2018-2019 Faculty Senate officers: President Nate Huseman, Vice President Michael Thompson, and Secretary/Treasurer Sheridan Hanson. He thanked President Schaffer for attending the Faculty Senate meetings and answering tough questions. He also

thanked the Board of Trustees and Vice President Harris for their support and Staff Senate President Rhonda Priest for her collaboration with scheduling joint Faculty Senate and Staff Senate functions.

C. Construction Updates (*Standing Agenda Item*) – Vice President Rick Johnson

Vice President Johnson updated the Board as follows:

- Crossroads Building – The renovation is well underway. The building has been demo'd, and framing and insulation are being installed. The project has experienced no surprises, is on schedule and on budget, and is expected to be completed by mid-August.
- Ludden Library
  - o The establishment of a GMP (Guaranteed Maximum Price) is expected to be determined by the end-of-month.
  - o The CMAR (Construction Manager At Risk) G. H. Phipps has successfully bid all but a few of the sub-contract pieces.
  - o Library staff will be moving to the College Community Center, Room CCC 128 next week.
  - o A ground breaking is scheduled for Monday, June 8<sup>th</sup>. More information will follow.
  - o State of Wyoming DEQ (Department of Environmental Quality) will be testing for environmental hazards either this week or next week. Similar testing was done during the 2002 renovations, so this round of testing will probably be a formality.

D. Guided Pathways Updates (*Standing Agenda Item*) – Vice Presidents Clark Harris and Judy Hay

The recent American Association of Community Colleges (AACC) 98th Annual Convention in Dallas focused largely on Guided Pathways during a pre-conference. The attendees were President Schaffer, Clark Harris, Bryan Wilson, Heather Morrow, Tyler Kjorstad, Stephanie Fiedler, Arshi Nisley, Kari Brown-Herbst, Zac Roehrs, James Miller, Stephen Crynes, Lisa Trimble, and Judy Hay.

Vice President Harris stated the five faculty and Dean Wilson attended sessions on co-requisite math and English and gleaned much information to help move that project forward. Sessions were also held on meta-majors, advising, and transferring to college, among others. Vice President Harris attended a workshop on college success courses and believed that information could be tied to general education. Vice President Harris also shared one group will be doing a “sprint” beginning Monday. They will sequester themselves for a week and develop a strategic plan for online education that will address faculty qualifications, course requirements, student outcomes, and ongoing training to name a few. *Sprint* by Jake Knapp, John Zeratsky, and Braden Kowitz will be their resource and is subtitled: “How to solve big problems and test new ideas in just five days.” <https://www.thesprintbook.com/about> Vice President Harris will join the group as his schedule allows.

Vice President Hay shared the Must Have groups have formed their charter or core teams made up of volunteers who will be working long-term on various projects. The consulting teams have also been formed. The members of these teams primarily came from those who signed up during the Taste of Pathways event and will work on “outer bubble” projects. Both groups are holding kick-off meetings to formally begin the work on their projects. Next Monday Chad Marley, Julie Gerstner, and Janet Webb will provide training on how to build timelines for each project and illustrate how those timelines integrate the projects. Julie Gerstner just attended the Project Managers Institute and will be adapting information shared during the Institute, such as how to motivate teams and manage and complete projects, to the Pathways Initiative projects.

President Schaffer stated the Charter Teams’ core team members are LCCC employees. The trustees will be given an opportunity to participate in the consulting teams.

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

A. WyoTech Status Update

President Schaffer stated this will likely be the last update. ECMC, the parent company, signed a Letter of Intent with WyoTech, who is working on good faith on general parameters. The Wyoming Business Council is working on loan documentation for the \$5 million that was made available by the Legislature during the last session. The Governor is expected to make a formal announcement in the near future. Jim Mathis, a former president of WyoTech, is representing the private proposal interests. President Schaffer has been in contact with Mr. Mathis and shared the College's willingness to assist with the transition. More specifically, he also represented the College's interest in establishing a partnership where LCCC would deliver the associate degree completion component of the Automotive Technology Program for WyoTech students on the WyoTech campus. LCCC would also like to give the students, who are completing certifications at Laramie High School through the College's dual fusion program, the opportunity to likewise complete an associate degree through the WyoTech program. President Schaffer stated that most importantly, WyoTech will be able to move forward with a more localized oversight and ownership that will hopefully contribute to the stability and longevity of WyoTech's operations.

