

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY
COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, MARCH 18,
2020, via Zoom <https://lccc-wy.zoom.us/j/677861320>, Meeting ID 677-861-320

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

Board Excused: Student Ex Officio Trustee Karyn Forbes

Staff Present: President Joe Schaffer, Vice Presidents Kari Brown-Herbst, Rick Johnson, and Melissa Stutz; Interim Associate Vice President Kelly Humphrey and Associate Vice President Lisa Trimble, and Executive Director Tammy Maas; Administrators, Faculty, and Staff Crystal Stratton and Janet Webb, and Legal Counsel Tara Nethercott

Visitors: Kathryn Palmer (Wyoming Tribune-Eagle), Chelsea Davis-Hearn (PTK)

Prior to the convening of the Board meeting, President Schaffer stated Ms. Davis-Hearn, who is an esteemed candidate for the office of PTK International President, will be giving her campaign speech, as a way of practicing it before formally presenting it. At President Schaffer's request, Ms. Davis-Hearn shared some of her background and how being a student at LCCC had changed her life. She is a third-year student at LCCC with a 4.0 GPA and a mom for 19 years. She demonstrated scholastic achievement in high school as seventh in her high school junior class. As the PTK vice president of scholarship, she focused on how to get students educational financial support. Last year she campaigned for president of both the LCCC PTK chapter and the Colorado/Wyoming region and was elected to both positions.

Following the delivery of her campaign speech, Trustee Lyttle, who has a strong background in the arts, offered to provide additional coaching on the delivery of her speech. Ms. Davis-Hearn readily accepted Trustee Lyttle's offer. President Schaffer congratulated her on an excellent speech and stated he and the Board encourage and support her as she strives to be elected to the office of PTK International President.

1. CALL TO ORDER of the March 18, 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 March 18, 2020, Board Meeting of the Laramie County Community College District Board of Trustees at 6:17 p.m.

Roll call was taken to confirm who was present via Zoom.

2. MINUTES – The [February 19, 2020, Board Meeting Minutes](#) – Board Chairman Jess Ketcham

Trustee Merrell moved and Trustee Soto seconded,

MOTION: That the Board of Trustees approves the February 19, 2020, Board Meeting minutes with the removal of Counsel Nethercott as an attendee.

DISCUSSION: None

MOTION CARRIED unanimously with the change in attendees noted.

3. WORK ITEMS

A. COVID-19 Response Plan – President Joe Schaffer

- 1) [3-13-20 LCCC Coronavirus Update and Response Actions](#)
- 2) [3-15-20 COVID-19 Update to the LCCC Campus](#)

President Schaffer stated holding a Zoom board meeting during the current social distancing allows the Board to hold their meetings without interruption and also demonstrates the “flexibility and nimbleness” of the faculty and staff to implement a new virtual platform to serve the College’s students and community.

Referring to the College’s Emergency Response Plan for the pandemic, he said the plan for the pandemic was based on three principles: limit exposure to the virus, minimize transmission of the virus, and keep the core operations ongoing. These three principles guided the early determinations by the President's Cabinet to shift to online courses, to extend spring break, and to move to virtual services. President Schaffer believed the College should not wait to implement this plan. He based this decision on the information coming from sources where the spread of the virus was already ramping up and who warned waiting to do so could be too late. No sources have said they wished they had done less. He emphasized the decisions were based on good debate, good information, and good dialogue, and that he believes the decisions are prudent. He expressed extreme pleasure about the “can do” attitude of employees at all levels. With the pandemic’s Emergency Response Plan in place, the focus will now be on three priorities: 1) students—completing their academic semester, earning their credits, and accomplishing their goals; 2) the College’s full-time, hourly, and part-time employees—maintaining flexibility, providing tools for working from home, and assuring no interruption in pay; and 3) business continuity during the short-term and long-term along wit and being able to ramp back up when the restrictions are removed.

