

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, NOVEMBER 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, ACC Ex Officio Butch Keadle (Zoom), and Student Ex Officio Trustee Karyn Forbes

Staff Present: President Joe Schaffer, Vice Presidents Kari Brown-Herbst, Rick Johnson, and Melissa Stutz; Associate Vice Presidents Brady Hammond (Zoom) and Lisa Trimble; Executive Director Tammy Maas; Administrators, Faculty, and Professional Staff Alex Barker, Adam Keizer, Victoria Steel, Rob Van Cleave, and Janet Webb (Zoom); and Legal Counsel Tara Nethercott

Visitors: Tom Coulter, *Wyoming Tribune-Eagle*

1. CALL TO ORDER of the November 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 November 20, 2019, Board Meeting of the Laramie County Community College District Board of Trustees at 7:04 p.m.

2. MINUTES – The [October 30, 2019, Board Meeting Minutes](#) – Board Chairman Jess Ketcham

Trustee Merrell moved and Trustee Salazar seconded,

MOTION: That the Board of Trustees approves the October 30, 2019, Board Meeting Minutes as written.

DISCUSSION: None

MOTION CARRIED unanimously.

3. REPORTS TO THE BOARD

A. [Staff Senate](#) – Janet Webb, President (Zoom)

Staff Senate President Webb reported briefly on the following included in her written report linked above:

- A survey on communication and professional development will be distributed to staff before the holiday break. Staff responses to the survey will provide input on professional development offerings and how to improve communication.
- Staff Senate officers will complete a draft of the Functional Content Assessment. The draft will be reviewed during the Staff Senate's December meeting.
- The LCCC Staff Senate is discussing the concept of collaborating with staff associations at the other Wyoming community colleges.
- Faculty Senate and Staff Senate are co-sponsoring a food drive through November 22nd for the Western States Bank Food Pantry that supports the College's students.
- Staff Senate will host a "Deck the Doors" decorating contest. Judges for the contest will be solicited from the Board of Trustees. President Webb asked interested trustees to contact her.

B. Faculty Senate – Rob Van Cleave, President

Faculty Senate President Van Cleave shared the following:

- The Faculty Senate is also working on a Functional Content Assessment. President Van Cleave publicly acknowledged Janet Webb's assistance with both the Faculty Senate and the Staff Senate's assessments.
- As previously reported by Ms. Webb, the Faculty Senate is also participating in a food drive for the Western States Bank Food Pantry.

- President Van Cleave will be working with the other community college Faculty Senate presidents to gauge their interest in resurrecting the Faculty Alliance. The goal is to have an all-inclusive report for the February 13, 2020, Wyoming Community College Commission meeting on LCCC campus.
- A B12 general education block is being put together.
- The Faculty Senate is looking forward to the December 13th assembly with President Schaffer, Interim Vice President Kari Brown-Herbst, school deans, and faculty. The assembly's focus is the future of academic affairs.

C. Construction Update – Vice President Rick Johnson

- **Andrikopoulos Business and Technology Building** – Vice President Johnson shared before and after photos of the building's exterior. Some work on the ADA ramp and handrail will take place after the rest of the work is complete, which should occur by the end of November.
- **Fine Arts Building** – A number of challenges have been resolved. None impacted the project's budget or schedule. The renovation continues to have a completion date of June 2020; the auditorium November 2020.
- **Residence Hall** – A summary of the project work was presented at the Finance and Facilities Committee meeting on November 13th. The number of beds that will be ready for occupancy is contingent on winter weather. Because of the progress made during the last couple of weeks, some 261 out of the needed 357 beds should be available by early August. The remaining 96 beds are scheduled to finish in two segments during the first and second weeks in September. Another schedule will be shared in the upcoming weeks. That schedule will reset expectations, present solutions, and hopefully keep the momentum flowing. Method Studios' architect for this project has been very proactive in seeking solutions.

“What ifs” along with a contingency plan have been discussed internally. More discussion will be held in January and February. The project's contingency funds have about \$.5 M. A decision to use these funds could be made in February. The College has not backed off its expectation that the residence hall will be completed and ready for move-in before the 2020 Fall Semester begins.

