

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, SEPTEMBER 11, 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 and Carol Merrell, and ACC Ex Officio Butch Keadle

Board Excused: Trustee Janine Thompson

Staff Present: President Joe Schaffer, Vice Presidents Clark Harris, Rick Johnson, and Melissa Stutz; Associate Vice Presidents Brady Hammond and Lisa Trimble; Executive Director Tammy Maas; Administrators, Faculty, and Professional Staff Ali McCown, Danielle Opp, Nola Rocha, Jeff Shmidl, Rob Van Cleave, and Janet Webb; and Legal Counsel Tara Nethercott

Visitors: None

1. **CALL TO ORDER** of the September 11, 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 September 11, 2019, Board Meeting of the Laramie County Community College District Board of Trustees at 7:07 p.m.

2. **MINUTES** – The [June 19, 2019, Board Minutes](#) – Board Chairman Jess Ketcham

Trustee Erickson moved and Trustee Soto seconded,

**MOTION:** That the Board of Trustees approves the June 19, 2019, Board Minutes as written.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

3. **REPORTS TO THE BOARD**

A. Staff Senate – Janet Webb, President

The Staff Senate held their first meeting this semester along with a joint round table with the Faculty Senate. Priorities are being established for the year. Major topics include professional development, communication, and planning the annual crockpot cook off, which will take place on October 23<sup>rd</sup> in CCI 130. Prizes will be given for a fan favorite recipe and the most creative use of a crockpot. Donations will be accepted. The monies collected for each crockpot entry will determine the fan favorite. The money raised goes to the Randy Miller scholarship fund.

President Schaffer asked Staff Senate President Webb to also comment on the “new digs” in EEC. She stated almost all of the occupants have moved into their new offices and are enjoying their new space. The renovated EEC space houses Institutional Effectiveness, Integrated Technology Services, Institutional Research, Institutional Projects, Sponsored Awards and Compliance, and Associate Vice President Kim Bender, who oversee these areas.

B. Faculty Senate – Rob Van Cleave, President

The Faculty Senate has met a couple times and gone over some issues with the calendar. Working with student services has been a great experience. Issues with the academic calendar have been hashed out and was a very congenial and collaborative effort. A round table was held with staff and faculty, and the development of priorities are in process. Teresa Authier is the vice president for this academic year and will assume the office of president next year, which is a change in officer appointments for Faculty Senate. President Van Cleave and Vice President Authier met with President Schaffer and learned two of the Faculty Senate priorities align with two of his priorities. They are going to meet at least once a month or more as necessary. President Schaffer has the Faculty Senate meetings on his calendar, receives the agendas, and is welcome to attend any of these meetings. There is better communication and a more noticeable and active voice in Faculty Senate. Mr. Van Cleave noted the communication problem will probably never be resolved but efforts to do so will continue. An example of an issue that came up this semester is the noise in the business building. This was not communicated really well to those in the business building prior to the start of classes. Mr. Van Cleave stressed he wants to be a partner and not an adversary.

C. Construction Update – Vice President Rick Johnson

Vice President Johnson shared pictures of the ACC's finished renovations noting the following:

- Southwest side of the building: curved roof is the classroom edition
- Opposing east side: has a similar setup with nice ceiling treatments
- Lecture classrooms: still have furniture being delivered; painting continues
- Wet lab: Associate Vice President Hammond stated the project went extremely well, and the contractor performed fabulously.

**Business/Technology Building:** The project is on schedule. The metal that will be the façade is now on site. Vice President Johnson noted Faculty Senate President Van Cleave's comments on the noise level. The project is scheduled for completion in late November. All the windows are cut in, and the interior work is done. Some trees on the south side are too close to the building and have some rot. This will need to be addressed.

**EEC:** Most of the occupants have moved into their new offices. Sampson Construction did a marvelous job and kept the construction schedule on track. Occupants are reporting good things about the space including its functionality and the natural light. The store front on the west entrance is on backorder from the supplier and should arrive next week.

