

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, MARCH 20, 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

Board Excused: Ex Officio Butch Keadle and Student Ex Officio Trustee Austin Babcock

Staff Present: President Joe Schaffer, Vice Presidents Judy Hay and Rick Johnson, Associate Vice Presidents Brady Hammond and Lisa Trimble, Executive Director Tammy Maas, and Legal Counsel Tara Nethercott

Visitors: Morgan Hughes (Wyoming Tribune-Eagle)

1. **CALL TO ORDER** of the March 20, 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 March 20, 2019, Board Meeting of the Laramie County Community College District Board of Trustees at 6:54 p.m.

2. **MINUTES** – The [February 1, 2019, Board Retreat Minutes](#) and [February 20, 2019, Board Meeting Minutes](#) – Board Chairman Jess Ketcham

Trustee Merrell moved and Trustee Lyttle seconded,

**MOTION:** That the Board of Trustees approves the February 1, 2019, Board Retreat Minutes and the February 20, 2019, Board Meeting Minutes as written.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

3. **REPORTS TO THE BOARD**

- A. Staff Senate – Shauna Best, President – No report

- B. Faculty Senate – Nate Huseman, President – No report

- C. Construction Update – Vice President Rick Johnson

- **Residence Hall** – Subcontractors will be submitting bids to FCI tomorrow. Later next week, FCI will submit their GMP (Guaranteed Maximum Price) to the College. These two meetings are critical. The College will have representatives at the bid opening that will take place at FCI. The project is still on track to break ground in April.
- **EEC** – This is a hard bid project; i.e., no Construction Manager At Risk is involved, so the bids received are the costs that will be incurred. The bids due back April 16<sup>th</sup>.
- **Fine Arts Building** – The project is currently \$3.8 million over budget based on early cost estimating. The process of establishing potential de-scope items with the architect, while preserving what was intended to be accomplished, is underway. Costing the items on the master list is the next step. That master list will be used as a “buffet” of items from which items could be removed, so that the project remains within budget. Contributing to the project’s budget override are:

- “Through the roof” HVAC costs for mechanical and plumbing – These costs are also affecting the residence hall’s project cost.
- Growth of the initial design in the Level II Plan due to additional renovation space

Items in the performance hall and the renovation space will need to be dialed back. The architect is confident the auditorium can “shine” with wonderful finishes and will be a show piece. The renovation needs to be functional and resolve issues with some of the old mechanical systems in the west end. The architect is confident items on the master list will remain there, but this depends on how the HVAC market reacts and what the bid costs are. President Schaffer stated nearly \$2 million of the \$3.8 million over budget is associated with the mechanical and plumbing costs. As Vice President Johnson reported, these through-the-roof costs are also affecting the residence hall project’s budget. President Schaffer reiterated the project’s design is touching more and doing more than what was proposed in 2017. The “wish list” grew substantially. For example, the technical performance equipment grew from \$900,000 to almost \$1.9 million. As another example, the performance hall seating was increased from 400 to 450 seats. The \$700 per square foot cost made the addition of 50 seats very expensive. Other areas affecting the increased cost are earth work and finishes. Brought back into the project since 2017 are rigging systems and a cat walk in the performance hall. The increase can be attributed to needs vs. wants and what could happen in the long-term vs. what could happen in the short-term. The project will need to be scaled back. Vice President Johnson later noted that the library project started at \$2 million over budget, went through the dial-back process, and had a successful completion.

Trustee Lyttle voiced her strong concern about reducing the scope of the performance hall’s construction. Her concern focused on the possible elimination of materials that could greatly affect performance quality, such as those that would possibly degrade the quality of the floor, acoustics, etc. She understood not including the cat walk but thought a space for it should be included in the design and construction. Trustee Lyttle asked that she be included in discussions about the performance hall’s design and/or material changes. President Schaffer emphasized two points: (1) The Board’s approved concept will be delivered and (2) Tonight’s discussion is about what has been added to the Level II Plan. Vice President Johnson stated some of the performance equipment being referenced is located in the corner of the Fine Arts Building. He further stated that the project is now in Level III planning, during which stakeholders are re-engaged in the planning. Their additional requests cannot be accepted or declined until after the new cost estimates are received, so that at least from a cost perspective, the decision to do so can be justified. He continued that the minimum of what must be accomplished to upgrade the old mechanical system in the renovation areas must be, and is, included in the fixed costs. As a follow up to the evening’s conversations, Vice President Johnson offered to have Chris Wineman of Semple Brown share more information that might be helpful sometime between now and the next board meeting. Trustees Lyttle, Merrell, and Thompson expressed an interest in having Mr. Wineman do so. (POSTSCRIPT TO MINUTES: Mr. Wineman met with Vice President Johnson and Trustee Lyttle on April 3<sup>rd</sup>.)