Board Chairman Jess Ketcham stated he appreciates President Schaffer’s leadership and that he did not hesitate in taking action. Trustee Soto asked about the residence hall students and the action being taken on their behalf. Vice President Melissa Stutz said the students have been asked to vacate the residence hall by March 31st. Residential Living Director Diana Wilson is scheduling times for students to return to the residence hall and retrieve their belongings, so that the number of students in the residence hall are limited. Students who do not have a place to relocate will be allowed to stay in the residence hall. A form will be filled out by these students stating they plan to stay in the residence hall and what their needs may be. The students who remain will be located apart from one another. Sodexo has agreed to provide meals for the students who remain in the residence hall. The College is also following up with the students, including the international students, who have chosen to leave to know they have arrived safely at their destinations. Questions about payment plans are being resolved. Trustee Merrell commended LCCC for all that is being done. Trustee Lyttle asked about the pandemic effects on food service and construction. Vice President Rick Johnson stated Sodexo has been very responsive and is downsizing but maintaining operations to serve all who remain on campus, primarily the students who remain in the residence hall. Speaking to construction activities, Vice President Johnson stated both contractors have a COVID-19 plan and construction is fully functioning. If workers become sick and can no longer work, the resulting reduction in staff will have its reverberations. Also, the supply chain vendors may not be able to honor the delivery times for the FF&E (Furniture, Fixtures, and Equipment) that has been ordered or may be ordered for delivery in specific timeframes. This, too, could have a significant impact. Currently, the vendors are saying delivery times have not been compromised. Trustee Lyttle also asked about COVID-19 tests for students and faculty. President Schaffer stated testing protocols are housed within the State’s Department of Health. Many entities in the state are waiting for more information regarding testing. President Schaffer added that in lieu of testing at this time, students and employees have been asked to self-assess their symptoms and if they believe they may have the virus to self-quarantine. He also reported that potential revenue losses are being calculated; e.g., losses of revenue from the residence halls and the Children's Discovery Center, because the College is not asking payments

be made while these facilities are closed. The College may be eligible for a disruption-in-business payment up to \$500,000 from its health insurance carrier, if the Governor directs the closure and suspension of operations. Vice President Johnson stated the College has offered the vacant residence halls as locations for additional hospital beds, if needed. This information has been shared with county health officials and the Laramie County Emergency Management Agency.

4. APPROVAL ITEMS

- A. [LCCC Golden Eagle Athletics Plan](#) – 2nd Reading – President Joe Schaffer and Interim Executive Director of Athletics, Recreation, and Exercise Science Dr. Cindy Henning

President Schaffer stated the final version of the Plan is linked to the agenda. Some changes were made to the Plan based on the trustees input during the last board meeting. Once the Plan is approved, the Athletics Department will begin structuring their sports-specific operational plans.

Trustee Merrell moved and Trustee Salazar seconded,

MOTION: That the Board of Trustees approves the LCCC Golden Eagle Athletics Plan, as presented.

DISCUSSION: None

MOTION CARRIED unanimously.

5. REPORTS TO THE BOARD

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

President Webb stated the Staff Senate hopes to be a liaison and a communication resource for the staff and administration during this time.

- B. [Faculty Senate](#) – Rob Van Cleave, President

- C. Construction Update – Vice President Rick Johnson

- OAC Meetings – The weekly OAC (Owners Architects Contractors) meetings were moved to a virtual platform as of today. “Walking the job site” with a limited number of persons will still take place when issues dictate.
- Fine Arts Building – Renovation is still slated to finish by June 20th with employees returning the end of July.
- Auditorium – The beam signing was a very successful event with the number of signatures surpassing anyone’s expectations. Because of inclement weather, two GH Phipps representatives brought the beam inside, which made the event much more enjoyable. The auditorium’s scheduled completion is on track for November 20th. The precast panels that formed the structure of the building have some cosmetic issues that were identified after the panels were installed. A representative from Fabcon out of Minneapolis visited the construction site and documented the issues. Fabcon staff will return the end of April for two weeks to correct the issues.
- Residence Hall – Construction is still on track to have 297 beds ready in early August. The facility will be completely dried-in with the finishing of the roof over the lobby this afternoon. Numerous persons are working inside the facility. Now that the facility is dried-in, the hope is the construction will be escalated and more than 297 beds will be ready in early August.

