

BOARD MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, OCTOBER 28, 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; ACC Ex Officio Butch Keadle, and Student Ex Officio Karyn Forbes

Staff Present: President Joe Schaffer, Vice Presidents Kari Brown-Herbst, Rick Johnson, and Melissa Stutz, Associate Vice President Lisa Trimble and Interim Associate Vice President Clark Harris; Executive Director Tammy Maas; Faculty and Staff Teresa Authier, Jesse Blair, Linda Herget, Nola Rocha, Troy Rumpf, and Victoria Steel; and Legal Counsel Tara Nethercott

Visitors: Wayne Herr (McGee, Hearne, and Paiz), WACCT Executive Director Erin Taylor

**Board and President's Cabinet Members please connect using the following Zoom Link.**

<https://lccc-wy.zoom.us/j/3816608853>

**Connect by Phone: Dial +1 253 215 8782 US  
Meeting ID for Phone Connection: 381 660 8853**

## DINNER WORK ITEMS

Board Chairman Jess Ketcham opened the dinner discussion at 6:05 p.m.

### 1. WORK ITEMS

- A. WACCT Legislative Priorities/Platform – WACCT Executive Director Erin Taylor, Trustee Erickson and Trustee Salazar

President Schaffer stated Executive Director Taylor has been working on a strategic and direct communication platform on behalf of the trustees' association. She has done a nice job monitoring the ever-shifting sands of the political and fiscal landscape and communicating the community colleges' message to help navigate these challenging times.

Executive Director Taylor stated the community colleges have been in front of several interim committees, which has provided an opportunity to build a knowledge base and facilitate a greater understanding of community college funding. The WCCC gave a presentation in front of the Joint Appropriations Committee (JAC) and the "Big 5." One of the presentation's focus was on accreditation. Executive Director Taylor commended President Schaffer, who "drove home" the community college vision and emphasized investing in community colleges now will pay off later.

The JAC met this week and heard from the Consensus Revenue Estimating Group (CREG). Even though the new CREG report is somewhat optimistic, Wyoming remains in an historic downturn with \$300 to \$500 million in additional revenues still needed or like amounts being cut to bridge the revenue deficit gap. The Governor has given a heads up for an additional 10% cut but probably not for all agencies like the first mandated 10% cut. Noting the community colleges will play a huge role in Wyoming's future, Executive Director Taylor purported the questions needing to be asked, when considering the budget deficit and proposed cuts are: "What is the vision for Wyoming? What do Wyoming's citizens want the community colleges to provide?". Wyoming has three revenue streams—tourism, agriculture, and

extractive industries. Of those three, Wyoming can no longer depend on “extractive industries” to provide the State’s needed revenues.

The Executive Branch of Wyoming’s State government is being asked to “Recognize Wyoming’s Community Colleges as the Solution to leading Wyoming’s Future” and to:

- Limit future cuts to the community colleges – Instead, utilize the LSRA (Legislative Stabilization Reserve Account) to bridge the gap between the current funding crisis and a long-term sustainable funding solution. (The LSRA is not the mineral fund.)
- Invest in the community colleges as the State’s workhorse to develop Wyoming’s economy and train Wyoming’s workforce. A dollar spent on the community colleges is equal to \$4.90 invested in Wyoming’s citizenry. President Schaffer later stated only higher education can claim an ROI (Return on Investment) that is tangible. The State is currently under contract to update the Emsi (Economic Modeling, LLC) Economic Modeling Impact Study (EMIS) produced in 2016, which produced a lot of comprehensive data on the ROI for community colleges.
- Support a sustainable funding structure for Wyoming’s community colleges. Options include:
  - Increases the State portion of the sales tax 1% (Fiscal impact: \$140 million/year) and use part of the revenues to fund community colleges.
  - Impose a one mill levy (ad valorem tax) on the 16 counties not part of a community college district and are not providing tax support to the community colleges. Impose an a statewide mill levy (ad valorem tax) on all 23 counties. Fiscal impact; \$45 million biennially.
  - Study equity issues associated with Board of Cooperative Educational Services (BOCES) and dual and concurrent enrollment funding and allocations.
  - Allow the trustees to impose an additional mill levy and remove the four-year limitation on the community college five mills. Statutory changes would need to take place.
  - Allow local and optional sales and use taxes to be used for community college funding or modify current economic development optional tax to be used for workforce programming.
  - Adjust HB 80 to incentivize distance education, consortium programming, program consolidation, non-credit and apprenticeship programs, and external cost adjustments. HB 80, as it was passed in 2016, tied funding to enrollments and does not incentivize.
  - Support capital construction and restore major maintenance funding to allow community colleges to meet the needs of industry and maintain facilities to meet the needs of students. Only Level 2 studies and authorizations will move forward.
  - Invest in an adult student financial aid program. The community colleges cannot meet the educational attainment goals with only high school graduations.
  - Include the community colleges in the Wyoming Constitution, so they are protected the same as the University and the K12 system. Some legislators are interested in this.
  - Ask the WCCC to consider a tuition increase and to remove the tuition cap of 15 credit hours. Update: On October 8<sup>th</sup> the Commission voted to increase tuition by 6% from \$99/credit hour to \$105/credit hour for in-state students and to remove the tuition cap.