- **ACC** – The contractor asked if the work on the outside of the facility could start earlier to help expedite the construction. That part of the project will start in April, will not impact ACC operations, and will help ensure the project is complete by fall and.
- **Andrikopoulos Business and Technology Building** – Replacement of the current façade with a more durable one is in the drawing phase. The project will begin on May 20<sup>th</sup>.

#### D. Pathways Update – Vice President Judy Hay

Vice President Hay reported the College has a revised General Admissions Procedure 3.1P. The revisions allow a student to submit an unofficial transcript during the “front end” of the admissions process, so that they are not delayed in completing their entry process. Other changes in the admissions process include moving from the traditional orientation to a “Day Before” orientation that will be a full campus celebration and take place on the “day before” classes begin. Students will receive campus tours and have the opportunity to spend significant time with faculty and form relationships with other students in their pathway.

Changes were also made to the College’s placement protocol. Research is showing little value can be placed on placement testing. Therefore, students will now be placed into courses based on their GPA, courses taken, and some self-guide placement tools. Students will still have the option to test out of a course.

A general pathway degree will be included in each pathway. Each pathway degree has common academic course work the first semester and in some cases the first year, so students can explore their career interests while doing their career exploration without losing time or credit. Ideally, a student should be able to establish their actual degree program by the end of their first semester, so that they are working toward that program’s degree as early as the second semester.

The General Education team advanced their philosophy statement to the Academic Standards Committee, who are reviewing it. The General Education Subcommittee of the Academic Standards Committee has been reinstated. Proposed general education courses will be submitted to the General Education Subcommittee over the summer for approval to become part of the permanent general education curriculum.

April 2<sup>nd</sup>, which has traditionally been a faculty connections day, will be used as a Pathways’ work day. A meaningful celebration of what has been accomplished will be held at the end of the day.

Vice President Hay explained for Trustee Lyttle the College may become aware of a student’s special needs during the admissions process if the student shares their situation (guided self-placement). If not, the need for special assistance usually becomes evident during the advising process. However, the College cannot force a student to accept special services. For Trustee Salazar, she stated that a 504 Plan may or may not follow a student. The College is dependent upon the student to share they have such a plan.

#### 4. PRESIDENT’S REPORT

##### A. Final Legislative Summary

- 1) Next Steps: SF111 *Community colleges-bachelor of applied science programs* and SF122 *Wyoming works program*

##### SF111 *Community colleges-bachelor of applied science programs*

President Schaffer stated the first steps will be to identify capacity, bring the vice presidents, deans and faculty up to speed on what the legislation means to them, finalize conversations with the Higher Learning Commission (HLC), refine what programming the community wants and make sure these are included in the curriculum. The HLC has a process for community colleges to offer a degree at a level not previously offered called a substantive change. The process is relatively similar to that for adding a new program, basically a desk review by the HLC. A more comprehensive process may be required involving examination of a mission change after a third degree at a higher level is being offered. Implementing two degrees at the higher level in the next five years would be an accomplishment. The

budget will be tight, but fortunately the Foundation, because of their good work, has resources to cover the costs to develop and implement one or two programs. The three areas of interest expressed by the community are applied management, health care administration, and notification technology.

President Schaffer asked the trustees to let him know if they are interested in participating in advisory board conversations. Trustee Thompson said she would, noting she was aware that Red Rocks Community College advanced their first Bachelor of Applied Science Degree in 2015—one in IT and another in Water. President Schaffer said Wyoming is the 25<sup>th</sup> state to authorize community college baccalaureate degrees, following Washington (different accrediting agency) and Colorado (HLC accrediting agency). Both have done extensive research, and LCCC has great connections in both states who are willing to help the College through the process.

