

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, MAY 13, 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, and 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, Associate Vice President Lisa Trimble, and Executive Director Tammy Maas; Administrators, Faculty, and Staff Teresa Authier, Ian Caldon, Jonathan Carrier, and Janet Webb, and Legal Counsel Tara Nethercott

Visitors: None

1. CALL TO ORDER of the May 13, 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 May 13, 2020, Board Meeting of the Laramie County Community College District Board of Trustees at 6:00 p.m.

2. MINUTES – The [April 15, 2020, Meeting Minutes](#) – Board Chairman Jess Ketcham

Trustee Merrell moved and Trustee Thompson seconded,

MOTION: That the Board of Trustees approves the April 15, 2020, Meeting minutes as written.

DISCUSSION: None

MOTION CARRIED unanimously.

3. REPORTS TO THE BOARD

A. Staff Senate – Janet Webb, President

Staff Senate President Webb reported the Staff Senate continues to hold a coffee hour every week and has been asked to continue to hold the coffee hours. A virtual staff retreat is being considered for later in the summer.

B. Faculty Senate – Teresa Authier, President

Faculty Senate President Authier shared she is the new Faculty Senate president and Jen DeRouche is the new vice president. The Faculty Senate is looking forward to meeting during the summer and appreciates the opportunity to attend the Return to Business meetings. The faculty member of the year will be announced on Friday during the Town Hall meeting. President Authier stated for Trustee Erickson that she has been at the College since 1994 and became a faculty librarian upon completion of her masters' degree in 2013.

C. Construction Update – Vice President Rick Johnson

- Residence Hall – Still sitting at 237 beds to be completed by early August. COVID-19 has created supply chain delays and labor challenges. A partial shipment of sinks for the residence hall has been received with no word on expected delivery of the remaining sinks. The delayed shipment is causing

problems on the west wings of the third and fourth floors. August 31st and September 9th are the loosely targeted completion dates of the third floor and fourth floors, respectively.

- Fine Arts Building – The renovation’s substantial completion is looking like June 30th, which is what was hoped. The date is based on Trane’s shipment of air handling equipment. Trane manufacturing was diverted to the production of medical equipment at the onset of COVID-19. The project contractor GH Phipps is a little more pessimistic and believes the move-in date will be the last of July.
- Auditorium – Completion is scheduled for November 23rd followed by four to six weeks of testing and training through Christmas break.
- Arp Parking Lot Expansion – The project is well underway with all current asphalt gone.

Vice President Johnson stated for Trustee Merrell that notifying Campus Safety is not necessary, if she plans to remain in the car and drive around the campus to view the projects.

4. **PRESIDENT’S REPORT** – President Joe Schaffer

A. [Dare to Dream Big](#) – Associate Vice President Lisa Trimble

President Schaffer stated the Dare to Dream Big statue was purchased to commemorate the library at the request of the library’s namesakes Randy and Yvonne Ludden, who took a particular liking to the statue. The Luddens had the opportunity to work with local artist Chris Navarro, who created the sculpture. Mr. Navarro stated the sculpture represents the power of belief. The statue will be installed early to mid-September, if conditions allow. A celebration will take place to commemorate the statue’s addition to the College’s landscape. Mr. Navarro has offered to do a book signing of the book that goes along with the statue. Two locations are being explored for the statue’s placement—on the patio between the library and the Fine Arts Building or on the walkway to Fine Arts Building and the library. The intent is to have the statue placed outside and closer to the library and Fine Arts Building instead of the auditorium. The statue’s cost will be funded by a Ludden private gift, a Karen Murray Art Series grant, and a Wyoming Arts Council grant. Should the arts council grant not be funded, earmarked Foundation funds will be used to complete the purchase.

B. [Virtual Commencement Ceremony](#) – Vice President Melissa Stutz

Vice President of Student Services Melissa Stutz congratulated Student Ex Officio Trustee Karyn Forbes, who completed her coursework this morning and will graduate. Ex Officio Forbes expressed her appreciation for the College’s production of the videos provided by graduates that was dedicated to personal acknowledgement of the graduates. Vice President Stutz reported as of 4 p.m. today 96 students have uploaded their videos. The video will be played on the College’s website at noon on Wednesday, May 20th. A link will be added, so the commencement video may be viewed at other times. Students who do not meet the deadline will be able to upload their information after May 20th. Trustee Erickson commented on the thank you from the SGA to the faculty and staff, stating it was a superb idea.