In response to Trustee Erickson's observation that the statutory language governing the annexation of a county into a community college district (W.S. 21-18-310 *Annexation of additional counties into district; annexation election*), needs to be clarified, Counsel Nethercott stated the statutes need to be reviewed and the time is right to do so. She suggested the Joint Education Committee should perhaps review the statutes holistically. President Schaffer added he believed sincere interest exists by many individuals to have the language clarified.

B. Commencement Update

President Schaffer stated the trustees should arrive in the LCSD No. 1 Administration Board Room at 9:15 a.m. The line-up of those participating in the procession, including the trustees, will take place promptly at 10 a.m. Lunch will be provided following commencement at 12 noon also in the Administration Board Room. On Saturday afternoon, the Nursing Pinning begins at 1 p.m. in the LCSD No. 1 auditorium, and the HSEC (High School Equivalency Certificate) graduation follows at 3 p.m. in Storey Gym.

President Schaffer also distributed an enrollment handout. Although the numbers at this point are unofficial and unvalidated, they do suggest the College's focus on degree attainment and student retention is increasing the number of credentials awarded and the number of graduates each year. In 2014, the LCCC Board of Trustees along with those of the other community colleges set a goal of increasing the number of credentials awarded by 5% each year. In FY 2015, that goal was realized with record-setting numbers. However, in FY 2016 and FY 2017 the numbers of credentials and graduates began to lessen from the FY 2015 record numbers. The lesser numbers may be a function of getting students already enrolled to complete and a declining enrollment. What is encouraging is that even though FY 2018 numbers indicate enrollments are flat; i.e., not increasing or decreasing, the number of credentials and graduates are on the increase. This suggests the College's attention on increasing the number of students who complete a degree rather than increasing the number of students on campus is producing more graduates.

C. WCCC Updates – Various

The Commission announced Dr. Sandy Caldwell will be replacing Dr. Jim Rose as the WCCC executive director. Dr. Sandy Caldwell, who is the current president of Reedley College in California, will begin her new duties as the next executive director of the Wyoming Community College Commission in June. Dr. Caldwell also has significant Wyoming history, having worked for Western Wyoming Community College. President Schaffer stated he is looking forward to working with her.

The community college presidents also met with the Governor's Economic Diversification Director Jeremiah Rieman on ENDOW (Economically Needed Diversity Options for Wyoming) legislation and the role the community colleges will have in Wyoming's kick-start program that will focus on entrepreneurship, new business start-ups, workforce development, etc. Mr. Rieman did not know what role the community colleges will have but assured regular and in-depth conversations will continue.

During the ENDOW meeting in Jackson, Governor Mead became increasingly impressed with the interest shown by students who had been asked to attend. In response, Mr. Rieman was asked to organize a youth summit. That summit called ENGAGE (Empowering the Next Generations to Advance and Grow the Economy) will be held on June 9<sup>th</sup> in Laramie for persons 16 to 35 years of age. LCCC's High School Transition Success Counselor Jasmine Varos and LCCC student Jenna Piper are helping to lead that group. President Schaffer asked the trustees to encourage anyone in that age bracket to participate.

<https://www.endowyo.biz/engage>

The June 7<sup>th</sup> WCCC meeting will be held at Northwest College in Powell. The meeting's focus will be about a tuition strategy.

D. [WICHE/Lumina Attainment Grant](#)

Wyoming, Utah, and Arizona were chosen to participate in a Higher Education Task Force on Closing Postsecondary Attainment Gaps. WICHE (Western Interstate Commission for Higher Education) will be administering grant funds from the Lumina Foundation that will be used by Wyoming's task force as "consulting support over 20 months for the development of a statewide educational attainment goal, along with \$30,000 in annual funding to implement it." ["Wyoming to Receive Support for Higher Educational Attainment Efforts" – linked document] The task force's first meeting is scheduled for May 15 and 16 in Westminster, Colorado. The purpose of that meeting is to establish a series of goals for the attainment of higher degrees. "Data from the Lumina Foundation show that 48 percent of Wyoming's citizens hold certificates or degrees." ["Wyoming to Receive Support for Higher Educational Attainment Efforts" – linked document] UW President Laurie Nichols and President Schaffer are co-chairs of the task force.

