

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, OCTOBER 3, 2018, COLLEGE COMMUNITY CENTER, LARAMIE COUNTY COMMUNITY COLLEGE

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

Board Excused: Board Chairman Bradley S. Barker, III

Staff Present: President Joe Schaffer; Vice Presidents Clark Harris and Rick Johnson; Associate Vice Presidents Brady Hammond and Lisa Trimble, and Executive Director Tammy Maas; Administrator and Faculty Members Kelly Humphrey, Nate Huseman, and Nola Rocha; and Legal Counsel Tara Nethercott

Visitors: Trustee Candidate Edwin G. Avery

1. CALL TO ORDER of the October 3, 2018, Board Meeting of the Laramie County Community College District Board of Trustees – Board Vice Chairman Carol Merrell

Board Vice Chairman Carol Merrell called to order the October 3, 2018, Board Meeting of the Laramie County Community College District Board of Trustees at 5:43 p.m.

2. REPORTS TO THE BOARD

A. Staff Senate – Shauna Best, President – Absent

B. Faculty Senate – Nate Huseman, President

Faculty Senate President Nate Huseman reported:

- During the Taste of Pathways event last semester, faculty and staff signed up to participate in a Book Club. The Book Club will kick off in the near future with *Redesigning America's Community Colleges*.
- Faculty Senate is sponsoring two General Ed 2.0 Pathways forums on Friday, October 19th—one in the morning for all employees and one in the afternoon exclusively for faculty. The forums will provide an opportunity to ask questions about the Gen Ed 2.0 Pathways philosophy statement.
- The Wyoming Faculty Alliance will be meeting on Friday, October 26th, in Casper. Mr. Huseman and Faculty Senate Vice President Michael Thompson will attend that meeting on behalf of LCCC.
- Faculty Senate's goal for this academic year is the development of a continuous improvement plan that will continue for a two or three-year cycle and be implemented with the Spring 2019 semester. President Huseman stated for Trustee Lyttle that the continuous improvement plan would be similar to a program review specifically for Faculty Senate. Constituent feedback will be sought on the Faculty Senate's strengths and weaknesses. The plan will be re-assessed in two years.

President Schaffer commended President Huseman and the Faculty Senate for their participation in the Pathways Project, noting they have become a very progressive part of that project.

C. Construction Update – Vice President Rick Johnson

Vice President Rick Johnson shared the following:

- Crossroads Building – Furniture will be delivered again the second week of October. The wall graphics in the conference room and Student Veterans' Association area are installed and are fabulous.

- Ludden Library – The roof will be finished this week. Wall panels will be installed sometime next week and “dried in” by mid-October. The completion of these two projects will allow work to continue in the event of inclement weather. Renovation of the old space has begun. The project remains on schedule and under budget.
- Residence Hall – Three contractors were interviewed today for the CMAR (Construction Manager At Risk). The CMAR will be selected tomorrow following the loan award by the SLIB (State Land and Investment Board). Method Studio is working feverishly in the background on the design development and is anxious to have a contractor on board, so that a decision can be made on whether to use all steel, part steel/part wood, or all wood in the residence hall’s core construction. Steel tariffs and wood worker availability are the issues. They are leaning toward the use of steel on the lower core and wood on the upper core. All three choices have cost implications.

Trustee Erickson stated trustee presence during the SLIB meeting tomorrow is important and asked those that could attend to please do so.

D. Pathways Update – Vice President Clark Harris

Vice President Clark Harris stated the AMP (Academic Master Plan) Committee recently met. The AMP is the oversight committee of the Pathways co-chairs. The committee participated in a timeline activity that identified major priorities and now have an understanding of the different groups’ challenges. President Schaffer shared Trustee Salazar is the Board’s liaison on the AMP Committee. He added that the electronic version of the timeline will be interactive. A link to the completed timeline will be available in the Pathways portal on myLCCC.

Trustee Merrell introduced trustee candidate Ed Avery.

E. Mill Levy Campaign Update – Associate Vice President Lisa Trimble

Associate Vice President Lisa Trimble shared the following in her update:

- The push has been to educate and inform through social media, individual contacts, and some yard signs rather than the traditional way of reaching out into the community. The targeted population is 30 to 55 years of age; they will most likely vote for the project.
- The Foundation’s Facebook page instead of the College’s has information in support of the mill levy. The Facebook activity shows what was happening on certain days that may have attributed to the “Like” responses; for example, the Shawn Dubie Rodeo. A “Transform LCCC Snapshot” depicted the activity of clicks, likes, age, and gender of those who viewed the Foundation’s Facebook page. The number of clicks is a little over 1,000; the cost per click is \$1.75. Billboard ads, posters, and stickers are among the more traditional campaign methods also being used.
- Positive responses are resonating with the College having State matching funds.
- Responses are made to Facebook posts that are deemed warranted. Channel 5’s post has received some really good questions.
- An open house for the Fine Arts Building will be held on Wednesday, October 17th at 7 p.m. Rehearsals will be taking place during that time. The trustees were encouraged to ask others to attend.
- A “Transform LCCC” quick fact sheet was distributed and provides answers to the most frequently asked questions. More details are available at www.TransformLCCC.com. A place to submit a name and email address in support of “Transform LCCC” is on this site.

