

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, JUNE 17, 2020, via Zoom

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 ACC Ex Officio Butch Keadle

Staff Present: President Joe Schaffer, Vice Presidents Kari Brown-Herbst, Rick Johnson, and Melissa Stutz; Interim Associate Vice President Clark Harris, Associate Vice President Lisa Trimble, and Executive Director Tammy Maas; Administrators, Faculty, and Staff Teresa Authier, Ian Caldon, Jonathan Carrier, Jayne Myrick, Nola Rocha and Janet Webb, and Legal Counsel Tara Nethercott

Visitors: Kathryn Palmer (Wyoming Tribune-Eagle)

One Mill Public Budget Hearing

1. **CALL TO ORDER** of the June 17, 2020, One Mill Public Hearing of the Laramie County Community College District Board of Trustees – Board Chairman Jess Ketcham

Board Chairman Jess Ketcham called to order the June 17, 2020, One Mill Public Hearing of the Laramie County Community College District Board of Trustees at 6:03 p.m.

A. **STAFF PRESENTATIONS**

1) One Mill Reauthorization – President Joe Schaffer

President Schaffer explained State statute allows a community college district board to approve up to one (1) additional mill levy on the assessed value of the district for a period not to exceed two years for the regular support of the College. The mill levy is critical to the funding of operations of the College not funded by other resources, the Eastern Laramie County outreach services, IT technicians and operating expenses, employee development, and equipment repairs. Other expenditures include one-time requests, facilities planning, College insurance, and small maintenance projects, the latter of which can no longer be funded by the State's major maintenance appropriation. A small operating reserve is carried on the One Mill Fund, and where possible, operating expenses paid by the One Mill Fund have been moved to the General Fund. President Schaffer stated the total One Mill Budget for FY21 is \$2,227,652 and asked that the Board of Trustees approve the continuation of the One Mill Levy for an additional two-year period from July 1, 2020, through June 30, 2022.

B. **CALL FOR PUBLIC COMMENT/QUESTIONS** – Board Chairman Jess Ketcham

None

C. **BOARD DISCUSSION** – Board Chairman Jess Ketcham

For Trustee Soto, President Schaffer explained the carryover occurs when the College is not able to finalize payment on a large purchase(s) prior to end of the fiscal year. Therefore, the funds to cover those expenditures are carried over into the next fiscal year. President Schaffer also explained for Trustee Lyttle that the facilities planning amounts vary based on the projects for which the planning is taking place. In FY21, the facilities planning funds in the amount of \$250,000 will be used for updating the College's Campus Master Plan.

2. **ADJOURNMENT** of the June 17, 2020, One Mill Public Hearing of the Laramie County Community College District Board of Trustees – Board Chairman Jess Ketcham

Trustee Soto moved and Trustee Merrell seconded,

MOTION: That the June 17, 2020, One Mill Public Hearing of the Laramie County Community College District Board of Trustees be adjourned.

DISCUSSION: None

MOTION CARRIED unanimously.

Board Chairman Jess Ketcham adjourned the June 17, 2020, One Mill Public Hearing of the Laramie County Community College District Board of Trustees at 6:15 p.m. as so moved.

Board Meeting Agenda

1. **CALL TO ORDER** of the June 17, 2020, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Jess Ketcham

Board Chairman Jess Ketcham called to order the June 17, 2020, Board Meeting of the Laramie County Community College District Board of Trustees at 6:15 p.m.

2. **MINUTES** – Approval of the [May 13, 2020, Board Meeting](#) and the [May 28, 2020, Special Board Meeting](#) Minutes – Board Chairman Jess Ketcham

Trustee Merrell moved and Trustee Salazar seconded,

MOTION: That the Board of Trustees approves the May 13, 2020 Board Meeting and the May 28, 2020, Special Board Meeting Minutes as written.

DISCUSSION: None

MOTION CARRIED unanimously.

3. **REPORTS TO THE BOARD**

- A. Staff Senate – Janet Webb, President

Staff Senate President Janet Webb reported the Staff Senate continues to meet this summer, which is atypical but believed to be necessary to keep classified and professional staff informed about the pandemic and campus operations. The annual staff retreat will be held virtually the end of July and will focus on Pathways and the staff's role in the Pathways process. Presentations will be given by the Pathways coordinators and a guest speaker. Elections will be held in July, and a new Staff Senate president will be attending the Board meetings, beginning with the July 15th meeting. President Webb thanked the Board, noting it has been a pleasure getting to know each trustee.