President Schaffer stated for Trustee Lyttle that Board Chairman Ketcham represents the Board on the Forward Greater Cheyenne Community College subcommittee “LCCC Expansion: Baccalaureate Degrees” and is a voting member. President Schaffer is an ex officio, non-voting member but would be the contact for day-to-day “staffing things.” President Schaffer also advised that the Wyoming Community College Commission will be going through an emergency rules process. The rules making process for SF111 should not be as complex as those for SF122. Rules for a student grant program, for a program approval process, and for a granting process for institutions who wish to start up or expand programs will need to be established. Legislators sponsoring SF122 and the \$5 million appropriation are wanting the programs implemented now. LCCC is expected to take the lead on the programs to advance, expand, or start up. Of the \$2.5 million appropriated for start-up, \$250,000 will be needed for a campus to start up a program. LCCC will be considering the start-up of an advance manufacturing program, which is incredibly expensive from an equipment standpoint. The timing of SF122 will be extremely beneficial for the implementation of apprenticeship pathways programs, such as those presented by Dave Curry during the January 23, 2019, Board meeting and providing funds for predominately adult students, who are need-based and not Hathaway recipients, to enroll in approved programs. The program has some similarities to the Rediscover LCCC program, and the scholarship dollars are expected to be consumed quickly. The maximum grant for students is identified in the legislation and has to be the provisional amount of Hathaway scholarship.

## 2) Health Insurance

Legislative action will provide funding for all but two months of the biennium. A question of whether the community colleges will have to cover the deficit is a real concern. President Schaffer stated a lot of time and a lot of willing partners will be seeking a solution but cautioned that resolving the deficit for the long-term will be much more difficult. Trustee Erickson added the funding of health insurance is a highly complex issue and is based on a maximum number of employees. If the College is going to grow to achieve attainment goals, a cap should not be placed on the number of its employees, or at the least, some flexibility should be allowed.

B. March 6<sup>th</sup> Concurrent/Dual Enrollment<sup>1</sup> Summit

President Schaffer, Vice President Hay, and superintendents from area high school districts attended the summit that focused on teacher qualifications for concurrent enrollment/dual enrollment courses. The Higher Learning Commission's changes on minimum qualifications established a deadline of 2021 for all faculty, regardless of their location, to meet the new requirements. Faculty will be required to have a master's degree in their teaching discipline, or if they already have a master's degree, then at least 18 hours of credit in their discipline. The high school district superintendents are concerned that their teachers will no longer be qualified to teach concurrent enrollment courses. The summit was deemed a good first step in discussing what could be done getting students on their pathway. High school students continuing on to college was also discussed.

C. Forward Greater Cheyenne Update

Forward Greater Cheyenne meets on the second Thursday of the month and are meeting tomorrow. In addition to the applied baccalaureate degree, LCCC is also being asked to engage in the C2E2, entrepreneur structure and support, and to establish a meaningful presence downtown. Board Chairman Ketcham noted an advisory board will be assembled. Anyone interested in becoming a member of that board should contact Kim Withers. President Schaffer asked that the trustees have an offline conversation and determine who they want to represent the College. Trustees Erickson and Thompson voiced an interest. Trustee Salazar would like to have input but did believe he needed to be an advisory board member. President Schaffer stated he will do some research on the best process for submitting interested persons' names.

D. AACC Convention

President Schaffer stated a team will be attending the AACC Pre-Conference April 13-16 in Orlando. The pre-conference will focus on "Developing Pathways Connections to External Stakeholders. Trustee Erickson commended President Schaffer on his state and national commitments that are bringing Laramie County Community College to the forefront. President Schaffer is a member of the AACC Board of Directors and was recently elected chair of the AACC's Commission on Small and Rural Colleges.

5. **APPROVAL ITEMS**

A. EEC Renovation – Vice President Rick Johnson

Vice President Johnson reported construction bids will be received April 16<sup>th</sup> and that market data for the project indicates the total cost could be as high as \$950,000.