Trustee Soto noticed that a Letter to the Editor in support of the One Mill Levy showed only a few sentences of its content and asked Associate Vice President Trimble if she could follow up on having the full letter made available to the reader. Trustee Erickson said the stickers will help identify one mill supporters.

3. PRESIDENT'S REPORT

President Schaffer's Report Highlights

- President Schaffer congratulated the *Wingspan* on a well-designed and well-developed trustee candidate forum. He expressed his appreciation for Trustee Merrell and Trustee Lyttle sharing their interest in what is happening at LCCC along with other trustees in attendance.
- The Governor's latest executive order established a Higher Education Attainment Council for the State of Wyoming in response to an executive order earlier in the year in which the State formally adopted a higher attainment goal—67% of Wyoming's adult population with a post-secondary credential by the year 2025 and 82% by 2045. As a result of the Lumina Foundation/WICHE grant work, the need for a concerted and focused statewide plan for how the attainment goal will be accomplished was recognized. The Council's membership should be named by the end of the week. A first planning meeting was held yesterday with UW President Laurie Nichols, Wyoming Community College Commission Executive Director Sandy Caldwell, Northwest College President Stefanie Hicswa, Lumina Foundation supporters, and President Schaffer. The purpose of the meeting was to discuss a statewide strategic plan approach for fulfilling the goal attainment; five-year and ten-year plans will likely be needed and developed. Information sessions will be held statewide, and one of those will likely be held on the LCCC campus. When announced, President Schaffer will encourage the trustees, the campus, and the community to participate in that session so they can provide feedback on how to form the plan. Quarterly reports will be submitted to the Governor, ENDOW, the Joint Education Committee, the Wyoming Community College Commission, and the trustees.

Trustee Erickson asked President Schaffer if he had any advance thoughts on the Commission's tuition policy that will be deliberated during their October 16th meeting in Rock Springs. President Schaffer stated the Commission may consider a tuition policy for the setting of tuition and the removal of the tuition flat spot, which means students would be charged for every credit, effectively resulting in a tuition increase for many of LCCC's students. The Commission previously voted to delay the removal of the flat spot for a year, which was scheduled for implementation this fall. Another option of setting the flat spot at 15 credits to support the concept of "15 to Finish" may also be discussed. He noted the Commission has for the first time engaged in an evidence-based discussion for supporting a tuition policy, and he was very pleased with the dialogue.

POSTSCRIPT TO MINUTES: On October 16th the Commission approved the following:

1. Moving the cap to 15 credits. Students will now pay for every credit up to and including 15, after which all credits will be free.
2. Increasing Tuition Rates as follows:
 - a. In-State – \$99/credit
 - b. WUE – \$148/credit
 - c. Non-Resident – \$297/credit

4. APPROVAL ITEMS

- A. [Selection of Voting Delegate and Alternate for October 24-27, 2018, ACCT Annual Leadership Congress](#) (Trustees Ketcham, Lyttle, Salazar, and Soto are attending.) – Board Vice Chairman Carol Merrell

Trustee Erickson moved and Trustee Soto seconded,

MOTION: That the Board of Trustees approves the selection of:

Brenda Lyttle to serve as the delegate and
Jess Ketcham to serve as the alternate.

DISCUSSION: No further discussion was held.

MOTION CARRIED unanimously.

B. [Emeritus Designation](#) – Board Vice Chairman Carol Merrell

President Schaffer stated former Chairman Ed Mosher was instrumental in establishing an emeritus process that was formalized in Emeritus Designation Policy 1.2.12 and Procedure 1.2.12P and adopted on November 30, 2016. The procedure stipulates an emeritus status nomination must be submitted within two years after an employee retires from the College or a trustee leaves the Board. A caveat exists that individuals who retired or left prior to the policy and procedure's adoption could be nominated within two years after that adoption, which would be through November 30, 2018. President Schaffer pointed out the deadline as a heads up.

