

SPECIAL BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, NOVEMBER 4, 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 Student Ex Officio Karyn Forbes

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

Visitors: Erin Berry, Natalie Cheever and Mary Kohan (CDC Parents)

1. CALL TO ORDER of the November 4, 2020, Special Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Jess Ketcham

Board Chairman Ketcham called to order the November 4, 2020, Special Board Meeting of the Laramie County Community College District Board of Trustees at 6:03 p.m.

Legal Counsel Tara Nethercott explained the purpose of this meeting is to hear information as prepared by the President and the President’s Cabinet about the budget reduction recommendations. This meeting is intended to be informational but the Board of Trustees are welcome to ask questions and discuss the rationale behind the recommendations. The Board of Trustees are not to vote on this today.

President Schaffer and Board Chairman Ketcham walked through the process of requesting public comment and noted the option to view the meeting via the YouTube livestream.

2. BUDGET REDUCTION RECOMMENDATIONS – President Joe Schaffer

A. [FY22 Budget Reduction Recommendations Memorandum](#)

B. Supplemental Information/Data

- 1) [LCCC Employees by Classification FY10-FY21](#)
- 2) [LCCC FTE Change by Areas FY17-FY21](#)
- 3) [LCCC Part-Time Employee Trends Analysis](#)
- 4) [IPEDS Peer Comparison Data](#)
- 5) [NCCBP Comparisons Student Services](#)
- 6) [Wyoming Community College Comparisons](#)
- 7) [Wyoming Community College Personnel to Operations Analysis](#)
- 8) [Retirement Contribution Comparisons](#)
- 9) [Program Analysis Matrix](#) and [Report](#)
- 10) [Memo to Cabinet RE: RIF Selection Criteria](#)
- 11) [Memo FY22 Athletics Budget Reduction Recommendations](#)

President Schaffer shared the FY22 Budget Reduction Recommendations document. He began by walking through the Anticipated Revenue Deficits and the threshold for the budget reductions. As a reminder, the Board of Trustees approved the FY21 budget in July. In addition, they declared a state of financial emergency and directed President Schaffer to come up with \$2.8 million in reductions and \$700,000 in contingency for a

total of \$3.5 million. At that time, that was the best estimate available regarding the revenue picture for the College. However, as shared in his memorandum, that picture has slightly changed. The cut to the State aid block grant is the amount that the College will lose in State aid block grant funding. This amount is a little more than 10% of the State aid because of the way that the State's allocation model works. With the 10% cut being applied at the block grant, once the block grant is distributed, different amounts go to different colleges based on a variety of factors. The College will continue to have the deficit in State health insurance funding until the numbers of employees change or upon legislative action. The State aid block grant and the State health insurance funding are the two definitive cuts to LCCC's revenue picture, which is about \$3.2 million and is more than the \$2.8 million discussed in July. The remaining items on this list have a little greater variability.

Referring to the continued implementation of the new compensation model, President Schaffer stated Phase I was implemented in FY18 and included getting employees who were below the bottom of their salary scale to at least the bottom of the scale. Phase II took a couple of years and included getting employees to the 25th percentile of their salary scale. This is the strategic target salary range for starting employees so the College can be competitive in recruitment and retention of talent. The implementation of Phase III was to begin in FY21 and would address longevity increments. There are five increments based on an employee's longevity that move them between the 25th percentile and the 50th percentile. The goal is to have employees earning at the 50th percentile of their market salary range within five years of being employed at the College. Because of the budget cuts and the need to buy time to make strategic decisions, a decision was made to suspend implementation of the compensation plan. President Schaffer's commitment to the College is to implement Phase III once the budget reductions have been accomplished and resources will be needed to do this.

The tuition increase revenue is based on current enrollment.

The Employee Group Insurance (EGI) is saying another double-digit premium increase will occur going forward. This is a worst-case scenario perspective.

Speaking to the recapture/redistribution process, President Schaffer explained the funding is redistributed based on a reduction of local funding. As long as Laramie County continues to do well and sees an increase in local funding, a portion of that local funding will be redistributed to other colleges. The College has been fortunate to have almost a net wash where the increase in local funding has been close to the decrease in State funding.

The projected revenue may be too conservative. If all funding happens as projected going into FY22, the revenue deficit for the College will be \$4,102,213. This amount does not include further reductions. Most recently, the Governor has indicated he will propose another 5% reduction to the community colleges in his supplemental budget. With that, LCCC would have to cut an additional \$1.3 million not included in this recommendation. The Board of Trustees can decide the threshold needs to be less than the \$4,102,213. The risk is, the lower the amount cut, the greater the chance the College will have to go through another budget cutting process. However, if the College cuts a greater amount, the risk is cutting the budget too far. President Schaffer is presenting a recommendation that cuts at the higher level, as he does not believe the College can sustain a positive, healthy environment if everyone is under the fear of more cuts.

Board Chairman Ketcham asked about the amount for the cut to the state health insurance funding. President Schaffer confirmed that number represents a continuation and an escalation of the reduction that occurred in 2016 and is higher due to the premium increases. This is the amount that the College will have to cover to pay for the health insurance premiums for employees that the College will no longer get from the State.

Vice Chairman Soto asked President Schaffer when they would know about the variable amounts. President Schaffer responded that for the health insurance premium piece, their best guess is later this spring or early

summer based on previous trends. The recapture and redistribution process often occur around the budget setting time at the end of the fiscal year or end of a biennium.