Trustee Lyttle asked about an auditorium panel that broke when it was being delivered. Vice President Johnson explained when the precast panel (some 50 ft. long) was being lifted off the truck to a vertical

position so it could be set on the foundation, the panel broke in half but did not fall to the ground. Cabling inside the panel kept it together, and the broken panel was softly laid down on the ground. That happened on a Wednesday at 11:17 a.m. By the following Thursday morning the manufacturer in Minneapolis was already constructing a replacement. At that point, the College requested an engineering analysis that validated the structural design of the panel was fine. By Sunday evening the panel was in Cheyenne and on Monday morning it was installed. (POSTSCRIPT TO MINUTES: A time lapse video of the panel breaking was later emailed to the trustees. That time lapse video also helped determine what happened to make the panel break.)

Trustee Lyttle commended Vice President Johnson and his staff for their ability to make quick decisions to remedy the unexpected. Vice President Johnson thanked Trustee Lyttle, adding GH Phipps was responsible for the quick turnaround. President Schaffer stated the College is fortunate to have Vice President Johnson, Director Bill Zink, Tim Macnamara, and GH Phipps working collaboratively on this project.

D. Pathways Update – President Joe Schaffer

President Schaffer stated the College is still fully committed to the full implementation of Pathways. The project is now in the final evaluation phase. Because the College is part of AACC's Pathways 2.0, it has access to resources and by contract is owed one more visit by the AACC coaching team. However, AACC said the College does not need coaching and that it should be doing the coaching, so asked what else could AACC do. President Schaffer told AACC the College could use help with developing the evaluation framework that would show whether the Pathways program was yielding the desired results. AACC connected the College with a professional group that is now assisting the College with the development of a formative and summative framework for the evaluation of Pathways. With development of the evaluation framework, the College will be ready to immediately assess the Pathways program, when it is fully implemented in the fall.

6. PRESIDENT'S REPORT – President Joe Schaffer

A. Legislative Update (*standing agenda item through the 2020 legislative budget session*)

President Schaffer updated the Board on legislative action, some of which resulted in the passage of limited community college funding, changes in the procurement process, and funding in the amount of \$2.5 million for Wyoming Works (student grants and program start-up). He also advised the trustees about legislation that did not pass for capital construction, health insurance long-term solutions, and structural components of the educational system.

Community college funding was approved in two "buckets." The first includes a direct appropriation of \$3.5 million divided by 7 community colleges and a \$1.5 million appropriation distributed based on headcount. For LCCC, the amount would be \$830,000 for the biennium. These are one-time funds, which means the funds will have limited uses and will likely be used to strategically re-position the campus given the economic impacts of the coronavirus and the State's long-term revenue picture. The second is \$5 million that will be treated as matching funds available to all the community colleges over an 18-month period. Any unused funds at the end of the 18-month period would be returned to the State. The College might use these funds for one-time investments in program start-up, small capital projects, and campus safety (one of the College's priorities). The College might also contribute some of the funds to the development of a larger statewide community college campaign.

For Trustee Lyttle, President Schaffer stated interest has been expressed by the community colleges and the WACCT to have separate legislation for the community colleges' and the University's capital construction requests. K12 capital construction requests by statute are already separated. He added,

though, that he did not believe the Legislature would want to see different capital construction bills for State buildings, community colleges, the University, and K12.

President Schaffer also shared with the Board that Dr. Brady Hammond resigned and will be leaving the ACC. Dr. Kelly Humphrey will be serving in the interim and is listening in this evening. President Schaffer stated the Board will be impressed with her commitment to the ACC and that he is confident Dr. Humphrey is the one to step into this position.

President Schaffer stated for Trustee Lyttle, that the BOCES meeting scheduled for April 22nd will be postponed, because the number of persons attending the meeting would violate the directives for gatherings over 10 persons. Interest still exists for holding the meeting perhaps in the summer, depending on what happens with the coronavirus.