- B. Faculty Senate – Teresa Authier, President

Faculty Senate President Teresa Authier stated the Faculty Senate last met to consider feedback on the R2B Phase I Plan. Their feedback noted masks should be required and not encouraged. They will be

meeting next week to go over the R2B Phase II plan, if released by that time. President Authier is meeting with President Schaffer and Interim Vice President Brown-Herbst on a regular basis.

C. Construction Update – Vice President Rick Johnson

- Fine Arts Building – Renovation is well on its way to concluding in June with move-in in mid-July. An electrical transformer has been shipped from Mexico. The pending delivery could delay move-in by a week.
- Auditorium – The substantial completion date of November 23rd remains unchanged. The six-week training and dialing-in of all the systems will follow. Fabcon is on site handling repairs as needed.
- Residence Hall – As reported earlier, the residence hall will not open for the fall semester. Instead of FCI using contingency monies to pay overtime to stay on schedule, those monies will be used for enhancing the project. The enhancements will include adding back an e-gaming space and electronic door access at the units. Exterior enhancements are also being considered in the courtyard, such as site seating and boulders, and landscaping on the south side facing College Drive. The work order governing this will be finalized in the morning. The substantial completion date has been moved to November 9th with the opening in January 2021.
- Arp Parking Lot – Two entryways are now complete and grading and asphalt are underway. Completion: August
- Expanded Residence Hall Parking Lot (former location of modular) – The parking lot’s construction is underway. Completion: August

At Trustee Erickson’s request, a tour of the new residence hall, Fine Arts Building, and auditorium will be arranged. Changes to interior wayfinding will also be pointed out during the tour. (POSTSCRIPT TO MINUTES: The tour took place on Tuesday, July 7th.) Trustee Lyttle stated the Art in Public Places Committee through the Wyoming Arts Council on which she is a member will be choosing 2-D and 3-D art for the Surbrugg Prentice Auditorium. Vice President Johnson confirmed for Trustee Lyttle that the \$284,000 in contingency funds have not been spent and that doing so will be a collaborative process with FCI. He added that regardless of the mortgage amount, whether \$35 million or \$30 million, the College will be paying the same debt service, so it’s to the College’s advantage to “not leave any money on the table.”

4. PRESIDENT’S REPORT – President Joe Schaffer

A. June 4, 2020, WCCC Meeting

Prior to the June 4th meeting, the Sustainable Funding Work Group, that was formed at the request of the Joint Appropriations Committee, met June 3rd. The group’s purpose is to explore, identify, and recommend ways to ensure sustainable funding for Wyoming’s community colleges to the Wyoming Community College Commission. Two community college presidents, one with a BOCES and one without a BOCES, were guaranteed a seat at the table of the group’s discussions. Since LCCC is the only community college without a BOCES, President Schaffer was asked to participate. The June 3rd meeting focused on an overview, governance structures, guiding principles, existing legislative and structural landscape, and alternative funding mechanisms.

The Commission held a workshop during the afternoon of June 3rd to share plans for updating the statewide Wyoming Community College Strategic Plan and to discuss the Commission’s priorities, the State’s revenue picture, and the pandemic.

The Commission meeting on June 4th focused on the programmatic approval process, the CARES Act funding, and the interagency education work group’s actions. The Commission will be involved in

community college budget cut decisions and potential CARES Act funding distribution determinations that will be made at the discretion of the Governor.

Trustee Lyttle, in her role as ACCT State Coordinator, recently attended the Western States ACCT meeting during which CARES Act funding was a topic of conversation. The attendees were uncertain of how the funding would be distributed and by whom. President Schaffer stated the Act does not have clear guidance from the U.S. Treasury Department on reporting requirements, and every state has a different mechanism for the Act's funding allocations. Wyoming's CARES Act funding allocation is \$1.25 billion plus some additional funding for education. The education allocation will be grouped into three tranches. The first tranche of \$450,000 for higher education will be allocated at the discretion of the Governor, who will be considering reopening plans and costs. President Schaffer noted the federal government's quick passage of the CARES Act to make the funds available has led to ambiguity. Trustee Lyttle asked that she be advised of any upcoming meetings on the CARES Act funding for community colleges, so she can be better informed. President Schaffer said he would keep her advised.

B. [President's FY20 Self-Evaluation and Proposed FY21 Goals](#)

President Schaffer thanked the trustees for participating in the 360 feedback and reviewed his five suggested goals for FY21. He stated the feedback was requested from more than 60 individuals.