Mass Media/Multi Media Instructor Jacob Sherlock nominated retired instructor Rosalind Schliske and that emeritus designation nomination is before the trustees this evening for approval. President Schaffer expressed his support for the nomination, saying multiple reasons are evident for approving Ms. Schliske's emeritus designation and thus was the reason for his fast-tracking the nomination. That said, he recommended the Board bestow the status of Faculty Emeritus on Rosalind Schliske for her tenure and service to the College and the community.

Trustee Erickson moved and Trustee Lyttle seconded,

MOTION: That the Board of Trustees approves the Emeritus Designation of Rosalind Schliske as a faculty emeritus.

DISCUSSION: Trustee Erickson noted Ms. Schliske's 40 years of service to the College and her role as historian. He also stated that bestowing the status of Faculty Emeritus on Ms. Schliske is definitely an honor and she deserves it.

MOTION CARRIED unanimously.

In follow-up to the Board's action, President Schaffer will send a letter to Ms. Schliske congratulating her on this honor and will also have Vice President Harris relay the Board's approval to Dean Powell and Mr. Sherlock and let them decide if any further recognition/celebration should take place.

5. BOARD REPORTS

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

No update

B. Board Self-Evaluation – Board Vice Chairman Carol Merrell

Board Vice Chairman Merrell said the purpose of the Board's self-evaluation was to ascertain what the Board could be doing even better, as their knowledge of the College increases.

Trustee Comments on the Evaluation Responses

- The words “team,” “respectful,” and “listening” reoccur throughout the trustees’ responses and are an indication the Board is doing a good job as a group.
- The Board would benefit from two meetings a month—giving them an opportunity to become more knowledgeable and prepared to do their work.
 - The Board’s retreats provide this opportunity.
 - The Board usually has a retreat in January. Program offerings would be a good retreat topic, so the Board could be better informed about whether the programs being offered are needed with respect to community demand and the attainment goal.
 - The Board should make sure additional meetings/gatherings are important to their role as a trustee.
- The Board should have regular set times for their meetings.
 - The Board’s October and November fall meeting dates were moved from the regular third Wednesday of the month because of conflicts with other events. The October 17th meeting was moved to October 3rd because of the October 16th WCCC meeting and the October 17th and 18th WACCT annual conference dates. The November 7th date was chosen, because Thanksgiving falls on the third Wednesday.
- Trustees would like to have more time to correlate with each other.
- A re-orientation for trustees serving on the Board in addition to one for newly trustees was proposed.
 - An orientation could be planned for some time in December following the election.
- The Board needs to be able to tell community members, “This is not true.”
- The purpose of the student town halls was inform President Schaffer and the College.
- The trustees cannot solve problems. They can only listen and can speak for themselves.
- Times have changed at the College. The time is now right to re-introduce separate Board dinner meetings with the faculty and staff. Joint dinner meetings with each faculty and staff group may be planned for later in the spring.
- Challenges facing the College: enrollment and completion, implementation and sustainability of the Pathways Initiative, financing of employee compensation plan.

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

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

- 1) ACC Board of Cooperative Educational Services Conversation – Associate Vice President Brady Hammond, Ex Officio Trustee Butch Keadle, ACC Student and Academic Services Dean Kelly Humphrey

President Schaffer prefaced the discussion noting the time devoted to the exploration, research, and conversation around the establishment of a Board of Cooperative Educational Services (BOCES) in Albany County involved by Associate Vice President Hammond, Student and Academic Services Dean Humphrey, and Ex Officio Trustee Keadle.

Ex Officio Keadle shared that he, Associate Vice President Hammond, and Dean Humphrey visited with Natrona and Sweetwater counties’ BOCES boards and spoke with the BOCES director in Sublette County. Dean Humphrey compiled the information gathered from those visits, research, and other conversations. Dean Humphrey added some of the other county BOCES members offered to come to Albany County to discuss in more detail the formation of a BOCES. Everyone with whom she spoke enthusiastically shared the benefits of a BOCES. Associate Vice President Hammond stated the BOCES can be fashioned to address the Albany County needs and that the other county representatives indicated the idea of additional taxation was not a point of contention.

What They Learned

- Wyoming has 23 counties. Of those, only four counties do not have a BOCES—Laramie, Albany, Washakie, and Niobrara.

- The statutes provide a lot of flexibility for the establishment of a BOCES.
- Natrona County has a more traditional type of BOCES with representation from Casper College and the Natrona County School District and has been in existence since 1990. The BOCES board membership consists of three elected trustees and three Casper College trustees—two entities, equal representation. Casper College and Natrona County each levy a half mill. The full mill generates \$1.2 to \$1.4M a year for concurrent and dual enrollment, scholarships, and innovation grants.
- Sublette County is one of the richest counties in Wyoming. The Sublette County BOCES membership includes four local members and one trustee from Western Wyoming Community College (WWCC). WWCC contributes very little money to the BOCES; the BOCES is driven by the Sublette County school board. Most BOCES are driven locally rather than by the community college. The Sublette County BOCES funds concurrent and dual enrollment, a daycare center for faculty and staff children, summer camps, community enrichment classes (speaker series, authors), and a backpack program, all in the name of education. Each backpack is loaded with school supplies and has “BOCES” on it, so the students and their families know the Sublette County BOCES is responsible for that program.
- Albany County could finance a half mill. Laramie County Community College would not have to contribute any monies.