D. [Pathways Update](#) – Vice President Melissa Stutz, Interim Vice President Kari Brown-Herbst, Career Services Coordinator Adam Keizer, and Admissions Representative Alex Barker

Vice President Melissa Stutz, Interim Vice President Kari Brown-Herbst, Career Services Coordinator Adam Keizer, and Admissions Representative Alex Barker showed the Board what the Pathways process looks like from a student's point of view. Dr. Stutz explained recruitment for the Fall 2020 Semester has already begun. Therefore, the Pathways' implementation has also begun. Ms. Barker and Mr. Keizer shared how they interact with a student from the time the student first contacts the College, through their Career Coach assessment, and on to the application process with a recommended Pathway.

Mr. Keizer stated students are ready to get their Pathways' journey started. The Career Coach Software went live in September 2019 and contains live, local data for Laramie and Albany counties, Wyoming, the Front Range, Colorado, and Nebraska. The data includes job postings and apprenticeship opportunities. The Career Coach helps a student to choose their major/career path before enrolling. Laramie County School District No. 1 is using the Career Coach assessment for their Hathaway program. Their students map out their goals to coincide with the College's offerings. The College will conduct a big recruitment campaign in April along with a job fair.

Vice President Stutz spoke to the Pathway NETwork, saying the NETwork “protects and hugs the student through graduation and beyond.” The NETwork includes a Pathway admissions representative, Pathway advisor, Pathway director, and a Pathway mentor. The Pathway NETwork extends its relationship with the student through the next steps:

- Paying for college – scholarships
- Attending online orientation
- Encouraging a visit to campus

- Meeting with a Pathway advisor
- Registering for classes
- Attending the semester's kick-off event, organized especially for new students

4. PRESIDENT'S REPORT – President Joe Schaffer

A. Update on Bachelor's of Applied Science Programs – President Joe Schaffer

The Bachelor of Applied Science successfully advanced during the Commission's October 24th meeting. The next step is for the degree programs to be submitted to the HLC (Higher Learning Commission). The HLC requested either January 27th and 28th for their site visit, which is later than anticipated. The site team will submit a report following their visit to the Institutional Actions Council, who will review the report and make a recommendation. The tight timeline will also include a United States Department of Education financial aid review. For Student Ex Officio Trustee Karyn Forbes, President Schaffer stated the site visit team will want to speak with students to engage their interest, but the forum for doing this is unknown at this time.

An Aside – President Schaffer showed a news clip highlighting the College's soccer teams that are now competing in a national championship tournament. The women's soccer team won their first game but lost their second game today and are on their way home. The men's soccer team also won and then lost consecutive games but advanced in the pool placement. They rank sixth out of ten teams and are "still in the hunt." Having both the women's and men's soccer teams compete in a national tournament is a first for LCCC.

B. Amazon Web Services Training – Interim Vice President Kari Brown-Herbst

Interim Vice President Brown-Herbst told the Board about the fusion splicing training held last week at LCCC. Fusion splicing is like welding for glass. The College was asked to hold the training when the University's platform did fit the criteria. Outreach and Workforce Development Dean Maryellen Tast coordinated LCCC's offering of the training on short notice. Of the 32 students that enrolled, three were LCCC faculty, one was from Albany County, the others were from local employers. Students were not assessed an enrollment fee.

Locally, Century Link needs employees with this training to fill this skills gap and sent two of their employees to this training. Certifications of completion were earned by 31 students; the 32nd student was not present on the second of the two days. Two of those were scheduled for job interviews in Boston. Local and nationwide contractors were invited to the graduation ceremony. Salaries for this field are as high as six figures. Other trainings have occurred in Missoula and Bozeman. LCCC was chosen as a training site partly due to the promotion of the College by Chris Boswell, who first heard about the opportunity through his position as Interim Vice President for Community Affairs with the University of Wyoming.

C. [Employee Separation/Turnover Analysis](#) – HR Executive Director Tammy Maas

HR Executive Director Maas prefaced her report stating there is a lot more to turnover than just the numbers and that turnover results from different circumstances. The turnover data collected since 2016 has increased in accuracy. FY2018 benchmarks show LCCC's full-time employee turnover rate is 14.33% compared to 13.22% (partial year) in FY2020. LCCC's turnover is on the low end of comparators. From the *2016-2019 Exit Interview Results* (approximate 25% response rate), the top three reasons for leaving the College were:

- Found a better or new opportunity
- Poor working environment, lack of perceived support
- Retirement

President Schaffer observed getting to the real reasons for voluntary separations beyond the tangibles, such as retirement and involuntary separations, is difficult.