5. APPROVAL ITEMS

A. [LCCC/Foundation Operating Agreement 3-Year Extension](#) – President Joe Schaffer, Associate Vice President Lisa Trimble

President Schaffer stated the operating agreement requires a mandatory three-year review and that the Board was emailed the operating agreement prior to this evening's meeting. The three-year extension is being requested in accordance with the terms as outlined in the operating agreement to which no changes have been made. President Schaffer noted some conversation has taken place to explore an amendment for handling the College's investments, but at this point no changes are being proposed.

Board Chairman Barker called for public comment and heard none.

Trustee Erickson moved and Trustee Ketcham seconded,

**MOTION:** That the Board of Trustees approves exercising the three-year extension as incorporated within the current FY16-FY21 LCCC/LCCC Foundation Operating Agreement.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

A. [Compensation Policy 6.11 – 2<sup>nd</sup> Reading](#) – President Schaffer

President Schaffer noted one change was made at Trustee Erickson’s request. The Board had no questions about the policy.

Board Chairman Brad Barker called for public comment. Education Instructor Arshi Nisley shared her concerns about the Classification and Compensation Model, noting the model’s salary schedules vary depending on the program of study. She believed the model was more complicated than the previous one and asked about the criteria for a “Wow” faculty. She acknowledged the model is fiscally responsible and was pleased that employees whose salaries are below the minimum are receiving increases.

Trustee Erickson thanked Ms. Nisley for her comments and stated that procedures for the implementation of the model are under development and may address some of her concerns. He also stated that he has shared his concerns about a merit system and the difficulty of maintaining objectivity when considering an employee’s eligibility for a merit increase.

President Schaffer stated the components of the Board’s policy are well-explained and that the College’s procedural interpretation will establish an alignment with market data. He understood Ms. Nisley’s statement that even though faculty teach different disciplines, they all are teaching. He added, however, that based on the market, significant variations in salary exist. The dialogue needs to shift away from equating the Classification and Compensation Model to one that is based on how the College values faculty, to one that shows LCCC values its faculty more than other community colleges value theirs. The College’s goal is to retain and recruit. As far as determining the “Wow” employees that might belong in the above 75<sup>th</sup> percentile, President Schaffer stated ambiguity exists at this point about the criteria (performance and other possible factors) for this. However, when the “Wow” factor is in place, the feasibility of an employee in a lower salary range making more than an employee in a higher salary range will exist. He also pointed out the 50<sup>th</sup> percentile was included as a longevity component for those with at least 15 years of service. He emphasized that when the full model is finally implemented with the movement of salaries to the 50<sup>th</sup> percentile, the College will be more competitive than any other community college in the region. Only then, can the College pursue aligning increments with preferred qualifications (“Wow”). For now, Phase 2 will move an additional 200 employees’ salaries to the 25<sup>th</sup> percentile. President Schaffer added the model also allows for COLA adjustments that will move the market salary bands so that the employee’s placement on the salary band does not change but their value does. LCCC cannot continue to bear the full burden of having a competitive, market-based compensation model. Given Wyoming’s improving economic outlook, and regardless of whether the K12 issue remains unresolved, President Schaffer will be asking the other community college presidents to make a push for a compensation plan during the 2019 general session’s consideration of a supplemental budget, and if not, then in the following budget session. If that happens, the increase would be treated as a market adjustment.

Trustee Merrell moved and Trustee Erickson seconded,

**MOTION:** That the Board of Trustees approves the adoption of Compensation Policy 6.11.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

## 6. WORK ITEMS

- A. [Employee Email Policy 8.1 – 1<sup>st</sup> Reading](#) – CTO Chad Marley
- B. [Student Email Policy 8.5 – 1<sup>st</sup> Reading](#) – CTO Chad Marley

President Schaffer stated in the interest of time the policies would not be reviewed this evening. The policies, whose language is straight forward, will be presented for 2<sup>nd</sup> Reading on June 20<sup>th</sup>.

- C. [FY 2019 Budget](#) – 1st Reading – President Joe Schaffer, Vice President Rick Johnson

President Schaffer offered his appreciation for the work Vice President Johnson performs in his preparation of the College's annual budget, noting he has extreme confidence in the budget he brings forward to the Board for approval. Vice President Johnson stated his work is complemented by that of Budget Director Jayne Myrick, whose oversight of the budget's compilation, the Budget Resource Allocation Committee (BRAC), and the Budget Process Advisory Committee (BPAC) is also trusted and greatly appreciated.