C. [Rediscover LCCC Part-Time Cohort](#) – Vice President Melissa Stutz

President Schaffer stated the College has been trying to compile over the life of the Rediscover LCCC program a proof of concept of what an adult-based program aid would look like for the state of Wyoming. From the two first cohorts, the full-time requirement of the program seemed to be a challenge. Research is pretty clear that students who attend college full-time, taking more than 12 credits, are more likely to graduate than those who attend part-time. Many persons interested in the Rediscover program voiced their desire for including part-time students. The concept of allowing part-time students taking 9 credits will be tested for a three-academic year period to include the summer, fall, and spring semesters with the expectation that similar student successes will take place. College and Foundation funding will cover the cost of this cohort. The current pandemic situation will allow the College to take additional time to gather

more data to support a request of a fully funded program by the Legislature. Vice President Stutz stated the College's advertising will target students who have stopped out and would like to go part-time. For Trustee Thompson, she stated such a program has not yet been discussed for the Bachelor of Applied Science degree.

D. CARES Act State Funding & Legislative Session

President Schaffer reported the CARES Act funding is intended to be the next wave of the stimulus focused on stabilizing and addressing the issues of COVID-19. The first piece included direct appropriations for institutions of higher education to provide emergency student grants (\$1.5 million) and other appropriations to offset lost revenues and to mitigate the coronavirus and the movement to a virtual environment. Of the \$1.5 million allocated to the College, well over \$500,000 of the \$750,000 earmarked for student emergency grants has been awarded to students with the greatest need, primarily Pell grant students, and applications are still being received. As required, the College has also published the first interim report. Two community colleges in the state have voiced their concerns about the reporting requirements and discrepancies between the U.S. legislative intent and the US. Department of Education interpretation, which requires students to be Pell eligible, and wish their community colleges had not accepted the funding. Guidance is needed on the reporting and auditing requirements for these funds. President Schaffer commended Vice President Stutz and Financial Aid Director Brandi Payne-Cervera for quickly determining the qualifications for receiving the funds, the process for disseminating those funds, and the rapid release of the funds to eligible students. The College's \$750,000 in institutional dollars is in the G5 system and is available for the College to draw on. No drawdowns have taken place, and no decisions have been made on the use of the \$750,000. In fully preparing for Covid financial impacts, the College needs to know what the allocations will be from the State's CARES Act funding. The Board will be apprised of the allocation plans and asked to endorse the dissemination of the funds as reported.

President Schaffer emphasized an estimated financial impact to date is already at \$1.5 million and does not take into account costs for increased custodial, sanitation, facility changes, potential revenue losses from restricted enrollments, and increased faculty numbers because of reduced class sizes. The seven community colleges' request will point out these and other areas of potential revenue loss due to the consequences of COVID-19 that have not yet been addressed.

The intent of the legislative session to convene on Friday, May 15th, is to set the parameters for appropriating the State's funds. Three bills are anticipated for appropriating the CARES Act funding. So far, the understanding is the State's \$1.25 billion will be allocated in three tranches—\$450 million, \$400 million, and \$400 million. A small portion of education funds in the amount of \$34 million will be allocated at the discretion of the Governor and will most likely go to the K12 system. Whether additional funds will be distributed to higher education is uncertain.

Beginning Friday, the State's BRAT (Budget Response Advisory Team) will receive from eligible agencies, including the community colleges, requests for the funds needed to offset Covid losses. The BRAT will make a recommendation to the Governor. Board Chairman Ketcham and WCCC Executive Direct Sandy Caldwell are members of the BRAT. The community colleges will likely submit one request representing three overarching goals. Those goals are:

1. Recoup lost revenues
2. Recoup unanticipated budget and expenses due to COVID-19
3. Recoup expenses anticipated for the next phases of opening

According to the legislation, the Governor will utilize an established budget allocation process using a B11 form to make the final allocation determinations. The guidelines stipulate allocation dates of May 15th, July 15th, and September 15th for the three tranches.