The College's myPATH evaluation system, a strong benefit package, investment in a revised compensation plan, and strong recruiting practices are expected to improve retention. However, challenges will still exist. Among those are:

- tight labor market for well-qualified candidates
- unprecedented unemployment rate of 3.8%
- millennial population decrease of 5.1%

For Trustee Salazar, Executive Director Tammy Maas stated data about persons who come and go in one year could be gathered, noting further these departures are called "churn." President Schaffer stated the focus will be on talent, recruitment and retention, and utilizing the data, such as that from the Employee Experience Survey, to understand why employees are leaving the College.

5. WORK ITEMS

A. Board of Trustees Self-Evaluation

1) [Governance 101 Refresher](#) – President Joe Schaffer

President Schaffer stated the Board has expressed interest in having a more in-depth self-evaluation. With that in mind, he provided a refresher on board governance responsibilities. He cited three broad areas and reviewed the specific areas outlined under each.

- Fiduciary Mode – Compliance and Oversight – Most boards spend most of their time on this, because it's the most clearly defined.
- Tactical Mode – Strategic Foresight – A board's tactical mode is usually spent on guiding the strategic plan of the institution.
- Contemplative Mode – Future-Focused – A lot of boards never get to the Contemplative Mode, but should spend time helping the institution "unpack and think about uncertain future."

In general, the Board has three broad areas of oversight: (1) determining where the Board wants the institution to go, (2) deciding who is going to take the institution there (e.g., the President), and (3) evaluating their progress on their determinations. President Schaffer also stated the following Board responsibilities included under "Governance 101."

- Setting policy and directing administrative implementation
- Monitoring the institution's progress on key objectives
- Assuring the success of the President/CEO
- Supporting the College's mission
- Serving as the conduit to the community
- Focusing on the long-term
- Ensuring financial solvency of the institution

Following the refresher, Trustee Lytle stated her vision of a retreat is to focus on the Contemplative Mode and have the Board do some exercises in this area. She also voiced an interest in the Future-Focused area. Other retreat topics suggested by Trustee Erickson were the redo of the College's Strategic Plan 2013-2020 (progress report in 2016) and the Building Forward 2012-2020 (campus master plan – updated in 2018). President Schaffer noted the College's strategic plan and campus master plan will conclude the end of Fall 2020. He will be gauging the energy levels of the campus as the conclusion of these draws near and determine at that time whether to engage the campus in updating these. The work necessary to implement Pathways and to complete both the strategic plan and the campus master plan in this same timeframe will be assessed. Referring to his conversation with Trustee Salazar on engaging other populations in higher education, President Schaffer stated that knowing with absolute certainty how to do this may not be immediately apparent. However, as a starting point, the Board may wish to engage in dialogue and debate based on evidence to help clarify what is unclear or to determine what their position may be on a given topic.

2) [Proposed Self-Evaluation Questions](#) – Trustees Carol Merrell and Wendy Soto

President Schaffer stated the questions will be the foundation of the Board’s self-evaluation that should be completed by early December. For Trustee Salazar, the questions are not in priority order and no right or wrong answer exists. The responses will be brought to the Board at their retreat in January for analysis. Trustee Soto stated for Trustee Erickson that the intent was to be more detailed, and Trustee Erickson agreed that should be the intention in order to spur some in-depth conversation.

The Board also discussed the possibility of having someone outside of the College facilitate the Board’s self-evaluation responses. The Board agreed to have President Schaffer explore the availability and cost of a facilitator. President Schaffer will have the self-evaluation ready for response by Monday, November 25, with an anticipated completion by the middle of December. Institutional Research will perform the qualitative analysis. He will also follow up on a facilitator for their January retreat.