### 1) [LCCC FY19 Budget Presentation](#)

Vice President Johnson shared detailed information and data concerning the following in support of FY19 budget decisions:

- Key Drivers of FY19 Budget
  - o Energy Markets
  - o Local Economies
    - Economy Metrics: Wyoming, Casper, and Cheyenne
    - Wyoming Statewide 4% Sales and Use Tax Collections by Industry
    - Wyoming Statewide 4% Sales and Use Tax Collections by County
    - Observations
      - Wyoming's energy economy is bouncing back.
      - Local economies look strong.
      - The College will likely see a funding increase with the Commission's recapture/redistribution process in August.
  - o Legislature
    - Observations
      - Funding result was largely flat with no big surprises.
      - Major Maintenance biennial funding increased from \$2.8 million to \$4.6 million, a net increase of \$1.8 million.
      - Changes in the Wyoming Retirement System's funding will affect the current FY18 and FY19 bienniums. Cost to LCCC = \$18,000
  - o Enrollment
    - A decrease in tuition revenue is attributed to more students enrolling at LCCC but taking fewer hours.
  - o Estimated Funds Available for Re-distribution = \$1,081,417
    - Net Losses in New Funds = \$346,947
    - Net Gains from Internal Funds and Vacant Positions = \$1,428,364
  - o Total Proposed Distribution = \$1,081,417 (The following are highlights.)
    - The most funding will be allocated to the Compensation Package in the amount of \$1,027,038. Phase 1 implemented in February of this year had a salaries and benefits' cost of \$192,945. Year one of Phase 2 will have a salaries and benefits' cost of \$632,005 for a total Compensation Package cost to date of \$824,950.

- Student Services budget was increased by scholarships in the amount of \$47,000 with the movement of these funds off of the One Mill.
- President's budget was increased by \$36,241 to cover the costs of travel, trustee election expense, and a Strategic Enrollment Management System (SEMS).
- Administration and Finance budget was reduced by \$365,040 due to a decrease in energy consumption.
- ACC and Institutional Effectiveness operating budgets were each reduced through efficiencies, and the Institutional Advancement operating budget was increased by \$6,000 for sponsorships; these monies were moved from the President's budget.
- President Schaffer placed a hold on three vacant positions that have been unfilled for at least 12 months with the anticipation of using these monies (\$199,064) to bolster academic programs.
- One Mill Fund = \$1,763,955
  - IT Technicians and IT Operating Expenses (\$571,880) and College Insurance (\$444,450) cost moved from the General Fund to the One Mill Fund to free up monies to fund the Compensation Package in the amount of \$1,016,330.
  - AACC Pathways expense is a three-year commitment in the approximate amount of \$45,000 each year.
  - Eastern Laramie County's budget was increased by \$38,950 to cover the cost of a full-time employee.
- State Aid vs. State Appropriations – State appropriations include state aid and other funding such as that for health insurance reimbursement.
- Revenue Comparison
  - FY2017-2018 = \$46,323,440
  - FY2018-2019 = \$44,811,662
    - Observations
      - Auxiliary Fund (The College's incidental operations that are intended to be self-sustaining) Budget is up \$144,000 due to room and board rates and facility rental rates increases. If the College successfully secures a SLIB (State Land and Investment Board) loan, the incremental increases over 30 years may be eliminated.
      - Restricted Fund (Funds that are restricted to purposes specified by federal, state, local, and private grant external sources) – Budget is down \$1.9 million due to decreased spending in Pell grants because of declining enrollment.
      - Endowment Fund (Funds received from a donor with restrictions on the principal) An expenditure of \$500,000 for scholarships is anticipated. Planned support by the Foundation will be nearly \$1.2 million.
      - Plant Fund (Funds for long-term assets, renewal or replacement of campus properties, debt service payments, or to account for the cost of long-lived assets) – Budget is up \$784,000 due to major maintenance increase from the Legislature.
- **TOTAL LCCC FY2019 BUDGET (tentative) = \$77,595,304**

Trustee Erickson stated he is continuously amazed at the clarity in which Vice President Johnson presents the budget information. He also announced a meeting will be held on Wednesday, May 23<sup>rd</sup>, at 11 a.m. in the Petersen Board Room to give the trustees an opportunity to hear a more in-depth review of the budget, ask questions, and propose changes. Lunch will be provided. Trustee Erickson encouraged the trustees to attend if at all possible. Vice President Johnson will have his Executive Administrative Assistant Sheri Johnson send invites to the trustees for this meeting. The meeting will also be added to the Board's Google Calendar.