**Fine Arts Building:** The project's contractor GH Phipps reports the scheduled completion is on track with the interior to be finished June 2020 and the auditorium will in December 2020. GH Phipps was also the contractor for the Ludden Library renovation. Final architectural drawings have 3D interior visualizations. The auditorium is beautiful. President Schaffer added the music faculty are already discussing the auditorium's grand opening and are hoping to include the Cheyenne symphony and orchestra.

**Residence Hall:** The elevator structure is up. The foundation's construction is underway. Begin in October through January, the steel will be going up followed by the addition of wood framing on top of the steel. Once steel is up, the contractor should be able to provide a more accurate schedule. Cost issues have been resolved at this point.

**Arena:** The Kalwall is finished and is blue with logo imagery. The idea came from Physical Plant Director Bill Zink.

D. Pathways Update – Vice Presidents Clark Harris and Melissa Stutz

Preparations are in process for attending the Pathways Institute No. 3 in New Orleans. This institute is faculty-oriented. Vice President Stutz stated that as a new person to the institution, the work that's being done with Pathways is nothing short of astounding. She stated every single person owns their piece of making Pathways successful and that comes from President Schaffer's leadership.

#### 4. PRESIDENT'S REPORT

President Schaffer stated he is greatly relieved to have Vice President Johnson back on campus and commended those who took on the projects' many responsibilities and continued their progress in his absence.

A. The Day Before Recap – Alli McCown, Sarah Hannes

President Schaffer said streamlining the entry process is one of the Pathways projects. Director of Admissions and Enrollment Services Sarah Hannes and Career Services Coordinator Adam Keizer are co-leads for the "Entry Process" Pathway. He pointed out The Day Before is an example of the shifting mentality around orientation and engagement of new students on campus.

Director Hannes explained the event was a result of conversations held during last summer's Pathways Institute. These conversations included Sarah Hannes, Adam Keizer, Alli McCown, Stephen Crynes, Zack Roehrs, Julie Gerstner, Judy Hay, Clark Harris, and President Schaffer. They did a lot of mapping of the entry process, considering the student's point of view. They determined that although the College does an amazing job of recruiting students, it does not celebrate its new students and thank them for choosing LCCC. The result was the need for a "new student celebration" that would include not only the new student but also their families, children, and everyone who helped their student make the decision to attend LCCC. Discussion was also held on how to restructure the current orientation process and how the celebration event would educate students on the College's Guided Pathways and programs.

Coordinator McCown stated the brainstorming process began in September 2018 at a Guided Pathways Retreat. The retreat's focus was on improving the College's entry process by having an on-campus orientation process that would include a celebration and eliminate multiple events required for students under the orientation process in place at that time. The on-campus experience would provide an opportunity for receiving information relevant to the student's program of study and the College's resources, touring the campus, and connecting with faculty. She emphasized the goal was to celebrate students and their families and kick off the year with a sense of Golden Eagle pride and culture.

The Day Before results were:

- 439 students RSVP'd for the day (goal was 500).
- Over 400 students attended.
- Students completed a survey at the end of the day. The survey responses showed:
  - o 70.83% of students strongly agreed that they learned something that would help them be successful during their time at LCCC.
  - o 72.34% of students strongly agreed that this event was helpful and would recommend to a friend starting at LCCC.

- Average score from faculty and staff was a 4.1 on a 5.0 scale. The scores indicated that overall those completing the survey believed The Day Before was effective in its goal of celebrating, connecting, and preparing students.
- The Student Hub staff experienced a 30% decrease in the number of students visiting the Student Hub on the first day of classes, when compared with last year's visits.

What's next? The Spring 2020 event will be much smaller and will be more focused on nontraditional students. In contrast, the Fall 2020 event will be much larger due to the launch of Pathways. The title of the fall event will be revisited. One of the planning benefits of having The Day Before prior to the implementation of Pathways was to learn what works and what needs improvement in preparation for the Fall 2020 semester's Pathways launch.