The final part of the messaging asks the following to “Support the Solution!” and invest in Wyoming’s community colleges:

- Local legislators
- Governor Gordon

- Local business organizations (chambers of commerce) – The WACCT received a letter from the Wyoming Business Alliance (WBA) in support of the community colleges. The WBA is Wyoming’s largest association of business and industry.
- Industry associations

The “Support the Solution” messaging and advocating will have to wait until after the general election to know how to move forward with community colleges support. In response to Trustee Salazar’s question about what the trustees shouldn’t say, Executive Director Taylor stated trustees shouldn’t pit the community colleges against the University or the K12 system, adding the University and the K12 system are the community colleges’ partners.

President Schaffer thanked Executive Director Erin Taylor for her very informative presentation.

B. [Foundation Annual Report](#) – Institutional Advancement Associate Vice President Lisa Trimble

The following are the highlights from Associate Vice President Trimble’s presentation of the Foundation’s Annual Report.

- The Foundation runs on a calendar year.
- The Foundation’s priorities are annually prepared by President Schaffer and the Foundation.
  - Priority 1: Recreation & Athletics Complex (RAC) Renovation/Expansion
    - \$35,000 has been secured for renovations to date. Additional donations will not be pursued until the College knows how that project will progress.
  - Priority 2: Strengthen LCCC Athletics Through Private Giving
    - Flight Crew
      - Scholarship Support Received for FY20: \$21,000 – The scholarships are distributed by the athletic director.
    - Golden Eagle Endowment
      - Total fund growth in FY20: \$127,160 (with matching funds)
      - Athletic Director Cindy Henning has instructed any funds raised through in-house fundraisers be added to the Golden Eagle Endowment.
      - The recognition of donors in the RAC entryway is based on gifts of \$2,500 or more to the Golden Eagle Endowment.
  - Priority 3: Programmatic Endowments
    - Essential Student Experiences
      - Lois Mottonen Student Experience Fund FY20 Allocation: \$10,419 – The program is under development.
    - LCCC Pathway Endowments
      - FY20 Pathway Support: \$15,000 – Each pathway will have its own endowment. Foundation members and staff have been schooled on the seven pathways, so they are able to provide information to perspective donors about a specific pathway or all pathways, as they pursue gift opportunities.
      - Donations totaling \$100,000 have been secured for the Communication and Creative Arts Pathway. Donations are also anticipated for the Career and Technical Pathway. The total amount has not been finalized but is anticipated to be between \$200,000 and \$300,000.
    - Innovation and Entrepreneurship
      - The Foundation anticipates this fund will be a long-term fundraising goal.
  - Priority 4: Program Expansion & Start-Up Matching Funds
    - The Foundation has begun cultivating donors for program expansion and start-up funds.
  - Priority 5: Donor and Community Relations

- Employee Giving Pledges and Contributions for 2020-2021: \$32 628; Total Number of Givers: 111; Total New Employee Givers in 2020: 12.