Before moving to agenda item 7. BOARD REPORTS, Trustee Lyttle requested the Board consider agenda item 7.A.3) Fine Arts Strategy Session, because she would have to leave the Board meeting by 9:00 and wanted to

make sure she was present to lead this conversation. Hearing no objection, Board Chairman Barker stated the Board would next consider agenda item 7.A.3) as requested by Trustee Lyttle.

## 7. BOARD REPORTS

### A. Board Member Updates – Board Chairman Bradley Barker (*Standing Agenda Item*)

#### 1) WCCC and WACCT Meetings April 26<sup>th</sup> and 27<sup>th</sup> – Trustees Don Erickson and Bob Salazar

Trustee Erickson reported the WACCT Board discussed plans for the WACCT annual fall conference. They also considered changing the WACCT By-Laws so that members would be elected in December for two-year terms instead of being elected each December for a one-year term. Doing so would provide some needed longevity and experience. He also shared the Commission's retreat on June 6<sup>th</sup> in Powell will focus on tuition and encouraged the trustees to review the SHEEO (State Higher Education Executive Officers) report, "The State Imperative: Aligning Tuition Policies with strategies for Affordability" that was attached to President Schaffer's May 1, 2018, email and share any thoughts with him or Trustee Salazar. The report listed the following six components for setting a state tuition policy.

- Affordability
- Budgetary Needs
- Offsetting Changes in State Funding
- Access
- Institutional Philosophy/Mission
- Quality

(POSTSCRIPT TO MINUTES: The email was resent to the trustees on May 16<sup>th</sup>.)

Trustee Salazar spoke about the conversations on a tuition policy and cap held during the WCCC meeting, noting the Commission is open to receiving input from the WACCT on tuition. He also commented that the Eastern Wyoming College's fine arts facility is beautiful and better than Cheyenne's Civic Center.

Trustee Erickson referred to a presentation given by ACCT President and CEO Noah Brown at the 2018 Governance Leadership Institute in San Antonio on "The New Normal"; i.e., where we've been, where we are, and where we're headed. Western Wyoming Community College President Karla Leach and Board President George Eckman attended that presentation and were very impressed with the information shared. Board President Eckman suggested President Leach follow-up with a presentation to the community colleges on "The New Normal."

#### 2) President's Evaluation and Contract Negotiations Committee – Board Chairman Bradley Barker

Vice Chairman Merrell stated she received no feedback from the trustees on the survey used for last year's evaluation, so the survey will remain unchanged with the exception of the goals listed. The evaluation's link will be emailed to the Board on Wednesday, May 16<sup>th</sup>, and should be completed by Friday, June 1<sup>st</sup>. Vice Chairman Merrell asked that budget and enrollment comments not be included with the survey. As part of the evaluation process, President Schaffer will prepare a self-evaluation on his 2017-2018 goals and will also develop his suggested 2018-2019 goals for the Board's review. The Board will receive the evaluation results along with President Schaffer's self-evaluation and next year's goal prior to their June 20<sup>th</sup> meeting. (POSTSCRIPT TO MINUTES: The evaluation's link was emailed May 17<sup>th</sup>.)



3) Fine Arts Strategy Session – Trustee Brenda Lyttle

Referring to the April 25<sup>th</sup> Fine Arts Community Meeting, Trustee Lyttle stated she believed the Foundation could realistically raise \$1 million but not \$7 million in support of the Fine Arts Renovation and Expansion. Associate Vice President Lisa Trimble later stated for Ex Officio Keadle that the Foundation Executive Committee believes the number is attainable based on conversations with persons who are interested in the project and raising \$1 million would show good faith to the community that the Foundation is working toward bearing part of the load and responsibility for funding the project. Trustee Lyttle also noted that the consensus of those in attendance was adding a ballot issue to the November 2018 general election ballot would be preferred over holding a special election in 2019, because more people vote during the general election. Noting the **Staff Recommendation Options** below (not numbered in priority order),