Associate Vice President Hammond stated a BOCES can be fashioned to address Albany County needs. The challenge now is to determine if the BOCES should be presented to the school board with the precept that they drive the BOCES model to community.

Trustee Lyttle and Trustee Erickson voiced their strong support for a BOCES. Ex Officio Keadle offered to develop a strategy as a next step and stated for the minutes that the Albany County proponents are going to push bringing forward the need for a BOCES to Albany County School District No. 1.

In support of the establishment of an Albany County BOCES, Trustee Erickson moved and Trustee Ketcham seconded,

MOTION: That the Board of Trustees officially supports the establishment of an Albany County BOCES.

DISCUSSION: President Schaffer noted a BOCES is part of the College’s strategic plan. He knows the challenges and has no problem with the trustees approving the motion. The bigger challenge is creating an understanding why a BOCES is needed. A BOCES becomes necessary when a community need is identified for which no funding exists, and students are losing out on additional educational opportunities. The College currently has almost \$400,000 dedicated to concurrent enrollment, which is one of those opportunities. Albany County is probably the place where the first win will be achieved.

MOTION CARRIED unanimously.

President Schaffer stated, in response to Trustee Erickson’s question about the status of the ACC expansion, that the project will go to bid in November, and that construction is scheduled to begin in spring 2019 and completed in time for fall 2019 classes.

B. Student Ex Officio Trustee – Mr. Derek Goldfuss

Mr. Goldfuss reported the College has a very active senate this year. Two SGA representatives from the School of Arts and Humanities are needed. The SGA met yesterday and discussed opportunities to be moderators for some political events. Parliamentary procedure training is scheduled for tomorrow. At Vice Chairman Merrell’s request, Mr. Goldfuss will let Board Secretary Vicki Boreing know when and where the

SGA meetings are scheduled. (POSTSCRIPT TO MINUTES: The SGA would appreciate the opportunity to have the trustees join the SGA meetings on Tuesdays and Thursdays from 12:30 to 1:20 p.m. If a trustee wishes to address the SGA, they are asked to email their request to Zeke Sorenson at zsorenso@lccc.wy.edu, so they can be included on the agenda. An email with this information was sent to the Board on 10/12/18.)

7. NEW BUSINESS – Board Vice Chairman Carol Merrell

Trustee Merrell drew attention to the soccer and volleyball game schedules distributed to the Board. Trustee Erickson advised changes to the WACCT Board bylaws will affect the timing of delegate elections. The elections will be for two-year terms and will take place at the time of the general election.

8. ADDITIONAL ITEMS – Information Only

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

B. Board Correspondence

1) [Senator Barrasso](#)

2) [Senator Enzi](#)

President Schaffer noted the letters from Wyoming's congressional delegation congratulating the College on its 50 years of service. He also shared that Associate Vice President Hammond received a proclamation from Laramie Mayor Andi Summerville acknowledging the ACC's participation in the activities "that have promoted community initiatives that strive to erase hate and discrimination towards LGBTQ+ (Lesbian, Gay, Bisexual, Transgender, and Queer/Questioning and others) community members" as part of the Matthew Shepard 20th Memorial Remembrance Month activities.

9. NEXT MEETINGS/EVENTS

- **November 7 (Wednesday)** – (Dinner: 5:30 p.m. – CCC 178/179; Meeting: 7 p.m. – Board Room)
- **December 5 (Wednesday)** – (Dinner: 5:30 p.m. – CCC 178/179; Meeting: 7 p.m. – Board Room)
 - Oaths of Office (Newly Elected Trustees) and Election of Officers

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

Board Vice Chairman Carol Merrell called for public comment and heard no requests.

11. ADJOURNMENT of the October 3, 2018, Board Meeting of the Laramie County Community College District Board of Trustees – Board Vice Chairman Carol Merrell

Trustee Soto moved and Trustee Ketcham seconded,

MOTION: That the Board of Trustees adjourns the October 3, 2018, Board Meeting of the Laramie County Community College District Board of Trustees

DISCUSSION: None

MOTION CARRIED unanimously, and the meeting was adjourned at 7:41 p.m., as so moved.

Respectfully submitted,

Board Recording Secretary
Vicki Boreing