

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, DECEMBER 4, 2019, PETERSEN BOARD ROOM, ADMINISTRATION BUILDING, LARAMIE COUNTY COMMUNITY COLLEGE

Board Present: Board Chairman Jess E. Ketcham, Vice Chairman Wendy Soto, Secretary Bob Salazar, Treasurer Don Erickson, Trustees Brenda Lyttle, Carol Merrell, and Janine Thompson; and Student Ex Officio Trustee Karyn Forbes

Board Excused: ACC Ex Officio Butch Keadle

Staff Present: President Joe Schaffer, Vice Presidents Kari Brown-Herbst, Rick Johnson, and Melissa Stutz; Associate Vice Presidents Lisa Trimble and Kim Bender, and Executive Director Tammy Maas; Administrators, Faculty, and Professional Staff Rob Van Cleave, Janet Webb, Bryan Wilson, and Marie Yearling; and Legal Counsel Tara Nethercott

Visitors: None

1. CALL TO ORDER of the December 4, 2019, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Jess Ketcham

Board Chairman Jess Ketcham called to order the December 4, 2019, Board Meeting of the Laramie County Community College District Board of Trustees at 7:28 p.m.

2. RE-ELECTION OF 2019 OFFICERS FOR 2020 – Board Chairman Jess Ketcham

The Board agreed by consent that the following trustees will continue to serve in their officer positions for another year.

Trustee Merrell moved and Trustee Lyttle seconded,

MOTION: That the following trustees be re-elected to their current positions.

- A. Chairman – Trustee Jess Ketcham
- B. Vice Chairman – Trustee Wendy Soto
- C. Secretary – Trustee Bob Salazar
- D. Treasurer – Trustee Don Erickson

DISCUSSION: None

MOTION CARRIED unanimously.

3. RE-ELECTION OF OTHER BOARD AND COMMITTEE MEMBERS

The Board agreed by consent the following will continue to serve in their identified roles for another year.

Trustee Merrell moved and Trustee Soto seconded,

MOTION: That the following trustees be re-elected to their current board and committee positions.

- A. WACCT Board Members (two voting members) – Trustee Erickson and Trustee Salazar
- B. Foundation Board Members (three non-voting members) – Trustee Ketcham, Trustee Merrell, Trustee Thompson
- C. Finance and Facilities Committee (two members) – Trustee Erickson and Trustee Thompson

- D. Academic Affairs/Student Services Committee (two members) – Trustee Lyttle and Trustee Soto
- E. President’s Evaluation/Performance Review Committee (two members) – Trustee Merrell and Trustee Soto

DISCUSSION: None

MOTION CARRIED unanimously.

- 4. **MINUTES** – The November 20 and December 4, 2019, Board Minutes will be considered for approval in January – Board Chairman Jess Ketcham

5. **REPORTS TO THE BOARD**

- A. Staff Senate – Janet Webb, President

President Webb shared the following:

- The Staff Senate has not met since the November 20th Board meeting.
- The Western States Food Pantry food drive was completed with several boxes of food donated to the pantry.
- The Staff Senate priorities survey has been distributed to the staff with a requested completion date of December 20th. The responses will be used to refine the Senate’s goals in conjunction with the priorities set in the fall.
- A spring roundtable will be held with Faculty Senate.
- Trustees Lyttle, Soto, and Thompson and Ex officio Trustee Forbes have agreed to judge the Staff Senate’s Deck the Doors contest on December 13th.

President Webb thanked the Board, President Schaffer and Cabinet, and Executive Director Tammy Maas for granting the staff the extra day off on Monday, December 23rd.

- B. Faculty Senate – Rob Van Cleave, President

President Van Cleave reported the following:

- Faculty Senate is reviewing issues about testing exams.
- The responses to a survey sent to all 134 full-time faculty were further review by Institutional Research Director Mark Perkins, who stated the response rates were indicative of how faculty feel about the Pathways Initiative. The survey results, that indicated faculty concerns were with the Pathways aggressive timeline and not the Pathways Initiative, were sent to the Board of Trustees.

- C. Construction Update – Vice President Rick Johnson

- **Fine Arts Building Renovation** – The project is on schedule with no substantial issues. A regularly-scheduled Owners Architects Contractors (OAC) meeting will be held tomorrow.
- **Residence Hall** – Recent weather delayed construction by two weeks. A revised master schedule is expected in a week or two.
- **Andrikopoulos Business and Technology Building** – A Certificate of Substantial Completion should be received December 16th. The window project will be completed during the winter break. A little bit of landscaping will take place in the spring to wrap up the project.