- 1) Place a measure on the 2018 General Election Ballot seeking One Mill Levy for Four (4) Years to generate approximately \$6 million. Raise \$1 million through private fundraising. Matches the State's \$7 million appropriation.
- 2) Ask the Foundation to secure private gifts to their greatest ability over the next year, then hold a special election (possibly May, August, or November) in 2019 seeking the remaining funds necessary through a bond election.
- 3) Ask the Foundation to conduct a major, focused, capital campaign to raise the full \$7 million necessary to match the State's \$7 million appropriation.

Trustee Lyttle stated her recommendation from input received during the April 25<sup>th</sup> Fine Arts Community meeting would be:

- 1) Place a measure on the 2018 General Election Ballot seeking a One Mill Levy for Four (4) Years to generate approximately \$6 million. Raise \$1 million through private fundraising. Matches the State's \$7 million appropriation.

Trustee Lyttle moved and Trustee Merrell seconded,

**MOTION:** That the Board of Trustees approves placing a measure on the 2018 General Election Ballot seeking a One Mill Levy for Four (4) Years to generate approximately \$6 million and to also raise \$1 million through private fundraising. The \$7 million from these two revenue sources would match the State's \$7 million appropriation for a total of \$14 million to fund the cost of the Fine Arts Renovation and Expansion.

**DISCUSSION:** President Schaffer stated one mill is equal to \$1.50 per \$100,000 per month of a home's value. Therefore, the cost to a taxpayer who owns a \$250,000 home would be \$3.75/month or \$45/year for each of four years for a total of \$180 for the four-year period. President Schaffer pointed out last year's special bond election in November would have had imposed a 15-year indebtedness on the taxpayer for three capital construction projects that would have equated to two mills per year for that 15-year period. In response to Trustee Ketcham's question if voters could be given a choice of a funding option, Counsel Tara Nethercott stated that in consultation with county attorneys and clerks and from her review of the statutes, this was not advisable, and more importantly, not legal. She added the second option of a special election would still be available to the College in the event the November 2018 ballot issue was not successful. President Schaffer stated for Trustee Ketcham the College must notify the Laramie County Clerk by July 19<sup>th</sup> of the College's intent to add the measure to the November general election ballot, and the ballot language must accompany that notification.

Trustee Erickson said he shares Trustee Lyttle's passion and desire for moving forward and proposing a four-year one mill funding option, but added that he believes the timing is not right for Option 1.

Trustee Erickson moved and Trustee Salazar seconded,

**AMENDMENT TO THE MOTION:** That the Board of Trustees approves a one mill levy for four (4) years to raise approximately \$6 million to be voted on at a special election in November 2019, and that the Foundation raises \$1 million to fund the match of \$7 million.

**DISCUSSION:** Trustee Erickson stated more time is needed to communicate the project's purpose, need, and benefit to the community, adding he gets a sense from speaking with folks his age that the issue would not pass in November. Trustee Salazar agreed, saying his concern is voter fatigue. Trustee Ketcham clarified that all the match must be raised before the College can be allocated the \$7 million from the State. Trustee Erickson reiterated that he believes the project is needed, he just does not believe the measure would be successful in November. President Schaffer stated the College already spent nine months educating the community, so the campaign would be a continuation of the last one. In addition, the project's scope and cost have been minimized to the least possible. He also shared that less than 10% of the 18-year-old voters participated in the last election; the majority were 55 years of age and older. The general demographic is more favorable at the general election, because more people vote during a general election, including younger voters. If the election fails, the \$7 million will have to be returned to the State. Vice President Johnson reminded the Board the project's cost will escalate at 6% or \$840,000 each year. Waiting until November 2019 would equate to \$1 million in additional cost.

Board Chairman Barker asked Trustee Erickson to restate his amendment and a vote ensued.

**AMENDED MOTION** failed with four noes from Trustee Ketcham, Trustee Lyttle, Trustee Merrell, and Trustee Soto, and two yeses from Trustee Erickson and Trustee Salazar.

**ORIGINAL MOTION** carried with four yeses from Trustee Ketcham, Trustee Lyttle, Trustee Merrell, and Trustee Soto, and two noes from Trustee Erickson and Trustee Salazar.