Counsel Nethercott stated for Trustee Erickson that historically, and recently, community colleges fall into the classification as a political subdivision and believes that is an accurate interpretation according to Wyoming statutes.

1) [Table of Losses and Incremental Costs](#) – Vice President Rick Johnson

Vice President Johnson's Table of Losses and Incremental Costs categorized the losses to date and the anticipated losses for the periods of March 18-May 15; May 16-August 23; and the Fall 2020 semester. The known losses from March 18-May 15 fall in the areas of the residence halls, student balances owed for spring semester, additional IT purchases for remote work/learning, health insurance policy increases, part-time employee costs, rental revenue (event use of facilities), workforce development education, non-credit community services, Children's Discovery Center (CDC) tuition refunds, contractor commissions, and miscellaneous such as additional cell phone costs for remote work. Those estimated losses total \$1,589,849. The amount has not been offset by the \$750,000 in institutional dollars. Vice President Johnson noted the table is dynamic; i.e., it is being updated on a weekly or more frequent basis, as more information becomes available. The information in columns two and three will be built out as decisions are made.

Vice President Johnson stated for Trustee Lyttle, who pointed out the \$475,000 in owed student balances for the spring semester, that this is the wrong environment for the College to be making collection calls. This rationale also applies to the Children's Discovery Center parents, who will not be billed for the \$160,646. Social distancing costs, for example, as a result of only one instead of two students occupying a room in the residence halls, limited enrollments due to smaller class sizes, and the installation of physical barriers will be populated and included in the College's request to the State. President Schaffer added that in addition to not collecting the tuition from CDC parents, the College continues to pay the CDC teachers. In response to a later question by Trustee Erickson, President Schaffer stated the one-person-per-room in the residence hall comes from the social distancing guidelines of maintaining six feet between persons.

E. Developing a Return to Business/Phased Reopening Plan

President Schaffer stated the Return to Business (R2B) team is an active group helping shape R2B plan and protocol call for LCCC and is a work in progress. As of now, the College will remain essentially virtual in the current format until the end of May. Phase I for reopening will be June 1st through August 17th, which would be the College's summer semester. Phase II would begin with the fall semester. A special board meeting may be required for the Board's formalized endorsement of the plans. President Schaffer will keep the Board apprised of the plans' development.

F. [Bachelor of Applied Science Degrees](#)

President Schaffer gave kudos to Senator Tara Nethercott for her architecture and leadership of the Bachelor of Applied Science degree that will be offered by community colleges. Senator Nethercott humbly responded the legislation's success was a team effort. President Schaffer continued that Wyoming's legislation was passed three times as quickly as that in other states. LCCC's offerings have received amazing feedback. Applications were received immediately after notification the College had been approved to offer Bachelor of Applied Science degrees was posted on Facebook. That notification came from the Higher Learning Commission on May 8th.

G. ACC Interim Leadership Plan

President Schaffer shared Dr. Clark Harris will extend his role as special assistant to the president to interim associate vice president of the ACC. He will be working closely with Dr. Kelly Humphrey, who

has successfully served in interim capacity for several months. Dr. Harris and Dr. Humphrey will be working on the accomplishment of four goals set for that campus. Those goals are:

1. ACSD#1/LCCC Master Plan
2. UW Partnership Plan
3. LCCC Online Prospectus
4. New Program Planning and Launch

Dr. Humphrey will assume the position of supervising the full-time ACC faculty. Dr. Harris's interim appointment will be in place for a year at which time the position will be filled permanently.