Trustee Erickson moved and Trustee Merrell seconded,

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<sup>1</sup> **Concurrent Enrollment (High School Campus Concurrent Enrollment)** — College-level courses, that match courses taught by LCCC, being taught by high school faculty on high school campuses for both high school and LCCC credit Courses. Students receive both secondary (high school) academic credit and LCCC (postsecondary) academic credit upon successful completion of the course.

**Dual Enrollment (LCCC Campus Concurrent Enrollment)** — College-level courses being taught by LCCC faculty on any LCCC campus for high school and LCCC credit. Allows 12<sup>th</sup> grade students to take courses on any LCCC campus for dual credit at secondary and postsecondary levels. Also allows 10<sup>th</sup> and 11<sup>th</sup> grade students to take courses at LCCC in Automotive Technology, Diesel Technology, and Auto Body for dual credit at secondary (high school) and postsecondary (LCCC) levels.

**MOTION:** That the Board of Trustees approves the expenditure of up to \$950,000 for the renovation of the lower level of the Education and Enrichment Center (EEC) to accommodate the permanent relocation of the Information Technology Services staff currently residing in the soon to be renovated Fine Arts Building, and to accommodate the co-location of all other departments reporting to the Associate Vice President for Institutional Effectiveness. The source of the funds for this project will be an appropriate combination of mill levy revenues from the November 6, 2018, election and existing fund balances across multiple accounts.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

## 6. BOARD REPORTS

A. Board Member Updates – Board Chairman Jess Ketcham (*Standing Agenda Item*) – None

B. Finance and Facilities Committee (March 19<sup>th</sup> Meeting) – Trustees Don Erickson and Janine Thompson

Trustee Erickson stated the Finance and Facilities Committee met yesterday. He applauded Vice President Johnson on his ability to stay on top of all the construction projects and thanked him for his diligence. Referring to the Finance and Facilities Committee meeting, Trustee Erickson noted the following information was presented:

- Routine Budget Review – Tuition and fees are substantially ahead of historical amounts. Some \$200,000 to \$300,000 will need to be written off.
- Construction Update
- EEC Renovation Budget

Trustee Erickson moved and Trustee Thompson seconded,

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

- 1) [Current and Auxiliary Fund Balance Sheet Reports as of February 2019](#)
- 2) [Current and Auxiliary Fund Budget Reports as of February 2019](#)
- 3) [Procurement and Contracting Report February 2019](#)

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

C. [Board of Trustees Proposed FY 2020 Budget](#) – Trustee Erickson

Trustee Erickson stated significant changes have been requested on the Board's budget and noted the overall budget request is less than last year's.

- The Foundation's contract will increase by 2%.
- An increase in professional development funds will offer additional opportunities for trustee professional development, particularly those by ACCT or other opportunities at the local level. Travel expenses for Trustee Lyttle as the Wyoming Coordinator for the WACCT will be funded out of Professional Development. The WACCT may cover these expenses in the future.
- Innovation Funds (\$0) and Legal Services' budgets will remain the same.
- No election expense will be incurred this year.

Following minimal discussion, Trustee Erickson stated based on the Board's consensus, he will deliver the Board's FY2020 budget to Budget Director Jayne Myrick.

The next Finance and Facilities Committee meeting will take place on April 10 from 10 a.m. to 12 p.m. An review of the original 2011 Campus Master Plan and the 2016 Updated Campus Master Plan will be presented.

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

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

ACC Ex Officio Keadle could not be present, so Associate Vice President Brady Hammond updated the Board. An ACES (Association of Cooperative Educational Services) Conference will be held next week in Riverton. <https://www.aceswy.org/> A panel and follow-up networking will take place on a BOCES (Board of Cooperative Educational Services). Dr. Hammond believed the conference information will be educational, relevant, and useful, especially as a BOCES is pursued by LCCC and ACC. Trustee Erickson expressed interest in attending. (POSTSCRIPT TO MINUTES: Associate Vice President Hammond emailed the conference information to Trustee Erickson. However, in the interim, Trustee Erickson incurred another commitment.) Dr. Hammond later stated BOCES operations across the state will be studied and that every BOCES in the state seems to approach funding differently.

