

SPECIAL BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, JULY 1, 2020, via Zoom

Board Present: Board Chairman Jess E. Ketcham, Vice Chairman Wendy Soto, Secretary Bob Salazar, Treasurer Don Erickson, Trustees Brenda Lyttle and Janine Thompson, and ACC Ex Officio Butch Keadle

Board Excused: Trustee Carol Merrell

Staff Present: President Joe Schaffer, Vice Presidents Kari Brown-Herbst 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, Kim Bender, Julie Gerstner, Linda Herget, Chad Marley, Victoria Steel, and Legal Counsel Tara Nethercott

Visitors: Kathryn Palmer (Wyoming Tribune-Eagle)

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

Board Chairman Jess Ketcham called to order the July 1, 2020, Special Board Meeting of the Laramie County Community College District Board of Trustees at 3:32 p.m.

2. **[LCCC R2B \(Return to Business\) Phase II Plan](#)** – President Joe Schaffer  
(Note: The plan linked to these minutes was revised following the end of consultative feedback period at 10 a.m. on July 1.)

President Schaffer acknowledged the outstanding work of R2B Team Co-Chairs Chad Marley and Julie Gerstner and the R2B team members. He advised the plan linked to the agenda has no significant changes from the draft previously emailed to the trustees. Referring to Phase I, he stated the College is working through some logistics but no major hiccups have occurred, and the plan's operations are going smoothly. The bigger lift will be with Phase II, which addresses the delivery of programs and services for the period of August 15-December 31. As with Phase I, the Phase II plan will apply to all the College's campus locations. The feedback received indicates some would like the plan's directives to go deeper and be more restrictive; i.e., less flexible. However, the plan is designed to be flexible because of the unpredictable and changing directives of COVID-19. The Plan's purpose is to define the conditions necessary to allow College functions to reopen in a strategic way, while carrying out the programs, services, and activities necessary for the attainment of the College's mission.

President Schaffer reviewed in detail the R2B Phase II Plan's content, which addresses:

- College Operations
- Health, Distancing, and Screening
- Testing, Contact Tracing, Quarantine
- Academic Course Delivery
- Residence Halls
- Athletics
- Events and Gatherings
- Area Operation Plans
- Communication

The Phase II plan's highlights included but were not limited to:

- Employees will be expected to return to work on campus unless other criteria stated in the Plan are met.
- Travel will be restricted for Fall 2020 and will be evaluated on a case-by-case basis.
- Events and gatherings with more than 50 participants may be permitted with appropriate approvals from the Albany County or Laramie County Health Officers and President's Cabinet.
- Definitions were added to the Plan to explain terms such as common area, synchronous and asynchronous course delivery modalities, essential services/functions, gatherings/events, masks and face coverings, new normal, PPE, reopen, social distancing, and vulnerable individuals.

Answers to Trustee Questions

- Employees who believe they have contracted the virus will be referred to their health care provider.
- An on-campus testing facility is not currently planned.
- Details for handling on-campus students who believe they have contracted the virus are to be determined and will be included in the Plan's appendices.
- The Children's Discovery Center is scheduled to open August 10<sup>th</sup>.
- The rationale for putting one student in a residence hall room was based on general guidance for residential facilities and compliance with social distancing rules. The objective is to minimize the risk of the virus's spreading.
- The residence halls' application process will provide residents an opportunity to request sharing a room.
- Residents will have to test negative before they are allowed to enter a residence hall.

Feedback was received concerning:

- Athletic event attendance – number of persons allowed to attend? live streaming a possibility?
- Faculty flexibility for delivering instruction – change modality of course delivery during semester?
- Faculty working remotely or on campus?
- Student health clinic – extending hours?
- Children's Discovery Center – why closed so long and when reopening?
- Exit and entry – control within buildings and staircases?

President Schaffer stated area operational plans will include details for fall re-opening that will address these and other questions, as they apply to individual areas.

Trustee Soto moved and Trustee Brenda Lyttle seconded,

**MOTION:** That the Board of Trustees approves the LCCC Phase II Return to Business Plan and directs the President to begin its implementation.

**DISCUSSION:** No further discussion

**MOTION CARRIED** unanimously.

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

Faculty Senate President Teresa Authier thanked President Schaffer and the R2B Committee and stated the faculty's concerns have been addressed.

4. **ADJOURNMENT** of the July 1, 2020, Special Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Jess Ketcham

Trustee Lyttle moved and Trustee Thompson seconded,

**MOTION:** That the July 1, 2020, Special Board Meeting of the Laramie County Community College District Board of Trustees be adjourned.

**DISCUSSION:** None

**MOTION CARRIED** unanimously, and Board Chairman Jess Ketcham adjourned the July 1, 2020, Special Board Meeting of the Laramie County Community College District Board of Trustees at 4:46 p.m., as so moved.

Respectfully Submitted,

Vicki Boreing  
Board Recording Secretary