6. APPROVAL ITEMS

A. [Program Closures and Suspensions](#) – President Joe Schaffer, Interim Vice President Kari Brown-Herbst

President Schaffer stated Guided Pathways required the College to move away from the ala carte approach for choosing courses to one that is more purposeful and helps the student become more directed. Having too many options has created paralysis and disadvantaged a student’s ability to move forward. Inherent to this, the Guided Pathways direction would deactivate/close (no longer be offered) or place on hiatus/suspend (“place on the shelf” should it be needed in the future) some program options. A program on hiatus may be reactivated without having to undergo the much-involved program approval process.

President Schaffer emphasized the following:

- One – Students currently enrolled in a program to be deactivated will be notified and will have the option to finish and receive their credential. Inactive students will also be notified. These students may return and complete their programs, if they enroll for the Spring 2020 semester.
- Two – The vast majority of courses that comprise these programs will still exist.
- Three – Persons should know that the “path” is not going away; rather, the student will now have a much better pathway to the degree they choose.

Academic Affairs Interim Vice President Kari Brown-Herbst shared the five reasons for programs to be either placed on hiatus or to be deactivated.

- Historically low program enrollments/majors
- Low persistence and/or completion rates for students
- Limited ability as a stand-alone credential to secure living-wage career placement
- Lack of alignment with four-year articulation partners that are realistic pathways for students
- Authenticity/uniqueness of the degree program when compared to similar programs at LCCC (e.g., few courses differentiating them)

She also brought to the Board’s attention that the examination of courses based on the above was faculty-led. The global emphasis was placed on the College fulfilling its promise, that students would be able to earn a quality credential in a reasonable amount of time and that credential would lead to opportunities not otherwise accessible to them. She also noted the faculty accomplished this tremendous amount of work during the August in-service. As a matter of information, she pointed out that the program courses to be offered in the 2020-2021 catalog are listed on the last page of the above linked document.

Answers to Other Questions

- English will fall in the Communication and Creative Arts Degree Pathway in the School of Arts and Humanities. Students entering this pathway will focus on two principle areas of interest, much like selecting a minor and a major. They will choose their electives based on those two principle areas of interest. History will fall in the Human and Public Services Degree Pathway in the School of Math and Sciences.

- Pathways students who have a Communication and Creative Arts Degree with an emphasis in English will have no problem transferring those credits to the University of Wyoming.
- The College's seven Pathway degrees have fairly common and consistent first semesters, including the COLS 1000 course, which includes career exploration opportunities with faculty and other universities, in addition to the ones offered in EAB Navigate and those available to the prospective student when he/she meets with an advisor. A visit to the University of Wyoming will help the student build out their academic plan with the courses to be taken for example, for an English degree that will transfer to the University.
- The best guarantee the College will have for students to assure transfer of courses is a formalized articulation agreement. Those agreements are executed with the college or university where an LCCC student is the most likely to attend, which is the University of Wyoming. In addition, The College also has a number of articulation agreements with institutions outside of Wyoming in Arizona, Colorado, Nebraska, South Dakota, and North Dakota.
- The Commission is working on some time parameters for relaunching a program on hiatus. At this time, the College does not have a policy and procedure for relaunching a program on hiatus. In lieu of an existing policy and procedure, a program being considered for relaunch would be brought to the Board for their approval to do so.

Trustee Erickson moved and Trustee Merrell seconded,

MOTION: That the Board of Trustees approves the placement of the identified programs into hiatus status, suspending their offerings starting Fall of 2020, and the deactivation of the identified programs, closing them effective Fall of 2020.

DISCUSSION: None

MOTION CARRIED unanimously.

President Schaffer stated stakeholders will be receiving info; advisors are ready to answer questions; and students will be advised. He reiterated Pathways is a student-focused decision and asked the Board to please refer questions to him.

Student Ex Officio Trustee Forbes asked if prospective students will be discouraged when they do not find a course in the catalog because it is "hidden in Pathways." President Schaffer responded the student must be made aware that the College has a Pathways for them regardless of their Pathway/educational goal, and the College is working on how to message that to students. Vice President Stutz stated students are already being recruited for next year and those conversations are taking place. President Schaffer added the number of applications is substantially higher at this time for Fall 2020.

- B. [Naming of Residence Hall the "Foundation Hall"](#) – President Joe Schaffer, Associate Vice President Lisa Trimble

President Schaffer stated the Board is receiving a second presentation on the naming of the West Residence Hall the "Foundation Hall."