#### Additional Touch Points

- SPA (Surbrugg Prentice Auditorium) Beam Signing – The signed beam will be placed in the auditorium structure.
- Prior to the onset of the pandemic, Foundation members were asked to attend at least one event being held by a College donor; i.e., “support those who are supporting us.”
- To help ease the communication gap caused by the pandemic’s isolation of persons between March and July, the Foundation staff wrote notes of thanks to 183 donors and friends.
- The Foundation holds and/or participates in many activities and events, some of which were put on hold due to pandemic protocols. In non-pandemic years, the Foundation hosts culture events on campus and individuals at Cheyenne Frontier Days, participates in booster and sponsor activities and the State’s financial planning seminars, and holds the annual holiday tea to thank employee givers (LCCC trustees, Foundation Board members, retirees, and employee givers are invited), the Lifetime Heritage Society Reception (usually a spring event postponed this year), and scholarship luncheon held virtually this fall.
- At the end of 2019, the Foundation’s endowment totaled \$34 million. Last week the Foundation’s Investment Committee reported the endowments were back up over \$40 million.
  - The Foundation raised over \$2 million in support for the College.
  - The Foundation received over \$10 million from the State’s matching funds.
  - The Foundation processed 441 Foundation donor scholarships for students and 328 agency scholarships for the College. The latter are funded by monies that come from organizations outside the College. The Foundation paid out \$1.4 million in endowed, annual, and agency scholarships in support of students.
  - The Foundation has 57 program funds that are outside of scholarships and support more the academic side by providing emergency aid for students and the purchase of equipment and supplies.

Trustee Soto asked about the Foundation’s efforts to engage retirees to which Associate Vice President Trimble responded retirees are invited to the holiday tea, the holiday celebration, and naming celebrations. Those who have scholarships are invited to the scholarship luncheon. Jeri Griego serves as the retiree representative on the Foundation Board and has a nice pulse on the community. Associate Vice President Trimble and Trustee Soto will visit about other ways to include retirees.

#### C. LCCC FY 2020 Audit Review – Wayne Herr (McGee, Hearne & Paiz, LLP)

- 1) [Audit Report](#)
- 2) [Audit Committee Letter](#)
- 3) [LCCC Representation Letter](#)

Mr. Herr reported:

- He met with the Finance and Facilities Committee today and provided a detailed presentation on the College’s audit process and final determinations.
- The audit was performed under three different sets of standards, and a report was issued on each.
- An audit was conducted under generally accepted auditing standards. The auditors are prepared to issue an unmodified or clean opinion that the financial statements are fairly presented in material respects.
- An audit was also performed under government auditing standards. This audit looks at internal control over financial reporting and compliance with laws and regulations that have a significant financial impact on the College. No findings will be reported under compliance with laws and

regulations. One internal control issue was identified that relates to two journal entries. In both cases, these were unusual occurrences, and the Comptroller has already added procedures to make sure this doesn't happen in the future. The financial statements are properly stated.

- An audit report was conducted under uniform grant guidance as it relates to federal funding. Financial Aid and Gear-Up were audited with no findings. The third program to be audited is the new CARES funding the College received from the United States Department of Education (USDE). Guidance for conducting the audit was to be received by the end of September but has not yet been received. If the guidance is not received by the end of October (120 days after year-end), the auditing firm will determine a Plan B for conducting the audit. No problems are anticipated because the CARES Act funding came with a lot of flexibility. Pending the completion of the audit of the CARES Act funds received by the College, the audit's determinations may be brought back during the Board's November 18<sup>th</sup> meeting for consideration of acceptance. (POSTSCRIPT TO MINUTES: The audit will be brought forward for consideration of acceptance during the December 2<sup>nd</sup> Board Meeting.)

D. Master Planning Recommendations – President Joe Schaffer and Vice President Rick Johnson

President Schaffer reported the College will update the 2016 Campus Master Plan in the form of an addendum that will include conducting a facilities condition inventory address the facilities renovations that have taken place since 2016. The Commission agreed to the update and had no concern about submitting an addendum.

## BOARD MEETING AGENDA

1. **CALL TO ORDER** of the October 28, 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 October 28, 2020, meeting of the Laramie County Community College District Board of Trustees at 7:15 p.m.

2. **MINUTES** – Approval of the [September 9, 2020, Board Minutes](#) – Board Chairman Jess Ketcham

Trustee Merrell moved and Trustee Soto seconded,

**MOTION:** That the Board of Trustees approves the September 9, 2020, Board minutes as written.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

3. **REPORTS TO THE BOARD**

A. Staff Senate – President Linda Herget

Staff Senate President Herget reported they are working on a couple of projects:

- 1) Spook the Door Contest – Trustee Soto will be one of the judges on Friday.
- 2) Food Pantry Drive for the Western States Food Pantry on Campus – The Staff Senate and the Faculty Senate are collaborating on this project. Food items placed in the bins around campus will be collected November 16<sup>th</sup> and added to the pantry.