5. WORK ITEMS

- A. [FY 2021 Budget – 1st Reading](#) – President Joe Schaffer, Vice President Rick Johnson
[LCCC FY 2021 Budget Presentation](#)

Vice President Johnson expressed his appreciation of Budget Director Jayne Myrick's completion of the FY 2021 budget, especially given the loss of her mother, stating her accomplishment was nothing short of amazing. He also thanked Co-Chairs Kim Bender and Jayne Myrick and members of the following budget process and allocation committees:

- BPAC (Budget Process Advisory Committee) members: Michelle Albert, Cindy Henning, Sarah Hughes, Chad Marley, Alli McCown, Talisha Mottinger, Scott Royce, Lacey Shandera, Jan Streeter, Adrienne Wade, and Janet Webb
- BRAC (Budget Resource Allocation Committee) members: Teresa Authier, Mohamad Chakhad, Christie Goertel, Linda Hergert, Carla Ostic, Nola Rocha, and Jan Streeter

Speaking to the budget's development, Vice President Johnson shared:

- An Economic Overview – Ramifications of COVID-19
- Governor Gordon's State of the State Quote – "It is imperative that spending slow while we continue to learn more about the full extent of this historic pandemic and economic decline."
- LSO's (Legislative Service Office) Optimistic, Intermediate, and Pessimistic Scenarios for Revenue Shortfalls Over the Biennium (FY 2020, FY 2021, and FY 2022)
- Wyoming State Construction Department Letter re: Contract Freeze Exceptions Cap Con/Major Maintenance that Cited the Governor's directives:
 - o Immediately institute position freezes
 - o Halt general funds for contracts greater than \$100,000
 - o Implement a rigorous review of major maintenance spending

Vice President Johnson also shared the following four major themes of the FY 2020 budget:

1. Continuing Investment in Our People
2. Tightening Operating Expenses
3. Accumulating Resources for the Future
4. Preparing for Sudden Impacts and Changes

A summary of the budget's "puts and takes" included:

- Total Estimated Funds Available for FY 2021 Totaling \$1,872,951
- Proposed Distribution of Funds Totaling \$1,872,951
 - o Highlights
 - Compensation Package – \$1,277,187 (Includes Phase 3 of implementation over three years and two more years of maintenance)
 - Operating Reserve – \$445,800 (One-Time Funds of \$408,325 and COVID-19 Mitigation Reserve of \$37,475)

Vice President Johnson stated the Current Fund budget was balanced at the time of producing the budget book for this evening's meeting. However, since that time, the Commission advised the College will have an additional \$470K in health insurance costs. The premiums that were previously paid at 85% by the employer and 15% by employee will shift to 82% by the employer and 18% by the employee, plus a 10% increase is to go into effect in August. This means the College's health insurance costs will increase from \$609K to \$1.1 million for the biennium. The College's Current Fund budget now has a shortfall of \$235K. The FY 2021 budget will be adjusted for the 2nd Reading.

President Schaffer stated health insurance premiums increased 14% one day in January and again just last week by 10%. He shared his frustration with EGI (Employee Group Insurance) that the latest significant increase is being rolled out as late-breaking news and during the pandemic. Even though these increases may be necessary, the communication deficit and timing of these significant increases is still maddening.

Continuing with the One Mill Fund, Vice President Johnson stated the good news is this fund is expected to increase by \$244,571 for a total of \$2,227,752. A one-time cost of \$250,000 for the College's statutorily-required Campus Master Plan update every five years will be paid from the One Mill Fund. A Request for Proposal for this project will be on the street in the fall. The Campus Master Plan will be developed and brought to the Board for approval sometime in the Spring or Summer of 2021.

As a matter of practice, Vice President Johnson also reviewed the Auxiliary, Restricted, Endowment, and Physical Plant fund budgets, noting they are in solid shape, barring unforeseen COVID-19 impacts.

Trustee Erickson suggested specific budget questions be shared with President Schaffer, and the responses to those questions then be presented in a memo to the Board during a Finance and Facilities Committee meeting. This process has worked well in the past. Board Chairman Ketcham concurred.

The College's tentative FY 2020-2021 budget total is \$23,357,016.

- B. [Spanish in the Workplace Credit Diploma – 1st Reading](#) – Interim Academic Affairs Vice President Kari Brown-Herbst, Interim Dean of the School of Arts and Humanities Jonathan Carrier, Faculty Ian Caldon
1) [Program Approval Presentation](#)

Interim Academic Affairs Vice President Brown-Herbst noted the proposed program has undergone a rigorous review by faculty peers, Dean of the School of Arts and Humanities Jonathan Carrier, and Spanish Faculty Ian Caldon.