President Schaffer added that The Day Before is unique to what's happening at LCCC right now. All of this change is transforming every aspect of the institution. LCCC has great people who can take a concept introduced during a conversation a year ago, and in a year's time mobilize the campus to hold an event celebrating new students. President Schaffer thanked Director Hannes and Coordinator McCown and the "Entry Process" Pathways' members, noting the College is benefiting from their great leadership and all that they have accomplished.

B. [FY 2020 Development Priorities](#) – President Joe Schaffer, Associate Vice President Lisa Trimble

President Schaffer noted part of the College's operating agreement with the LCCC Foundation requires a list of development priorities be given to the Foundation on which their fundraising efforts are to be focused. As in the past, most of the priorities are similar because they take multiple years to accomplish.

The Foundation is being asked to begin thinking about programmatic endowments in three areas. One area is to create an endowment for each of the seven LCCC pathways. These endowments would be used to create pathway's communities in which students can connect. The second area is the essential student experience, such as studying abroad and will require some financial assistance. The third and last area is supporting student innovation and entrepreneurship on campus.

Priority four is helping the College with matching funds for the Wyoming Works' program start-up and expansion. Priority five is a perpetual priority and asks the Foundation to continue their work with donors and community relations. These priorities have been presented to the Foundation's Development Committee and Executive Committee. They will also be shared during the joint dinner with the trustees and the Foundation next week. The Foundation Board will be asked to accept the priorities (they do not approve them) during their Foundation meeting that will follow the joint dinner.

C. Program Modifications/Changes from Pathways – President Joe Schaffer

This topic was covered during the dinner meeting.

D. Institutional Effectiveness Report Update – President Joe Schaffer

Every fall President Schaffer is to bring an Institutional Effectiveness Report to the Board. The report is part of President Schaffer's three-part evaluation. Generally, the report is presented in September. However, this year the Board will hear the report in October, so that Institutional Research Director Mark Perkins will have more time to complete his revamping of the institutional report card and how institutional effectiveness is being assessed.

E. September Travel and Activities – President Joe Schaffer

President Schaffer will be traveling extensively as a representative of the College during September. He will be available by email. (POSTSCRIPT TO MINUTES: President Schaffer's travels took him to St. Louis for the National Governors' Association, Austin for the Center for Community College Student Engagement National Advisory Board Meeting, and to New Orleans for the Pathways Institute No. 3.)

5. APPROVAL ITEMS

A. [Approval of Closure of Certificates of Deposit](#) – Comptroller Nola Rocha, Vice President Rick Johnson

The College has two banks with two CD's that require the Board's approval to close them. Therefore, the Board has a recommendation to close the Wells Fargo CD and Bank of the West CD when they mature. The CDs will be moved to the College's First Interstate Bank account. CDs at the smaller banks do not require Board approval to close those accounts.

Trustee Lyttle moved and Trustee Merrell seconded

**MOTION:** That the Board of Trustees approves the closing of the Wells Fargo CD and the Bank of the West CD, as they mature.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

B. [Approval of Bachelor of Applied Science \(BAS\) Programs at Laramie County Community College](#) – Jeff Shmidl, Danielle Opp, and President Joe Schaffer

President Schaffer explained the College is asking for formal approval of the curriculum of two bachelor of applied science degrees.

Ms. Opp shared the philosophy statement that basically says the program will meet the needs of the community and that as a community college that is what LCCC desires to do. A lot of people in the College's community need a bachelor's degree in order to advance in their fields. Providing BAS degrees would be a response to an unmet workforce need across the whole state. Hundreds of management positions will be open with not enough people to fill those positions. The BAS programs will provide a pathway for students who are underserved, and LCCC is already experienced in applied learning.

President Schaffer explained for Trustee Lyttle that the degree is a bachelor's of applied science. The legislation speaks to applied baccalaureates because different degree types may exist. The term of applied baccalaureate is the one to use because it leaves flexibility down the road for degrees such as a bachelor's of applied technology and a bachelor's of applied management. A good corollary would be an associate's degree. The College has an associate of arts, science, applied sciences, etc. The College's applied baccalaureate is the bachelors of applied science.