B. Faculty Senate – President Teresa Authier

Faculty Senate President Authier reported a survey was conducted about changing the Faculty Senate constitution and bylaws so that their provisions align with pathways. A faculty member will be recognized each month and will be highlighted in the Human Resources newsletter, *Eagle Vision*. Each month's recognition will be based on a different criteria.

- November – Service to LCCC
- December – Community Outreach
- January – Professional Develop
- February – Instructional Excellence

Trustee Lyttle requested she be provided with the faculty member's name highlighted each month. President Authier said all the trustees will be included in the email announcement.

C. Construction Update – Vice President Rick Johnson

- Residence Hall – The residence hall is on schedule for the targeted November 9<sup>th</sup> completion. Some items may be pushed out to the spring or later to help with the State Land and Investment Board (SLIB) arrangements. Currently, a lot of furniture is being delivered, and the e-gaming space is being finished.
- Auditorium – November 23<sup>rd</sup> remains the completion date. The metal façade between the gallery and the library that was added into the project will be replaced in early December. The replacement is delayed because of a supply chain challenge with the metal.

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

A. TRIO Student Support Services Grant Update

President Schaffer advised the College's application for the renewal of the TRIO grant was not funded. LCCC was one of many institutions that had long-standing grants but were not funded this time. The College has a strong advising function and will be able to continue to assist TRIO students with academic, financial aid, financial literacy, and transfer advising.

B. October 8, 2020, WCCC Meeting

On October 8<sup>th</sup> the Commission voted to increase tuition by 6% from \$99/credit hour to \$105/credit hour for in-state students and to remove the current 15 credit hour tuition cap. President Schaffer stated he remains concerned about what impact the tuition increase will have on students, noting further that community colleges should be helping students and not negatively impacting higher education affordability.

C. Residence Hall Loan Update

The residence hall project is funded by community college dormitory loan program created by the Legislature. The loan is structured such that the first payment is due upon the completion of the project. The construction's completion along with the student occupancy of the residence hall was delayed due to COVID. Negotiations are taking place with the State Lands and Investment Board (SLIB) to get some relief for the first loan payment. Because students are not able to occupy the Hall, the College will not have generated enough revenue to service the first loan payment. Legislative representatives and SLIB

staff have been willing to work with the College. As a result, the College now has a couple of solutions to mitigate the first payment's delay, and consequently, the COVID impact.

D. [Timeline for Budget Reduction Process](#)

President Schaffer reviewed the timeline for the budget reduction process and action to date.

- President Schaffer reviewed and approved retirement requests.
- A draft of the Budget Reduction Plan will be provided to the Board on Monday, November 2<sup>nd</sup>.
- The Plan will be posted for consultative feedback on the President's Office Virtual Office site on Wednesday, November 4<sup>th</sup>.
- The Plans' draft will be presented to the Board for discussion on Wednesday, November 4<sup>th</sup>.
- President Schaffer will meet with College Council, the Faculty Senate, and the Staff Senate on Friday, November 6<sup>th</sup>.
- The Plan will be presented for the Board's consideration of approval on Wednesday, November 18<sup>th</sup>.

Resources have been budgeted to financially assist employees with their transitions that will take place as a part of the budget reductions. If the employee decisions are pushed out to later in the fiscal year, the affected employee would not have the benefit of those resources.

**5. POLICIES**

A. [Draft Risk Management Policy](#) – Vice President Rick Johnson

Trustee Erickson stated his request for a Risk Management Policy was triggered when the College had to remove hazardous materials from the campus and with the hiring of Risk Manager Jesse Blair. The key point is in the last line of the policy that reads: "Additionally, the Board of Trustees expects that the management and mitigation of risk is a shared responsibility of all employees with a role in overseeing activities and programs of the College." Trustee Erickson further stated that any opportunity comes with risks. President Schaffer agreed and acknowledged risks were taken when the decision was made to re-open the campus. Speaking to the next steps, President Schaffer said he will work with staff to develop an administrative procedure. The policy and the procedure will be submitted to the full policy and procedure review and approval process.