Trustee Erickson moved and Trustee Soto seconded,

MOTION: That the Board of Trustees approves the naming of the West Residence Hall the "Foundation Hall" in recognition of the history of the Hall and the significant contributions the LCCC Foundation Board has made to LCCC recently and throughout the past.

DISCUSSION: None

MOTION CARRIED unanimously.

7. POLICIES

- A. [Integrity and Standards of Practice Policy 9.8 \(New\) – 2nd Reading](#) – President Schaffer, Sponsored Awards and Compliance Director Victoria Steel

President Schaffer stated the policy is before the Board on second reading.

Trustee Merrell moved and Trustee Soto seconded,

MOTION: That the Board of Trustees approves Board Policy 9.8 Integrity and Standards of Practice.

DISCUSSION: Director Steel explained for Trustee Erickson the policy was created to house Privacy and Protection and Information Security Procedure 9.8P and others that may be required by the HLC and federal funding agencies to safeguard the College's assets and stakeholder personal information. Regarding Trustee Erickson's question on temporary executive order, President Schaffer stated the action was taken to assure the College was in alignment with federal policy in preparation for the annual audit. He also noted that the Temporary Executive Order is in effect for 120 days, during which time the policy or procedure must be fully vetted through the College's policy and procedure approval process. Trustee Erickson then offered some suggested wordsmithing. The trustees were not opposed to the wordsmithing changes but concurred that the changes were not necessary following President Schaffer's explanation that the policy contains very standard language that fits the purpose of the policy and provides clear direction from the Board to the CEO (president).

MOTION CARRIED unanimously.

8. BOARD REPORTS/UPDATES – Board Chairman Jess Ketcham (*Standing Agenda Item*)

- A. Finance and Facilities Committee (November 13th Meeting) – Trustees Don Erickson and Janine Thompson

Trustee Erickson stated the Finance and Facilities Committee had a thorough discussion about the construction timeline for the residence hall that was discussed earlier during this meeting.

Trustee Erickson moved and seconded by Trustee Merrell,

MOTION: That the Board of Trustees accepts and approves the following financial statements:

- 1) [Current and Auxiliary Fund Balance Sheet Reports as of October 2019](#)
- 2) [Current and Auxiliary Fund Budget Reports as of October 2019](#)

DISCUSSION: None

MOTION CARRIED unanimously.

- 3) [Procurement and Contracting Report October 2019](#) – The modified report is linked here and will be included with the formal approved minutes.

Trustee Erickson stated following a thorough discussion about the two items listed below a determination was made that locating funding for these projects in this fiscal year is premature. The anticipation is that these projects will appear on the major maintenance list for the next budget. Therefore, the two items should be removed from the Potential Solicitation Table II.

Trustee Erickson moved and Trustee Thompson seconded,

MOTION: That the Board of Trustees approves the Procurement and Contracting Report with the deletion of the following from the Potential Solicitation Table II:

- November 2019 – Science Room 158 – Chem hoods & biosafety hoods repairs for inadequate ducting (est. \$80K-100K) – Science – TBD
- November 2019 – Science Building – Hardware upgrades of existing hoods in science building (est. more than \$100K) – Science – TBD

DISCUSSION: None

MOTION CARRIED unanimously.

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

A. Student Ex Officio Trustee – Ms. Karyn Forbes

Ex Officio Student Trustee Forbes shared the following:

- The First Lady of Wyoming visited the College’s Western States Bank (WSB) Food Pantry in October. She is interested in shedding light on a statewide, united effort called the “Wyoming Hunger Initiative” that would bring together the state’s scattered food banks, soup kitchens, and after-school meal programs.” [Casper Star Tribune, 11/27/19] The WSB Food pantry was visited 255 times so far this semester.
- SGA granted the e-Sports Club \$750 in start-up costs and to host tournaments to promote interest and engage students in the club activities.
- SGA organized four committees to take action on suggestions received in survey responses. Those committees and their goals are:
 - Education – Visit Cheyenne high schools and share information about LCCC, SGA, and the overall college experience; develop a podcast to help students get to know their instructors better
 - Support – Increase school spirit through communication via social media and collaboration with the Mass Media Program; produce throw out campus announcements; and create flag advertising for SGA; raise awareness for Counseling and Campus Wellness, the health clinic and other campus programs; create a support group for working student parents
 - Clubs and Groups – Discuss with the Athletic Department the possibility of holding open gym hours for students and the Cheyenne community as a whole (The latter would also serve as a recruitment effort by making the College accessible to groups that would not normally be on campus.)
- Campus Activities Board (CAB) – The Giving Tree has stars available for the children of LCCC students in need. Finals week activities include:
 - CAB Coffee Hour on Monday, December 2nd
 - Therapy dogs in Crossroads Building, College Community Center, and Health Sciences Building from 11 a.m. to 1 p.m. on Tuesday, December 3rd
 - Guided Painting Party in the Student Lounge on Wednesday, December 4th from 6 to 8 p.m.
 - Finals Survival Kits in the Student Lounge on Thursday, December 5th, at 12 p.m.

B. ACC Ex Officio Trustee – Butch Keadle (Zoom)

Ex Officio Trustee Keadle reported he and Associate Vice President Hammond will be giving a BOCES presentation to the Albany County School District No. 1 Board on December 4th during a work session. He and Associate Vice President Hammond have met with five or six of the nine board members. Work continues with the City of Laramie and Albany County on outreach programming. Associate Vice President Hammond is also engaged in the development of the Laramie Economic Development Plan.

President Schaffer told the Board that Associate Vice President Hammond is now the interim chairman of the Albany County Tourism Board. He added Dr. Hammond’s appointment to this board is representative of how well he represents LCCC in Laramie.

10. NEW BUSINESS – Board Chairman Jess Ketcham

Trustee Soto spoke about the Pathways Initiative and how she would like more information that will help her respond to questions that come to her from community members. She suggested Trustee Lyttle convene the Academic Affairs and Student Services Ad Hoc Committee to specifically engage in conversation about Pathways. Trustee Lyttle, Trustee Merrell, Trustee Thompson, and Ex Officio Trustee Forbes also

expressed interest in holding a meeting. All the foregoing agreed they would rather convene the Academic Affairs and Student Services Ad Hoc Committee rather than include the discussion on the January retreat agenda. Board Chairman Ketcham, Trustee Erickson, and Trustee Salazar stated they were comfortable with their understanding of Pathways and commended the campus communication process, the Pathways website, faculty engagement, and the presentations that helped facilitate that understanding. President Schaffer stated he is happy to bring the conversation to the Academic Affairs and Student Services Ad Hoc Committee and asked that specific questions be emailed or otherwise communicated to him. (POSTSCRIPT TO MINUTES: The Academic Affairs and Student Services Ad Hoc Committee will meet on Friday, February 7, 2020, from 12 to 2 p.m. in the President's Conference Room. Attendees will be Trustees Lyttle, Merrell, Soto, Thompson, and Forbes.)

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 4 (Wednesday) – Board Meeting – Election of Officers – Board Chairman Ketcham reminded the Board of their agreement to have the current officers and WACCT and Foundation Board representatives continue for a second term.
- December 6 (Friday) – Holiday Celebration (RSVP Deadline is Friday, November 22nd)
- December 9 (Monday) – LCCC and LCSD No. 1 Boards’ “Holiday Dinner”
- December 20/21 (Friday/Saturday) – Trustees/Cabinet Holiday Gathering at the Schaffer’s – From the Board’s input, December 20th was chosen for the Schaffer’s Holiday Gathering.

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

Board Chairman Jess Ketcham called for public comment and heard no requests.

Trustee Lyttle shared her dental hygienist enrolled her daughter in the Children's Discovery Center and she and her daughter are extremely happy with the Center, its staff, and the curriculum. Trustee Thompson stated her dental hygienist can't wait for the Bachelor of Applied Science degree to be implemented.

14. ADJOURNMENT of the November 20, 2019, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Jess Ketcham

Trustee Erickson moved and Trustee Merrell seconded,

MOTION: That the Board of Trustees adjourns the November 20, 2019, meeting of the Laramie County Community College District Board of Trustees.

DISCUSSION: None

MOTION CARRIED unanimously, and the meeting was adjourned, as so moved. at 9:42 p.m.

Respectfully submitted,

Vicki Boreing
Board Recording Secretary