Ms. Opp stated a student in a baccalaureate program should build upon their coursework. This degree will allow them to specialize in a specific field, whereas the College's associate's degrees are typically broader rather than specific. The students will be asked to use higher order thinking skills and to be independent learners. The College's instructors will be more of a facilitator rather than a lecturer. Students will be able to apply their knowledge rather than just have a theory on it.

Mr. Shmidl explained the BAS programs will be closed; i.e., students will need to apply and be accepted into the program. A student will be able to apply to the program once they've received an associates of applied science degree from an accredited institution. Students with AA and/or AS degrees will now have a pathway to get a bachelor's degree. The program will be closed because the College does not yet have a solid understanding of program demand. After five years, a program review will be conducted, which will provide the data needed to determine a program's demand. Mr. Shmidl shared general education requirements, HLC requirements, and the common management core for the Bachelor of Applied Science in Management degree. He also noted the advisory committee's input on what courses to include.

Ms. Opp spoke to the Bachelor of Applied Science in Healthcare Administration's courses, policies and regulations, the capstone course, and the advisory committees' input. A comprehensive assessment plan is built into the programs.

Mr. Shmidl reviewed the budget proposal in detail. In general, the proposal was developed from staffing projections, 15 students in each program next year, and 25 students in subsequent years. Retention numbers (about 70% of students graduate/finish programs) were calculated. From these, total enrollments and total credits/coursework were calculated to meet the enrollment demand. Full-time pay for adjuncts and administrative start-up expenses were also included in the budget along with marketing, education materials, and professional development costs. Mr. Shmidl noted that marketing will be pretty limited in the first year because of the timeline and not being able to do a traditional recruiting plan. President Schaffer stated this is a fiscal analysis. These programs will still have to go through the College's budget process. The fiscal analysis demonstrates the College has a business model that shows financial viability and that due diligence has been done to understand the aspects of the operations. This is not a guarantee of what the budget will look like but does give a good place to start. Revenue sources will include tuition and fees per student, donor funds (Lois Mottonen, The Curt Kaiser Memorial Ethics Fund), allied health funds, grant revenue, and State funding of \$2,357 per FTE.

If the Board's approval is received, the proposal will be presented to the WCCC on October 24<sup>th</sup> for their approval. If all goes well, the HLC approval will be received in February or March 2020. Then the BAS will go to the U.S. Department of Education for federal financial aid approval. The best-case scenario is the College will have the full go ahead in May or June, which means marketing/recruiting would not take place until July and August. The HLC has been very clear that until the College has all approvals, it cannot do anything that would appear as marketing. Knowing this, grassroots and existing alumni will likely be used to fill the initial cohorts.

Student focus groups of former and current students will take place in November, which will help flush out what the programming should look like. As many as three focus groups may be held. A demand for online programming exists but probably won't happen for the first cohort. Short courses may be offered. The goal has always been to offer the first cohort in August 2020.

**Details to Finalize:** A meeting will be held at the end of the month to discuss the application process. Dates for the HLC site visit will need to be confirmed. Student input on course delivery models needs to be gathered. Tuition, level of instruction, etc., needs to be provided by the WCCC.

In other discussion, Ms. Opp stated only CWC and LCCC are moving forward with BAS programs. CWC changed the name of its tribal leadership program to Organization Leadership, one program with two concentrations. President Schaffer stated HLC is making it rigorous for community colleges to enter this area, and the bar has been set higher than that for four-year colleges. The HLC does want to see these successful, but they're going to make the path a difficult one. They're looking at quality education and meeting federal compliance. LCCC's philosophy statement and resolution shows the College

considered how the BAS fulfills its mission and that the programs can be differentiated. Ms. Opp added that she and Mr. Shmidl have been working closely with the WCCC to ensure a smoother and maybe a quicker process, and the Commission has been very supportive.

Trustee Merrell moved and Trustee Salazar seconded,

**MOTION:** That the Board of Trustees approves the proposed Bachelor of Applied Science degrees in Applied Management and Healthcare Administration, and authorizes the President to submit the applications to the Wyoming Community College Commission for final approval.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

## 6. BOARD REPORTS

### A. Board Member Updates – Board Chairman Jess Ketcham (*Standing Agenda Item*)

No Updates.