- D. [Pathways Update](#) – Vice President Melissa Stutz, Interim Vice President Kari Brown-Herbst, Math and Sciences Dean Bryan Wilson, Microbiology Instructor Marie Yearling, and Computer Science Instructor Rob Van Cleave

The STEM degree presentation given under agenda item 7.A. served as the Pathways update.

6. PRESIDENT'S REPORT

A. Proposed Dates for Spring Meetings

The Board agreed to the following 2020 retreat and meeting dates through July 2020.

- 1) January 8 – Board Meeting
- 2) January 31 – Board Retreat
- 3) February 19 – Board Meeting
- 4) March 18 – Board Meeting
- 5) April 15 – Board Meeting
- 6) May 13 – Board Meeting – Budget 1st Reading
- 7) June 17 – Board Meeting
- 8) July 15 – Board Meeting – Budget Approval

B. January Retreat Topics

Following a lengthy discussion on the topics to be included on the Board's January 31st retreat agenda, the Board agreed to have President Schaffer pursue a facilitator for the retreat to focus on the Board's self-evaluation results. A "Best Practices for a Governing Board" refresher, ACCT Conference topics, and underserved student populations not previously served were also suggested. Ex officio Forbes expressed an interest in attending the retreat and will be included in the agenda distribution and meeting notification.

C. Board of Trustees 2019 Self-Evaluation Survey

President Schaffer reminded the Board to complete the survey by December 13th; only two out of seven trustees had responded. The results will be analyzed by Institutional Research staff.

D. Athletics Planning Update

President Schaffer will bring a draft of the Athletics Strategic Direction Plan's high level concept to the Board at their February 19th meeting for Board discussion and again on March 18th for approval. The plan is intended to set a strategic foundation with pillars of excellence that the Board will be asked to endorse. Following Board approval, Dr. Henning and athletic staff will develop overall athletics and individual sport-specific strategic plan elements. An environmental scan will then be performed to determine how well the plan is aligned with the scan's expectations. Based on these determinations, plans for improvement will be developed for each sport and for the Athletics Department.

7. APPROVAL ITEMS

- A. [STEM Pathway Degree](#) – Interim Vice President of Academic Affairs Kari Brown-Herbst, Dean of Math and Sciences Bryan Wilson, Microbiology Instructor Marie Yearling, and Computer Science Instructor Rob Van Cleave

President Schaffer stated explained the STEM Pathway Degree is the one Pathway degree that did not have an existing degree that could be modified to fit a Pathway degree. Therefore, the STEM Pathway Degree will go through the entire authorization process that requires LCCC Board and Wyoming Community College Commission approvals. Commission approval is also needed before the STEM Pathway Degree can be included in the College's Fall 2020 catalog and course schedule. President Schaffer pointed out the Board would normally take such an approval through a two-step process—a first and second reading. Because the Board meets earlier rather later in December and not again until January, the approval is being requested this evening so that the STEM Pathway Degree can be submitted to the Commission by their December 20th deadline for inclusion on their February agenda. Should the Board decide to pursue the STEM Pathway Degree approval in two steps, a special board meeting would

be scheduled later in December. An alternative would be for President Schaffer to notify the Commission that their requested approval would be contingent on the LCCC Board's approval during a future special or regular board meeting.

Interim Vice President Kari Brown-Herbst stated the program's curriculum has been submitted to internal review and approval by the faculty. Also, the program will not require additional staffing or budgetary changes. Conversations with students interested in the STEM Pathway Degree are already taking place with some 40 students expressing interest in enrolling in the STEM Pathway Degree Program, when it becomes available Fall 2020.

Trustee Merrell moved and Trustee Lyttle seconded,

MOTION: That the Board of Trustees approves the proposed STEM Pathway Degree, and authorizes the President to advance this program to the Wyoming Community College Commission for their approval AND that the Board also approves the requested exception to Procedure 2.1.1P on Degree and Certificates.