Trustee Merrell stated she was pleased with President Schaffer's keeping the number of goals to five and believed the five were the most appropriate. Trustee Erickson also believed the goals were "spot on" and encouraged President Schaffer to continue the townhalls on a routine basis but perhaps not as frequently as every week. For Trustee Thompson, President Schaffer stated the 360 feedback he received also noted the value of the townhalls as an effective way to stay engaged and included requests for the townhalls to continue. Faculty Senate President Authier and Staff Senate President Webb have also shared this was the feedback they were receiving from their constituencies. Trustee Lyttle said she was very pleased and encouraged with the 360 feedback, noting further she is very proud of President Schaffer. President Schaffer thanked the trustees for their comments and said he is very fortunate to have great people working in concert with him. The goals will be brought back to the Board at their July 15th meeting for approval.

C. R2B Phase II Update

The R2B Phase II Plan will be released on Friday following the completion of substantial work on the academic side and review by President's Cabinet. Phase I is working well and requires people to think about the complexity of being able to return to work. President's Cabinet will return to campus on a rotating schedule. ACC Interim Associate Vice President Harris will be on that campus two days a week.

Residence Hall Debt Service Payments – For Trustee Erickson, President Schaffer stated the Office of State Lands and Investments has been very receptive to finding a way to assist the College with its debt service payments. He added they have been directed by the Governor and "gently nudged" by our local legislators, including Senator Nethercott, to work with the College to navigate the debt service payments on the new residence hall. That said, the College has received no clear direction on how to proceed. The College's proposal would likely require action by the State Lands Investment Board and perhaps even changes to their rules. The hope is a more simple solution will be found. The College's loan documents state the first payment is due one year after the conclusion of construction, which would be in November 2021. The challenge is that even with a successful spring opening, the likelihood of having a full year's revenue to pay that first debt payment is slim. Therefore, the College is asking the first payment be due two years following the conclusion of construction. President Schaffer is confident a solution will be

found, especially with the pandemic's impact on construction timelines that have delayed the new residence hall's completion and opening.

Budget Reductions – President Schaffer shared the following with 70% confidence:

- The community colleges will undergo a 10% reduction in the biennial appropriation of State aid for community colleges.
- LCCC will have to cut \$3.6 to \$4 million for the coming biennium.
- Timing and decisions about budget cuts from the Governor's Office will likely come a couple of months after the beginning of the fiscal year.
- The sooner budget cuts are known and can be made, the better.

President Schaffer had a discussion with the Governor's Office today, imploring them to help the College buy the time needed to make informed decisions and not further exacerbate the budget issues by waiting until later to announce budget cuts for FY21. He also gave the Board full warning that following the FY21 budget's approval on July 15th, budget reductions will occur that will not be pandemic-related. Vice President Johnson will bring the budget cut information to the Finance and Facilities Committee.

President Schaffer also noted in response to trustee questions:

- CARES Act funds cannot be used to backfill lost revenues from the Children's Discovery Center or lost tuition revenue from reduced enrollments. They may be used to recover tuition refunds to students, including room and board refunds paid to students in the residence halls.
- The Bachelor of Applied Science program enrollments are expected to occur as anticipated without COVID-19 impact.

D. FY21 Budget Questions from Trustees

President Schaffer suggested the most effective place to have a dialogue would be during the Finance and Facilities Committee meeting. Trustee Erickson stated he is confident President Schaffer will continue to keep the Board apprised.

5. BOARD REPORTS

A. Board Committee Reports – Board Chairman Jess Ketcham

1) June 4 WACCT Meeting – Trustee Erickson, Trustee Salazar

Trustee Erickson shared the following actions of the WACCT Board:

- Approved the FY21 budget.
- Reviewed trustee education statewide opportunities.
- Placed a hold on the annual fall trustee conference until more information is known about COVID-19 restrictions. The FY21 budget has funds for this conference.
- Postponed having awards for students only during the February legislative reception. The awards' criteria will instead follow the traditional format from past years. Some discussion is taking place about holding the reception at Little America where most of the legislators stay.
- Reviewed WACCT Executive Director Erin Taylors advocacy work plan for the next six months. The plan is basically unchanged.
- Conducted an executive session for the evaluation of Executive Director Taylor and determined her contract will continue with the same level of compensation. NWC President Stefanie Hicswa, who is also the president of the President's Council, attended the executive session and shared input from the community college presidents. As a result, the WACCT Board concluded a retreat with the WACCT Board, WACCT Executive Director Taylor, and the community college presidents should be held to identify the roles and duties of the WACCT executive director as

they pertain to the mission statement of WACCT. A facilitator will be engaged at a cost of \$5,000 (included in the FY21 budget) to conduct the retreat. Executive Director Taylor in consultation with the President's Council will organize the retreat that will be held face-to-face, so that interpersonal discussions can take place.