B. Sexual Misconduct Policies – 1<sup>st</sup> Reading – Vice President Melissa Stutz and Executive Director Tammy Maas

- 1) [Policy 3.22 Sexual Misconduct Student – New](#)
- 2) [Policy 6.3 Sexual Misconduct Employee – Revised](#)

Vice President Stutz told the Board a separate procedure for students was developed in response to the Office of Civil Rights issuance of new Title IX regulations in May of this year. She, Human Resources Executive Director Maas, and Counsel Tara Nethercott worked in concert to update the employee policy and to develop the student policy. Both policies now include the wording "sexual harassment" instead of "harassment," Vice President Stutz stated having a separate policy for students is important so that students know the College is serious about not tolerating sexual harassment. Another language change occurs in 1.0.B. This language now matches the College's nondiscrimination statement. In response to Trustee Lyttle's question does the Board has such a policy, Counsel Nethercott stated all of the College's policies are the Board's policies. Therefore, the Board's support of this policy is in essence their support of the approval of these requirements. Counsel Nethercott also explained for Trustee Erickson there are two kinds of harassment—general and sexual. Changes continue to be made to Title IX, particularly as they apply to higher education. As a result, colleges and universities are subject to ever-changing regulations. Most recently, changes were made again through the rule making process of the United

States Department of Education. That rule-making process went into effect this summer. The development of the student policy and changes to the employee procedure were required by law. Vice President Stutz noted the corresponding procedures are quite extensive, addressing all issues regarding sexual misconduct and sexual harassment.

President Schaffer advised the policies will be brought back for a 2<sup>nd</sup> Reading during the Board's November 18<sup>th</sup> Board Meeting.

## 6. APPROVAL ITEMS

### A. Naming Tributes – Associate Vice President Lisa Trimble

The trustees were advised during a recent executive session of the naming requests.

#### 1) [First Interstate Bank – Memo to the Board](#)

Trustee Soto moved and Trustee Merrell seconded,

**MOTION:** That the Board of Trustees approves the naming of the Clay Pathfinder Conference Room 211 on the LCCC Cheyenne campus, the First Interstate Bank Conference Room.

**DISCUSSION:** none

**MOTION CARRIED** unanimously.

#### 2) [Art and Carol Merrell – Memo to the Board](#)

Art and Carol Merrell are strong proponents of the College and its students and so were compelled to make a generous gift to support the completion of the e-sports space in the new residence hall. Board Chairman Ketcham stated Trustee Merrell is recusing herself from this vote.

Trustee Lyttle moved and Trustee Soto seconded,

**MOTION:** That the Board of Trustees approves the naming of the student activity lounge in the new residence hall on the LCCC Cheyenne campus, the Merrell Student Activity Lounge.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

Trustee Merrell thanked the trustees for supporting the naming of the e-gaming space the Merrell Student Activity Lounge, adding the naming is great honor. She also commended the Board, President Schaffer, and employees for their dedication to students.

### B. [CARES Funds Authorization for Spending Authority](#) – President Joe Schaffer, Sponsored Awards and Compliance Director Victoria Steel

President Schaffer explained the short timeline for expending the CARES funds necessitated his request to be authorized to expend more than the policy-directed \$60,000 without Board approval. The Board authorized these expenditures with the caveat that he bring those expenditures to the Board for approval. Some of the expenditures may not take place because of the timeline. Trustee Merrell pointed out during



discussion that examples of this are found in item 19 and 20, Expansion of Virtual Lab Subscriptions and ImageNow Expansion Image, respectively.

The package before the Board this evening is primarily for IT improvements that will help sustain the College and its students during the current environment and beyond.

Trustee Erickson moved and Trustee Merrell seconded,

**MOTION:** That the Board of Trustees authorizes the President to expend the necessary CARES Act funds for the purposes outlined in the attached list of CARES \$60,000+ Purchases report. The total estimated expenditure is \$4,247,552.

**DISCUSSION:** Trustee Erickson stated the expenditures were reviewed in the Finance and Facilities Committee.

**MOTION CARRIED** unanimously.

C. [Spending Authority for Retirement Incentive Offering](#) – President Joe Schaffer

President Schaffer stated the intent is to utilize vacancy savings and other unexpended budget funds (e.g., curtailed travel) to pay for the retirement incentive cost. If these funds are found to be insufficient, the Current Fund will be used to cover any difference.