DISCUSSION: Other information shared with the trustees included:

- The foundational elements of the STEM degree is math. Students who are not Calculus-ready will not be put behind. The College has an articulation agreement with the University for a STEM math degree.
- The College will identify two-year degrees as an Associates of Science in STEM. If a student chooses a discreet program, the degree would be identified, for example, as an Associates of Science in Computer Science. In rare cases, a student may elect to have a customized pathway that will satisfy the requirements of another college or university to which they want to transfer. Because of the STEM program's flexibility, they will be able to do that.
- A large group of faculty from various disciplines came together to develop the STEM Pathway Degree.
- Existing programs are grouped within the seven Pathways degrees. Because the STEM Pathway Degree has not been approved, it is not listed on the website at <https://www.lccc.wy.edu/pathways/index.aspx>. Students interested in a STEM Pathway Degree would need to select one of the three discreet programs listed at <https://www.lccc.wy.edu/pathways/sciTechEngMath/index.aspx>.
- Most of the choice points in a discreet program will occur after the first exploratory semester. In some cases, this will occur after the second semester. A student who has a stop-back (a change in program) will need to take other courses, but this would be the exception and not the rule. They will still be able to finish the STEM Pathway degree because of the flexibility during the last two semesters.
- The College's policy includes associates of applied science, associates of arts, and associates of science degree categories. The Board is authorized to confer these degrees along with an associate degree in nursing and a credit diploma and certificate. Individually, the degrees, credit diplomas, and certificates will include the names tied to a specific discipline. When approved, the bachelors of applied science will be added to that grouping.

Trustee Erickson stated he supports the motion but reiterated his continued concern about the timing with which the approval is being requested. He added he has learned that Pathways provides a much better process for getting to the outcomes and called for the question. Ex Officio Forbes quickly stated that had she "stumbled upon this pathway," she would be in a STEM program now instead of the ag business program.

MOTION CARRIED unanimously.

B. [Annual Academic Program Review](#) – Institutional Effectiveness Associate Vice President Kim Bender

Trustee Erickson moved and Trustee Merrell seconded,

MOTION: That the Board of Trustees accepts the annual program review report, including individual reports for the programs listed below, as presented during the Board’s dinner meeting on December 4, 2019, into the formal record of proceedings.

- BATS – Computer Information Systems and Cybersecurity (A.A.S.)—Troy Amick
- BATS – Equine Science (A.S. and A.A.S.)—Bruce Nisley, Lanae McDonald
- HSW – Health Information Technology—Ann Howard
- HSW – Exercise Science—Cindy Henning
- HSW – Surgical Technology—Tracy Perko

DISCUSSION: None

MOTION CARRIED unanimously.

- 8. BOARD REPORTS/UPDATES** – Board Chairman Jess Ketcham
- A. Finance and Facilities Committee (No Meeting in December) – Trustees Don Erickson and Janine Thompson
- 9. EX OFFICIO TRUSTEE UPDATES** (*Standing Agenda Item*)
- A. ACC Advisory Board Ex Officio Trustee – Mr. Butch Keadle – No report
- B. Student Ex Officio Trustee – Ms. Karyn Forbes

Ex Officio Forbes reported the SGA split into groups based on information gathered from election surveys to focus on what the smaller groups and the Senate should address this year. Goals for next semester will be submitted to the Senate as a whole this Friday. The semester’s final business meeting will be this Friday, December 6th. President Schaffer will be attending that meeting to present course fee changes. The Senate will be holding an end-of-semester pot luck on December 13th. Because SGA senators are expected to focus on finals during finals week, no one will be present in the Western States Bank Food Pantry or at the SGA desk.

10. NEW BUSINESS – Board Chairman Jess Ketcham

None

- 11. ADDITIONAL ITEMS** – Information Only – Board Chairman Jess Ketcham
- A. [Historical List of Board Motions](#)

12. NEXT MEETINGS/EVENTS – See Google Calendar for details.

- December 6 (Friday) – Holiday Celebration
- December 9 (Monday) – LCCC and LCSD No. 1 Boards’ “Holiday Dinner”
- December 20 (Friday) – Trustees/Cabinet Holiday Gathering at the Schaffer’s
- January 14 (Tuesday) – Spring Semester Kickoff (more information to follow)

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

No requests for public comment were received.

14. ADJOURNMENT of the December 4, 2019, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Jess Ketcham

Trustee Merrell moved and Trustee Soto seconded,

MOTION: That the Board of Trustees of the Laramie County Community College District adjourns the December 4, 2019, Board Meeting.

DISCUSSION: None

MOTION CARRIED unanimously, and the meeting was adjourned at 9:12 p.m., as so moved.

Respectfully submitted,

Vicki Boreing
Board Recording Secretary