

SPECIAL BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD THURSDAY, MAY 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, and ACC Ex Officio Butch Keadle

Staff Present: President Joe Schaffer, Vice Presidents Kari Brown-Herbst, Rick Johnson, and Melissa Stutz, Associate Vice Presidents Kim Bender and Lisa Trimble, Interim Associate Vice President Kelly Humphrey, and Executive Director Tammy Maas; Administrators, Faculty, and Staff Teresa Authier, James Crosby, Julie Gerstner, Chad Marley, Nola Rocha, and Janet Webb; and Legal Counsel Tara Nethercott

Visitors: Kathryn Palmer (Wyoming Tribune-Eagle)

1. **CALL TO ORDER** of the May 28, 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 May 28, 2020, Special Meeting of the Laramie County Community College District Board of Trustees at 12 p.m.

2. **LCCC R2B (Return to Business) Phase I Plan** – President Joe Schaffer

President Schaffer recognized R2B Co-Chairs Julie Gerstner and Chad Marley, calling attention to their dedication to producing a detailed, manageable, and campus-wide Return to Business Phase I Plan. He also applauded the extensive and timely work of the R2B committee members.

Board Chairman Ketcham called for questions. Trustee Soto expressed concern that masks are not being required of all persons on campus. Co-Chair Marley stated the final version will state “All students and visitors shall use cloth face coverings or masks...” “Employees will be required to use face coverings while in common areas and when physical distancing is not possible.” President Schaffer noted the foregoing language is stronger than that in the draft plan distributed to the trustees earlier. He also stated for Trustee Thompson the College has no plan to provide all students and visitors with masks. Masks with an LCCC logo will be provided to all LCCC employees and will be available in the Bookstore. Social enforcement will be used to pressure those not wearing masks to do so in areas where social distancing cannot be achieved. For Trustee Salazar, President Schaffer stated Appendix IV. Screening, Monitoring, and Response Plan addresses the Screening Protocol for employees, students, and visitors, who will be required to complete self-screening prior to attending campus. The self-screening will be verified per department protocol or with security if no approved protocol exists. Appendix IV also includes links to a self-screening form and the Wyoming Department of Health recommended screening questions.

Trustee Merrell moved and Trustee Soto seconded,

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

**DISCUSSION:** Trustee Merrell stated the R2B Phase I Plan is a huge document and a lot of work was put into it, which is important because the plan will affect all students, employees, and community members who come and go from campus. Trustee Lyttle dittoed Trustee Merrell’s observations, and Trustee Soto stated the plan was well thought out and thanked all who were responsible for the plan’s development.

**MOTION CARRIED** unanimously.

President Schaffer stated the R2B Phase I Plan will be launched on June 15<sup>th</sup>. Area-specific plans and exemption requests where appropriate will be submitted to President's Cabinet for approval. A Phase II plan for the fall semester will be developed with the focus on physical activity returning to campus and in classrooms. Phase II will have a bigger lift as to academic offerings and coursework on campus. A draft of that plan is due June 19<sup>th</sup>. As with the Phase I Plan, a special board meeting may be held to seek the Board's approval for implementation of the Phase II Plan.

Counsel Nethercott stated for Trustee Erickson that from a legal perspective the College is protected by governmental immunity. Concerning liability, she encouraged the College not to consequently waive that immunity by taking on too much responsibility. because the College cannot assure a safe environment. Each individual on campus is in the greatest position to protect themselves—personal decision making. She is fully confident the College is able to manage competing interests of the public, employees, and students. The subject matter experts at LCCC have added one more thing to their experience—COVID-19—and are the most skilled at balancing these interests.

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

No public comment was given.

4. **ADJOURNMENT** of the May 28, 2020, Special 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 May 28, 2020, Special 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 12:22 p.m., as so moved.

Respectfully submitted,

Vicki Boreing  
Board Recording Secretary