- Formed an internal audit committee to review the WACCT books over the last couple of years. Board Chairman Ketcham will be a member of that committee along with trustee representatives from Eastern Wyoming College and Western Wyoming Community College.

Trustee Salazar stated two key messages were brought forward from the Advocacy Committee: 1) community colleges should be part of the economic solution and not the problem, and 2) first generation and low income students don't have the benefit of taking a gap year (shared by President Hicswa).

- 2) Finance and Facilities Committee (June 10th) – Trustee Erickson, Trustee Ketcham

Trustees Erickson, Merrell, and Thompson, and Board Chairman Ketcham were in attendance. The one mill authorization request, 2020 budget amendments, and financials were reviewed.

Trustee Erickson moved and Trustee Soto seconded.

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

- a. [Current and Auxiliary Fund Balance Sheet Reports as of May 2020](#)
- b. [Current and Auxiliary Fund Budget Reports as of May 2020](#)
- c. [Procurement and Contracting Report as of May 2020](#)

MOTION CARRIED unanimously.

The next Finance and Facilities Committee meeting will be held on July 15th.

6. APPROVAL ITEMS

- 7. [One Mill Levy Recommendation and FY 2021 One Mill Budget](#) – Vice President Rick Johnson

Trustee Merrell moved and Trustee Erickson seconded,

MOTION: That the Board of Trustees approves the continuation of the one mill levy and one mill budget authorized by W.S.21-18-303(b) for an additional two-year period beginning July 1, 2020, and ending June 30, 2022.

DISCUSSION: none

MOTION CARRIED unanimously.

- A. [FY 2020 Budget Amendments](#) – Vice President Rick Johnson

Vice President Johnson spoke to the amendments detailed in the linked document, and Trustee Erickson noted the Finance and Facilities Committee reviewed the amendments and recommended approval.

Trustee Erickson moved and Trustee Merrell seconded,

MOTION: That the Board of Trustees approves the amendments to the FY2020 Annual Budget as presented.

DISCUSSION: None

MOTION CARRIED unanimously.

- B. [Spanish in the Workplace Credit Diploma](#) – 2nd Reading – Interim Academic Affairs Vice President Kari Brown-Herbst, Interim Dean of the School of Arts and Humanities Jonathan Carrier, Faculty Ian Caldon

Trustee Merrell moved and Trustee Erickson seconded,

MOTION: That the Board of Trustees approves the Spanish in the Workplace Credit Diploma.

DISCUSSION: None

MOTION CARRIED unanimously.

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

- A. ACC Ex Officio Trustee – Mr. Butch Keadle

Ex Officio Trustee Keadle reported he met with Interim ACC Associate Vice President Clark Harris, who began his interim appointment on June 1. They will continue to meet weekly and will pursue introductions and connections within the community. Dr. Harris stated the meetings held so far with the community, the ACC Advisory Council, and the ACC staff have been positive.

9. NEW BUSINESS – Board Chairman Jess Ketcham

Trustee Lyttle commented on the article in today's paper about the history of LCCC's basketball team, noting it was impressive. Associate Vice President Trimble stated Dr. Cindy Henning has been working with a team of individuals to bring a Hall of Fame event to campus. Finalists were selected from a nomination process that included coaches, players, and supporters. More information about the College's first athletic Hall of Fame will be released over the next few days.

10. ADDITIONAL ITEM – Information Only – Board Chairman Jess Ketcham

- A. Board Correspondence – [Thank You Letter](#)

Trustee Soto found Lucy Carter's appreciation for the continuation of part-time faculty salaries very rewarding and thanked the College for making this possible.

Dr. Harris also shared an article by PBS that highlighted Kelli Trujillo, a faculty member at ACC, who is an expert about a geologic feature in the Snowy Range.

<https://www.wyomingpublicmedia.org/post/ancient-algae-snowy-range-are-stop-pbss-prehistoric-road-trip#stream/0>

11. NEXT MEETINGS/EVENTS – See Google Calendar for details on the following:

- July 15 (Wednesday) – Board Meeting – Budget Approval
- August 5-25 – Filing for Office Dates for Trustees
- August 18 – Primary Election
- November 3 – General Election

- 12. 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 public comment was requested.

- 13. ADJOURNMENT** of the June 17, 2020, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Jess Ketcham

Trustee Erickson moved and Trustee Salazar seconded,

MOTION: That the June 17, 2020, Board Meeting of the Laramie County Community College District Board of Trustees be adjourned.

DISCUSSION: None

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

Respectfully submitted,

Vicki Boreing
Recording Secretary