7. **POLICY 6.12 EMPLOYEE RESIDENCY REQUIREMENT** – 1st Reading (*Brought forward from the 2/19/20 Board Meeting.*) – Board Chairman Jess Ketcham

Trustee Soto moved and Trustee Merrell seconded,

MOTION: That the Board of Trustees takes the motion off the table for discussion.

DISCUSSION: None

MOTION CARRIED unanimously.

President Schaffer reminded the Board the policy started with the Board, has gone through the full consultative feedback process, and is now before the Board for 1st Reading. The policy will be presented to the Board again for 2nd Reading, at which time the Board will consider the policy for final approval.

Trustee Merrell said after receiving the Faculty Senate's letter and carefully considering the Faculty Senate's position to not support the policy, she will not vote to approve the policy. Board Chairman Jess Ketcham noted the College Council's recommendation to approve the policy. (POSTSCRIPT TO MINUTES: To clarify, the College Council membership has three faculty members. The Faculty Senate as a whole does not serve on the Council.) President Schaffer explained the policy and procedure approval process, as provided in [1.2.11P Policy Development and Approval Procedure](#). In this case, the request for an employee residency policy originated with the Board Chairman Ketcham, following which Counsel Nethercott drafted policy language that was reviewed by the Board on April 24, 2019. The Board approved the draft's content on May 15, 2019. Both the policy and the procedure were then submitted to the full campus approval process. On January 29th, the College Council recommended by a narrow margin (8 yeses, 6 noes, and 3 abstentions) the approval of Procedure 6.12P for President Schaffer's signature and that President Schaffer advance Policy 6.12 to the Board for approval.

Trustee Salazar stated that many of the reasons cited in the Faculty Senate's letter for not approving the policy are the same as his and Trustee Erickson's for not approving the policy. He proposed the Board has an opportunity to re-consider whether the policy's approval is the right thing to do. He suggested the Board should think about whether or not they should take into consideration the Faculty Senate's feedback. President Schaffer stated the College Council is a recommending body to him. His recommendation based on the College Council's action comes to the Board on 2nd Reading. The Faculty Senate has no formal procedural step for approving a policy or procedure, rather in this case, they are taking the opportunity to share their voice. Trustee Soto remembered someone asked how the faculty felt about the policy during the February board meeting. Board Chairman Ketcham pointed out the policy has been undergoing an approval process for several months, during which the Faculty Senate offered no comment on the policy. Trustee

Thompson noted the grandfathering clause and Laramie County School District No. 1's adoption of a similar policy and said she will approve the policy. Trustee Erickson stated his opposition to the policy remains the same. Trustee Lyttle stated she sent recommended language to President Schaffer and Counsel Nethercott that came from her husband, who was the Laramie County School District No. 1 superintendent at the time the school district's policy was approved. She added no repercussions have occurred following the implementation of their policy and that she will vote to approve the College's policy. Counsel Nethercott read the proposed additional language as follows: LCCC administrators hired prior to July 1, 2020, whose residency is in Laramie and Albany Counties, shall be required to maintain residence in Laramie and Albany Counties as a condition of their employment.

Trustee Lyttle moved and Trustee Thompson seconded,

MOTION: That Policy 6.12 be amended to include the language submitted to Counsel Nethercott (noted above).

DISCUSSION: Trustee Soto asked where the language would be inserted. President Schaffer said the language does not change the original intent of the policy. His recommendation was for the Board to support the change. He will make the change in the policy, and the Board would then reserve further discussion during the policy's 2nd Reading.

MOTION CARRIED unanimously.