Trustee Erickson moved and Trustee Lyttle seconded,

**MOTION:** That the Board of Trustees authorizes the President to expend up to \$400,000 for a Retirement Incentive program to assist the College with its budget reduction efforts, as a result of the withdrawal of State funding. The source of these funds will be a mixture of vacancy savings and unspent budgeted funds from the FY21 budget, and possibly from the Current Fund Balance.

**DISCUSSION:** none

**MOTION CARRIED** unanimously.

## 7. BOARD REPORTS

A. Board Committee Reports – Board Chairman Jess Ketcham

1) October 8<sup>th</sup> WACCT Meeting – Trustee Erickson and Trustee Salazar

Trustee Erickson shared the following information, noting most of his report was covered in Executive Director Taylor's presentation.

- The trustees' education conference normally held in October will not take place this year.
- The WACCT has a short video explaining the association's purpose. WACCT President Ernie Over from CWC does the narration. Wyoming Public TV developed the video but did not charge the WACCT, because the video's production took too long.
- The reorganization of the WACCT is still moving forward. That reorganization will bring the seven community college presidents into the WACCT association. The WACCT's Executive Council consists of the President, Vice President, Secretary, Treasurer, and the President of the Presidents' Council. The President of the Presidents' Council, as a member of the WACCT Executive Committee would be the supervisor of the WACCT Executive Director. Later, in

response to Trustee Lyttle's question of why would a president be her supervisor when the WACCT is paying her salary, Trustee Erickson stated the reorganization specifics continue to evolve and need to be refined and thoroughly vetted, including legal and IRS questions that may arise.

- The WACCT will go forward with the audit. The audit committee's three members are from EWC, WWCC, and LCCC (Board Chairman Jess Ketcham).

Trustee Salazar stated adding the seven community college presidents to the WACCT association will make the WACCT a more effective one. He noted Executive Director Taylor will send the trustees a list of the legislators following the November elections. He also provided the following two links to the trustees in a follow-up email.

- Renton Technology College's video, "Don't Cut the Solution."  
<https://www.youtube.com/watch?v=0iKGdkZHF64>
- WACCT video  
[https://drive.google.com/file/d/1qSjcPEvs09sx7q\\_nHckUUUp2ucSpl0-Bq/view](https://drive.google.com/file/d/1qSjcPEvs09sx7q_nHckUUUp2ucSpl0-Bq/view)

2) Finance and Facilities Committee (October 28<sup>th</sup>) – Trustee Erickson, Trustee Thompson

Trustee Erickson said the Finance and Facilities Committee's discussions have been mostly covered. Vice President Johnson will continue to provide the COVID aid spreadsheet, which has proved to be helpful. The Governor is interested in securing funds in the amount of \$280,000 to help with the Children's Discovery Center deficit.

Trustee Erickson moved and Trustee Thompson seconded,

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

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

**DISCUSSION:** none

**MOTION CARRIED** unanimously.

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

A. ACC Ex Officio Trustee – Mr. Butch Keadle

Ex Officio Keadle acknowledged Trustee Merrell for her family gifts and what she does for students. He reported on his meetings with ACC Interim Associate Vice President Harris and the ACC's four program goals. Dr. Kelly Humphrey is working with UW to align a 2+2 arrangement for the engineering program. Work continues on BOCES and concurrent enrollment programs and a 1+3 program with the University. Also, Dr. Harris noted the ACC is using UW graduate students who meet minimal qualifications to teach some courses.

B. Student Ex Officio Trustee – Ms. Karyn Forbes

Ex Officio Forbes said she will continue as the Student Ex Officio Trustee for the remainder of the school year. The SGA is fully functional with at least one representative from each academic division and the ACC. Coleden Church was elected President, and Jenna Tast was elected Vice President. She also

shared the following SGA goals of being present, staying connected, and being consistent. The SGA is also working on universal communication with the students, faculty, staff, and administration. Community outreach will be limited due to COVID. Communications will continue with campus clubs. Currently, interest is being sought for a faculty advisor. Former faculty advisor Holly Manning moved and is no longer at the College. The SGA's virtual office is being updated to provide another means for expanding communication in the COVID environment. SGA agendas and minutes are located in the Student Engagement and Diversity Virtual Office. The SGA is meeting on Fridays from 3 to 5 p.m. The meeting times have added with the Zoom link to the Board's Google Calendar.