Board Chairman Barker asked the Board to moved their discussion to agenda item 7.A. 1)

B. Finance and Facilities Committee (May 9<sup>th</sup> Meeting) – Trustees Don Erickson and Jess Ketcham

Trustee Erickson stated that given the length of the meeting he would make a motion.

Trustee Erickson moved and Trustee Ketcham seconded,

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

- 1) [Current and Auxiliary Fund Balance Sheet Reports as of April 30, 2018](#)
- 2) [Current and Auxiliary Fund Budget Reports as of April 30, 2018](#)
- 3) [April 2018 Procurement and Contracting Report](#)

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

The next Finance and Facilities Committee meeting will be held Wednesday, June 13<sup>th</sup>, at 11 a.m. in the Administration Conference Room.

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

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

Ex Officio Keadle stated Associate Vice President Hammond reported the fermentation science program has some pretty good movement and will be crunching some numbers on the program's viability. The ACC has done a little bit more with classroom and online hybrid programs that are different from those on the Cheyenne campus, and he is anxious to hear student responses about these offerings.

B. Student Ex Officio Trustee – Mr. Derek Goldfuss

Ex Officio Goldfuss shared the following:

- The SGA now has a 12-person senate rather than a 16-person Senate. The reduction in the number of senators will make the election of the senators more competitive and will also reduce the load of tracking volunteer hours.
- Mr. Goldfuss is the 2018-2019 SGA Vice President, and Tylor Ricciardelli is the Student Ex Officio Trustee for 2018-2019. SGA President Constance Woolhether, Ex Officio Tylor Ricciardelli, and he will be attending special training in Orlando this summer. Only three senators will be returning in the fall, so a big shift will take place with the election of new senators.
- Mr. Goldfuss plans to attend summer meetings, if he is available.

**9. NEW BUSINESS** – Board Chairman Bradley Barker

A. July Meeting and August Retreat – Board Chairman Bradley Barker

- 1) August Retreat Topics – Academic Program Strategic Planning, Higher Ed Attainment, WCCC Tuition Policy

Board Chairman Barker stated that since the meeting was running long, the Board will discuss retreat topics during their June 20<sup>th</sup> meeting.

**10. ADDITIONAL ITEMS** – Information Only

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

B. Board Correspondence

- 1) [President Schaffer](#)
- 2) [PTK Awards](#)

**11. NEXT MEETINGS/EVENTS**

- June 20 – Board Dinner and Meeting (Dinner: 5:30 p.m. – CCC 178/179; Meeting: 7 p.m. – Board Room)
  - One Mill Public Hearing and Approval
- July 11 – Board Dinner and Meeting (Dinner: 5:30 p.m. – CCC 178/179; Meeting: 7 p.m. – Board Room)
  - Public Budget Hearing and Budget Approval

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

Rep. Henderson thanked the Board for the opportunity to attend their meeting. He spoke briefly in support of the Fine Arts renovation and expansion, stating “time is of the essence” and also remembering the extreme effort taken during the legislative session to get passage of the \$7 million in State funds for the project. He suggested the funding for the matching \$7 million should come from a mixture of resources and added the right marketing program would be essential to the success of any funding campaign. President Schaffer thanked Rep. Henderson for his constant communication and service on behalf of the community colleges during the session. Board Chairman Barker thanked Rep. Henderson for attending the meeting and his much appreciated support of the College.

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

Prior to the adjournment of the May 9, 2018, Board Meeting of the Laramie County Community College District Board of Trustees,

Trustee Merrell moved and Trustee Erickson seconded,

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

**DISCUSSION:** None

**MOTION CARRIED** unanimously, and the executive session was convened at 9:27 p.m., as so moved.

- 14. ADJOURNMENT** of the May 9, 2018, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Bradley Barker

Following the adjournment of the executive session, Trustee Merrell moved and Trustee Ketcham seconded,

**MOTION:** That the Board of Trustees adjourns the May 9, 2018, Board Meeting of the Laramie County Community College District Board of Trustees.

**DISCUSSION:** None

**MOTION CARRIED** unanimously, and the May 9, 2018, Board Meeting of the Laramie County Community College District Board of Trustees was adjourned at 10:19 p.m., as so moved.

Respectfully submitted,

Vicki Boreing  
Board Recording Secretary