### B. Finance and Facilities Committee (September 11<sup>th</sup> Meeting) – Trustees Don Erickson and Janine Thompson

Trustee Erickson stated the Procurement and Contracting report and the financial statements for the period were reviewed. No questions were asked about the reports, which looked clean.

Trustee Erickson moved and Trustee Merrell seconded,

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

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

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

Trustee Erickson stated a lot of discussion took place regarding Black Hills Energy's presentation during the Board's retreat on the use of renewable energy. The Black Hills Energy representative spoke about LCCC using renewable energy from a wind farm they are going to develop west of town. Trustee Erickson provided the Board with copies of the Black Hills Energy application, noting the College would need to enter into a 15-year contract. Also, the College would not incur any cost if it dropped out after a few years. To move forward, the College would submit an application, which is not a formal contract. Counsel Tara Nethercott voice concern that the application may be binding. Trustee Erickson stated the application is not binding but requires a \$500 application fee, adding the Finance and Facilities Committee, Administration, and Physical Plant support moving forward with the 15-year subscription. In order to be included with the first group of applicants, the application needs to be submitted by September 13<sup>th</sup>, which is why it is before you tonight. Trustee Erickson said the contract needs to be developed, and he has a copy of the contract's components for Counsel Nethercott's review. Vice President Johnson and Physical Plant Director Bill Zink will also examine the contract and evaluate the

use of wind energy up to 50% of the College's current utilization. The Finance and Facilities Committee would like the Board to approve the application's completion and the funding of the \$500 application fee.

Trustee Erickson moved and Trustee Merrell seconded,

**MOTION:** That the Board of Trustees approves the application and also approves the \$500 for the application fee.

**DISCUSSION:** Trustee Merrell stated the application is being used as a placeholder, which gives some time to digest the information and make a final decision. President Schaffer stated the impression is that the application is just a good faith interest document and nothing is binding until the contract is signed. If the College does not sign the contract, the \$500 fee is forfeited. Submitting the application before September 13<sup>th</sup> places the College in the pool for the number of megawatts necessary for the College's utilization. If not, the College would be in a first come/first serve position.

Trustee Salazar questioned the last paragraph on page three and asked when the project will be commercially operating. Trustee Erickson responded the construction will start within the year. The College's date of involvement will begin when Black Hills can deliver the energy. President Schaffer stated the College is comfortable with getting a place in the que and submitting the application. However, the Physical Plant staff need to review the details, and some political aspects are worth exploring regarding the shift to renewables vs conventional. The application period gives us time to have those conversations. Vice President Johnson noted the wind farm being constructed six miles west of Cheyenne has a maximum capacity of 40,000 kW hours. Once that power is sold or committed, then it's done unless someone drops out. As stated before, one advantage of signing the application is securing a place holder for those kW hours. Trustee Salazar restated his question as to whether the College has an escape opportunity should the wind energy option be found not feasible before moving forward with a contract. Trustee Erickson reiterated the College is not bound by the application. The elements of the contract have been given to our legal counsel, so she can review it.

Counsel Nethercott stated that this is an unusual situation where a contract has come directly to the Board instead of being thoroughly vetted by the institution and then brought to the Board. The College places typical provisions in its contracts and she doubts this party will allow these provisions, which gives the College a way out in the event of an unavailability of funds and other challenges associated with operating a government institution using tax payer dollars. This is a unique position where contract terms are being discussed in a public meeting, which is not typical. The trustees may want to have a larger role in the how the wind energy is to be used. The contract would not require Board signature, and the Board will probably not see the contract again. The contract, as with all contracts, would be filed in the office of Procurement and Contracting. Making a motion that for the application to move forward after legal review would be appropriate. Trustee Erickson stated the discussion was referred to the Finance and Facilities Committee to review and bring forward a recommendation, and that action was appropriate. Trustee Soto commented the Board wants to support LCCC's wind energy program. Therefore, the Board would want to know why the College did not enter into a contract. President Schaffer stated Black Hills Energy representatives were invited so the trustees could have a policy conversation about whether the College and the Board want to make a policy statement in support of renewable energy by subscribing to a renewable energy source to serve a portion of the College's energy needs. The College has supported wind projects from Rocky Mountain Power, wind energy installations, and the opportunities for our graduates through the College's wind energy program. President Schaffer's perspective is that the College support sustainable energy by using a combination of renewable and conventional energy sources. The question is what happens when the College is under contract. LCCC has a strong contracting process that works with its legal counsel. The College's understanding is that entering into a contract results in no immediate financial impact in terms of higher rates and does not mitigate any type