## 9. NEW BUSINESS – Board Chairman Jess Ketcham

President Schaffer prefaced the conversation about Trustee Thompson's three items, stating he appreciates trustee interest in community needs, but asked that as a trustee explores these interests to please include him.

### A. Reduced Lunch Costs – Trustee Thompson

Trustee Thompson expressed interest in exploring the College's ability to assist the community and school districts with providing meals to populations in need. Associate Vice President Trimble shared the College has the Western States Bank Food Pantry. The Foundation is working on securing some matching funds to use in the annual campaign to provide ongoing support for that particular program. First Lady Gordon has toured the College's food pantry as part of her Wyoming Hunger Initiative and was very impressed with the Pantry's availability to the College's students. First Lady Gordon recently shared a post the College had on Facebook last week about the food pantry and talked about the work taking place at the College. Associate Vice President Trimble also spoke to the Ladies Lunch Fund and noted for Trustee Merrell the fund needs somewhere between \$1,000 to \$2,000 to become endowed. This program provides funds for the purchase of Sodexo meal cards that are distributed by Dean of Students James Miller, who has a far better knowledge of student needs. Responding to Trustee Thompson's question about how to move forward, Associate Vice President Trimble said the Foundation is always looking for donors, who can increase the Foundation's funding resources. Associate Vice President Trimble noted First Lady Gordon has a foundation or charitable component to the Wyoming Hunger Initiative. If the First Lady is interested in making a gift to support the College's programs, she would be happy to have that conversation. As a follow-up the evening's conversation, Associate Vice President Trimble invited Trustee Thompson to meet with Vice President Stutz, Dean Miller, and her to discuss this and other opportunities. Trustee Thompson said with the trustees' blessings she will reach out to Associate Vice President Trimble to pursue this interest. At Trustee Soto's request, Associate Vice President Trimble will send more information about the Ladies Lunch Fund to the trustees.

Trustee Thompson asked about the possibility of providing tutoring services for Laramie County School District No. 1, noting members of the community have shared with her that the onset of COVID has negatively affected the availability of tutors. Board Chairman Ketcham cautioned the College's offering to do so without a formal request from the school district could potentially cause boundary issues. President Schaffer will follow-up with Superintendent Brown next week, but noted the College is also experiencing COVID effects that have led to College's tutors being loaded with student tutoring requests.

### B. Civic Involvement Inventory – Chairman Ketcham

At Board Chairman Ketcham's request, President Schaffer will share to what level the College's Cabinet members and deans of schools participate in community civic duty. President Schaffer will bring the information to a future meeting.

C. Trustee Emeritus Committee – Chairman Ketcham

At Board Chairman Ketcham’s request President Schaffer will seek members from the campus constituency to serve on the committee and advance some recommendations. Trustees Soto and Merrell expressed interest in serving on the committee.

Board Chairman Ketcham asked if moving the Board Room to the current “black box” theater was being considered. President Schaffer said moving the Board Room was discussed during the development of the current Campus Master Plan, but no decision was made to do so, and he has heard no conversation about the moving the Board Room to the “black box” theater.

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

- November 3 – General Election
- November 4 – Special Board Meeting – 5:30 p.m. Dinner, CCC 178/179 – 6 p.m. Meeting, Budget Reduction Consideration
- November 18 – Board Meeting – 5:30 p.m. Dinner, CCC 178/179; 7 p.m. Meeting, UP Centennial Room – Budget Reduction Approval (POSTSCRIPT TO MINUTES: Because of the rise in the number of COVID cases, this meeting will be held via Zoom.)
- December 2 – Board Meeting – 5:30 p.m. Dinner, CCC 178/179 – Time and Location TBD – Officer Elections, Oaths of Office

**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 about a committee to choose the board officers and committee representatives for 2021. Board Chairman Ketcham said that determination will be made during the November 18<sup>th</sup> meeting.

**12. ADJOURNMENT** of the October 28, 2020, 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 October 28, 2020, Board Meeting of the Laramie County Community College District Board of Trustees.

**DISCUSSION:** None

**MOTION CARRIED** unanimously, and Board Chairman Jess Ketcham adjourned the October 28, 2020, meeting at 9:14 p.m.

Respectfully Submitted,

Vicki Boreing  
Board Recording Secretary