President Schaffer stated Laramie County School District No. 1 Superintendent Boyd Brown came from Campbell County and is willing to open BOCES conversations. Laramie County School District No. 2 is more conservative, so the pursuit of a BOCES conversation may be a challenge.

In response to Trustee Soto, who asked for an explanation of a BOCES, President Schaffer stated a BOCES (Board of Cooperative Educational Services) or a BOCHES (Board of Cooperative Higher Education Services) is created when one or more educational entities join together to form an organization and to develop a plan for the types of services the organization wants to cooperatively provide for their specific service area. The plan must be approved by the Wyoming Department of Education. Wyoming statute provides for some permissive taxing ability of one-half mill on their taxing district to generate funds in support of programming identified in the BOCES. For Trustee Thompson, President Schaffer stated historically either K12 districts or a community college and a K12 district have partnered on a BOCES to fund Career and Technical Education programs and concurrent and dual enrollment activities. He did not believe the statutes preclude the University from also participating. However, he would need to review the statutes to confirm this.

Trustee Erickson stated that Albany County is in LCCC's service area but is not a taxing district. Because LCCC does not have taxing authority in Albany County, because they are not part of the LCCC district, the only entity in a BOCES between LCCC and Albany County School District No. 1 that could assess a millage up to ½ mill on Albany County would be the Albany County School District Board. Those dollars could only be used to support the activities and BOCES plan established for Albany County. Therefore, the half mill could not be assessed in Albany County unless Albany County were to pass a local initiative that would add Albany County as a taxing district in LCCC's service area. If this were to occur, the newly established Albany County district would need to form a governing body with representation from the Albany County district. President Schaffer continued that Albany County School District No. 1 would have the authority to levy a half mill on Albany County taxpayers to generate the funds. In Laramie County, if a BOCES were formed between LCCC and Laramie County School District No. 1, both boards would jointly have the authorization to assess a half mill on the taxing district. For LCCC, that would include the both District 1 and 2 but would likely be limited to District 1. Those collective funds would support programming identified in the BOCES plan. President Schaffer reiterated

that only Albany County School District No. 1 could assess a millage authorized by a BOCES between LCCC and Albany County, and those dollars could only be used in Albany County.

- B. Student Ex Officio Trustee – Mr. Austin Babcock – No update, as this meeting occurred during spring break.

Trustee Merrell stated a student town hall meeting will be held on Thursday, March 28<sup>th</sup> from 12:30 p.m. to 2:00 p.m. in the student lounge and encouraged trustees to attend. She also commended Student Engagement and Diversity Coordinator Zeke Sorenson on his leadership.

- 8. NEW BUSINESS** – Board Chairman Jess Ketcham – None

- 9. ADDITIONAL ITEMS** – Information Only – Board Chairman Jess Ketcham

A. Historical List of Board Motions

B. Creating a Cyber Secure Campus (FEB/MAR 2019 AACC.NCHE.EDU) – Board Chairman Ketcham pointed out Chief Technology Officer Chad Marley’s contribution to the article.

- 10. NEXT MEETINGS/EVENTS** – See Google Calendar for details.

- April 24 (Wednesday) Moved from April 17<sup>th</sup> because of conflict with AACC Pathways Pre-Conference Institute – Board Meeting and Dinner (Student Veterans Association/Rotary Open House – Crossroads Building) – Student Veterans Center
- May 15 (Wednesday) – Board Meeting
- June 19 (Wednesday) – Board Meeting

- 11. 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 members of the public requested an opportunity to address the Board.

- 12. ADJOURNMENT** of the March 20, 2019, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Jess Ketcham

Trustee Soto moved and Trustee Merrell seconded,

MOTION: The March 20, 2019, Board Meeting be adjourned.

DISCUSSION: None

MOTION CARRIED unanimously.

Board Chairman Jess Ketcham adjourned the March 20, 2019, Board Meeting at 8:25 p.m., as so moved.

Respectfully submitted,

Vicki Boreing  
Board Recording Secretary