of risk. Counsel Nethercott's request for the inclusion of the clauses to which she referred earlier were anticipated. What is important is that the Board feels comfortable moving forward with the concept of purchasing renewable energy as a portion of the College's power source, because doing so would also be a political move, especially in Wyoming, which is a fossil fuel state.

Counsel Nethercott stated understanding this is a contract with a specific wind energy farm as opposed to wind energy in general is important. Board Chairman Jess Ketcham stated the Finance and Facilities Committee believed the use of a renewable energy source was a way to broaden the College's portfolio of energy resources. President Schaffer noted Black Hills Energy is a sole source provider and that the Board would be making a decision that would benefit a private company. Counsel Nethercott concurred and commented that Black Hills Energy is likely wanting to reduce their risks by getting paid-for customers in advance. This does not mean the College won't be buying energy from other resources. Board Chairman Jess Ketcham noted Black Hills Energy staff explained they are getting a \$45 million grant, and the project is costing \$60 million. So, the difference would come from paid-for customers. All rates will be subject to the Public Service Commission's review. The general tariffs and concepts associated with determining rates and ensuring appropriate rates will still be in effect.

Trustee Erickson called for the question.

**MOTION CARRIED** unanimously.

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

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

Ex Officio Keadle reported the building occupancy permit for the ACC building's expansion should be received any day now. He also reported that work continues on BOCES. Individual meetings have taken place with five of the nine Albany County School District No. 1 board members. Mr. Keadle also had a chance to meet with the school district board's chair and vice chair. Thoughts are being given to holding a work session with the school board. Another meeting will be held on Monday with one or two more school board members. Mr. Keadle noted he is aware of one board member who would not vote for the BOCES.

Associate Vice President Hammond stated the ACC's "day before" event took place the day after classes started. The event had a theme of "Game On" based on game shows, such as The Price Is Right, Family Feud, and Match Game. The ACC's atrium was filled with tables and people from the community, who also provided resources for the event. Students, including some noncredit students, had a blast. Public Relations took more photos than in previous year and they were fantastic. Overall, it was a good time!

B. Student Ex Officio Trustee – TBD

**8. NEW BUSINESS** – Board Chairman Jess Ketcham

None

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

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

B. [Board Correspondence](#) - Board Scholarship Thank You

Board Chairman Jess Ketcham read the thank you from a theater student. Trustee Merrell added that she's very proud of the Foundation getting these students to write thank you notes.

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

Board Chairman Ketcham reviewed these.

- September 24 and 25 – WACCT Fall Conference (Powell)
- September 26 and 27 – JEC Meeting (Cody)
- October 30 (Wednesday) – Board Meeting – ELC Visit may be scheduled (POSTSCRIPT TO MINUTES: The October 30<sup>th</sup> meeting will be held on the Cheyenne campus.)
- November 20 (Wednesday) – Board Meeting
- December 4 (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

Trustee Merrell asked the trustees to come out and support the rodeo team during Shawn Dubie Rodeo on October 11, 12, and 13. She added soccer and volleyball have started and requested the trustees attend those games and support those teams.

**12. ADJOURNMENT** of the September 11, 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:** That the Board of Trustees adjourns the September 11, 2019, Board Meeting of the Laramie County Community College District Board of Trustees.

**DISCUSSION:** None

**MOTION CARRIED** unanimously, and Board Chairman Jess Ketcham adjourned the meeting at 9:30 p.m., as so moved.

Respectfully submitted,

Dallas Bacon  
Recorder