The Board was provided the following in support of the Spanish in the Workplace Credit Diploma:

- History
- Data showing Hispanic/Latino Growth in Wyoming
- Community Stakeholder Interest from the following areas:
 - Law Enforcement and First Responders
 - Social Work
 - Healthcare
 - Business
 - Trades/Ag
- Community Benefits
 - Economic
 - Social
 - Cultural
 - Growth
 - Tourism

- The College's Role in Facilitating a Viable Workforce
 - Recruiting
 - Training
 - Servicing

The program will articulate to the University of Wyoming.

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

A. Finance and Facilities Committee (May 12th Meeting) – Trustees Don Erickson and Janine Thompson

Trustee Erickson stated in addition to the project and budget information already presented this evening, the Finance and Facilities Committee discussed the estimated expenditure of \$250,000 for e-Gaming space and equipment. The estimated cost exceeded the initial anticipated cost. With the design now finished, FCI achieved subcontractor pricing quotes at \$200,000 instead of \$80,000. The project's viability will be reviewed after FCI provides final cost statements.

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

DISCUSSION: None

MOTION CARRIED unanimously.

Trustee Erickson updated the Board on the recent WACCT executive committee discussions during their June meeting. The WACCT has not yet determined if an October conference is possible but will move forward with planning and is considering topics for the conference. As reported by Trustee Merrell during the April 15th Board meeting, Trustee Erickson reiterated the recommendations of the Transforming Lives Committee (TLC) of which Trustee Merrell is a member.

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

A. Student Ex Officio Trustee – Ms. Karyn Forbes

Ex Officio Forbes shared a report of the SGA's actions during the 2019-2020 academic year.

Highlights:

- Created committees to tackle different subjects or challenges, including outreach to high schools
- Implemented recycling
- Required mandatory training for student organizations requesting SFAC funds
- Held a winter coat drive
- Worked with Sodexo to provide more services to the student body, such as keeping the dining hall open outside of meal hours
- Explored vendor opportunities
- Reviewed and scored 78 faculty nominations – one faculty member was selected from each school
- Overhauled the SGA's constitution and bylaws – updated version will be posted online this summer
- Recorded messages of thanks for faculty, staff and administration

Coordinator of Student Engagement and Diversity Zeke Sorenson will be on sabbatical beginning July 1st through the fall semester. Residential Living Director Diana Wilson will serve in his absence and Holli Manning will continue as faculty advisor.

B. ACC Ex Officio Trustee – Mr. Butch Keadle

Ex Officio Keadle stated Dr. Humphrey's work to date with Albany County School District No. 1 and the University of Wyoming is very encouraging. Overall, the transition in leadership and work on the four goals referenced earlier in the meeting is positively anticipated. Dr. Humphrey prefaced her comments thanking the Board for their support of the ACC and her during the transition. She then reported on partnering with Laramie High School to develop a culinary program, working with UW Vice President of Enrollment Management Kyle Moore on a possible bridge program where students can live on UW campus and attend course at ACC. Work is also taking place on a two-year online course for pre-engineering followed by transfer to the University of Wyoming. She has also been pursuing some interests with the University's College of Business and reworking the credit diploma program for fermentation and distilleries' science that would include an internship with a local brewery.

8. NEW BUSINESS – Board Chairman Jess Ketcham

Trustee Merrell reported the trustees' scholarship has a balance of \$23,725 and that a student was awarded a scholarship of \$588 this past year. Hoping to increase future scholarship amounts, she asked each trustee to consider donating whatever amount with which they are comfortable.

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

A. [Accreditation Commission for Education in Nursing \(ACEN\)](#)

Board Chairman Ketcham read the letter that gave formal notification that the Accreditation Commission for Education in Nursing (ACEN) granted continuing accreditation to the associate nursing program and scheduled the next evaluation visit for Fall 2027.

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

- 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

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

No public comment was requested.

12. ADJOURNMENT of the May 13, 2020, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Jess Ketcham

Trustee Merrell moved and Trustee Salazar seconded,

MOTION: That the May 13, 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 8:43 p.m., as so moved.

Respectfully submitted,

Vicki Boreing
Recording Secretary