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

A. Finance and Facilities Committee (March 11th Meeting) – Trustees Don Erickson and Janine Thompson

Trustee Thompson reported the Finance and Facilities Committee received the financial reports and suggested the trustees approve those reports. Increasing residence hall parking by 90 spaces was discussed. Vice President Johnson stated Trustee Erickson asked that an overview of parking campus-wide be presented. The presentation included the number of spaces in each lot, the usage of those spaces, and how residence hall parking could be expanded to better meet the ratio needs with the addition of the new residence hall. The conclusion was the existing residence hall lot will be expanded to the north where the nodular used to be. Design work for that expansion is underway. When the cost for the expansion is determined, a spending authority request for the additional parking spaces will be brought to the Board. Trustee Erickson stated he was pleased with the campus parking report. He also advised that a review of the responses submitted by audit firms for the College's auditor also took place and that an audit firm was selected. In addition, the candidate for the Risk Manager position was named, and he was pleased with that selection. Since the College will soon have a risk manager on board, Trustee Erickson stated he would like to have a risk management policy and procedure developed.

With this in mind, Trustee Erickson moved and Trustee Merrell seconded,

MOTION: That the Board of Trustees requests President Schaffer to develop a risk management policy within the College.

DISCUSSION: None

MOTION CARRIED unanimously.

Trustee Erickson also noted that during the Finance and Facilities Committee a discussion was held about electronic wayfinding boards for the College. Board Chairman Ketcham is interested in these and is

doing some background work on the feasibility and cost. Board Chairman Ketcham clarified he is seeking estimates only and that his interest is not based on any negative feedback about the College's current wayfinding. Trustee Merrell stated the hospital has something like this but cautioned the purchase with the College's financial uncertainty.

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 2020](#)
- 2) [Current and Auxiliary Fund Budget Reports as of February 2020](#)
- 3) [Procurement and Contracting Report February 2020](#)

DISCUSSION: None

MOTION CARRIED unanimously.

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

- A. Student Ex Officio Trustee – Ms. Karyn Forbes – Spring Break – No Report
- B. ACC Ex Officio Trustee – Mr. Butch Keadle

Mr. Keadle expressed his disappointment with Dr. Hammond's resignation. He hoped Dr. Hammond would reconsider and stay. He has worked a little bit with Dr. Humphrey and believed that will help with the transition. He hoped that work with the Cheyenne campus will facilitate the offering of more programs between the Laramie and the Cheyenne campuses.

10. NEW BUSINESS – Board Chairman Jess Ketcham

No new business was brought forward for discussion.

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

- A. [HOPE \(Hispanic Organization for Progress & Education\)](#)

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

- March 28 (Saturday) – Blue and Gold Bash – POSTPONED
- April 13 (Monday) – Foundation Mission, Vision and Values Session – POSTPONED
- April 15 (Wednesday) – Board Meeting – Zoom TBD
- April 16 (Thursday) – WCCC Meeting, EWC – TBD
- April 22 (Wednesday) – BOCES Overview with LCSD No. 1 (Work Session) – POSTPONED
- May 1 (Friday) – Employee Recognition Reception – POSTPONED
- May 13 (Wednesday) – Board Meeting – Budget 1st Reading – Zoom TBD
- May 16 (Saturday) – Ceremony Day



Commencement – 10 a.m. – **Storey Gym**

Arrive in LCSD Board room no later than 9:30 (Students start arriving at 8:30. You are welcome to mingle in regalia and wish them well.)



Lunch – Noon – LCSD Meeting Room off of Storey Gym

Travel so South High School, 1213 W. Allison Rd. – Remember to take your regalia, as you will need it for the HSEC ceremony.



Nurses' Pinning – 1:30 p.m. – **South High School** (NOTE change in location)



HSEC Ceremony – 3:30 p.m. – South High School (NOTE change in location)

- May 21 (Thursday) – TRIO Graduation Gala
- June 4 (Thursday) – WCCC Meeting, WWCC
- June 17 (Wednesday) – Board Meeting
- July 15 (Wednesday) – Board Meeting – Budget Approval
- August 5-25 – Filing for Office Dates for Trustees
- August 18 – Primary Election
- November 3 – General Election

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

No public comment was received.

14. ADJOURNMENT of the March 18, 2020, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Jess Ketcham

Trustee Merrell moved and Trustee Soto seconded,

MOTION: That the March 18, 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 7:48 p.m., as so moved.

Respectfully Submitted,

Vicki Boreing
Board Recording Secretary