Board Chairman Ketcham asked President Schaffer what action he is looking for from the Board of Trustees. President Schaffer noted that what's being presented is a recommendation of \$4,080,000. The Board of Trustees could do a variety of things. They could agree and approve to move forward with this recommendation or they could reject it and direct President Schaffer to stick with the direction of \$3.5 million, which would result in changing the recommendations to meet that expectation.

President Schaffer addressed the supplemental resources and data provided regarding personnel to operations ratios. According to the data, there appears to be some variability between the colleges. LCCC mirrors the average of the Wyoming community colleges. The majority of LCCC's budget is spent on its people. Because the data shows LCCC spends more on the non-instructional side, that may be an indication of where the budget needs to be reduced. The College's most variable expense is their instructional offerings. As the number of students increase, so do those expenses. Whereas the non-instructional is a little more fixed. For the College to do a budget reduction of this magnitude, it is nearly impossible to do so without impacting people. Because of this, employee trends were reviewed by classification over time. According to the data, since FY10, the number of administrators has been reduced by almost 26%. The largest reduction is in the classified staff, largest increase is in professional/managerial, and a sustained investment and increase in faculty. President Schaffer then shared the employee trends analysis that includes the budget reduction recommendations. The number of administrators will not change. The number of professional/managerial employees will decrease. A significant decrease will occur in the number of classified staff positions along with a more muted decrease in the number of faculty. If these recommendations are approved, faculty will be the largest employee group on campus. This does not mean a need to reduce the number of faculty does not exist. For now, the College needs to be able to preserve the capacity to reinvest resources should certain academic programs be eliminated in the future in order to start new ones.

President Schaffer then shared the Reduction in Force (RIF) by Classification proposal. Per procedure, a reduction in force is any reduction in personnel, including occupied positions, currently vacant positions, or positions that will become vacant.

President Schaffer explained the guiding principles used by the President's Cabinet to ensure the sustainability of the institution. He explained that the recommendations are categorized into six areas for simplicity. He then walked through each recommendation beginning with permanent reduction in operating expenses, excluding athletics. The reduction in operating expenses is the only item that could be considered an across-the-board cut. President Schaffer determined the operating expenses still have capacity to be reduced, even though these expenses have been reduced over the years. The second recommendation is to reduce the operations and scholarship budgets for athletics. The reduction will have an impact on their recruitment and their operations. Board Chairman Ketcham asked about the reduction in scholarships and how that will work. President Schaffer replied that every year they carry about \$1 million to \$2 million on the general fund budget for scholarship for academics, senior waivers, dual enrollment, Supplemental Educational Opportunity Grant (SEOG), work study, etc. Board Chairman Ketcham asked if the funding source could be replaced. President Schaffer noted that one of the development priorities they've given to the Foundation is to increase the amount of money they have available through the Foundation for athletic scholarships. It's one of the areas where LCCC has carried a larger portion of athletic scholarships on the current fund, whereas other colleges rely on Foundation dollars. For the last few years, the Foundation has been making progress on growing the Golden Eagle Athletic Endowment Scholarship to provide more private dollars to augment the scholarship component in athletics.

Permanent reductions in part-time staffing were also examined. Analysis shows that compared to peer institutions, LCCC underutilizes part-time employees and has a far greater proportion of full-time employees

in almost every classification group. With the reduction in full-time positions, the capacity to invest in part-time staff and adjunct faculty needs to be preserved. The funding for these positions will come from budgeted amounts that have not been expended.

Non-Reduction in Force Personnel Actions do not reduce the number of positions but do impact personnel across the institution. Two of three categories include the elimination of the College-Funded, Short Term Disability Program and the elimination of the College-Funded, Long-Term Disability and Life Insurance Program. Employees still can elect to participate in the latter through the State but at a higher premium. The third category is the increase to the employee's share of their retirement contribution. Historically, many agencies and organizations that are part of the State retirement program have picked up a share of the employees share. Across the seven colleges prior to the current budget cutting environment, the amount picked up by the community colleges varied but was still a substantial amount of the employee's portion. Now, all campuses are increasing the amount the employee picks up. This means the employee's take home pay will be less.

Trustee Salazar wanted a clarification on the option for eliminating the College-Funded, Long-Term Disability program. He asked if the cost to the employee will stay the same, if this option is elected. President Schaffer confirmed change in funding will require the employee to pay more.

President Schaffer continued with the savings from the retirement incentive offering. Not all of those that elected to take retirement incentive were in positions that could be RIFd. Where needed, persons hired to replace a retiree will be hired at the 25th percentile.

Another cost-saving measure includes shifting expenditures/personnel from current fund to other funds, such as the auxiliary fund. The auxiliary fund includes accounts for the revenue generated by activities held on campus. The revenue is considered cost recovery for the activity. The best example of this is the residence hall. The revenues generated through the rental of the rooms covers the cost of operating those halls.

The cost of some positions may also be moved from the current fund to the auxiliary fund. Those positions include Technical Skill Training Specialist, Outreach and Workforce Development administrative assistant in Life Enrichment, and the ACC Coordinator of Student Success (move to 50% grand-funded). Moving the ACC Coordinator of Student Success to 50% grand-funded may necessitate a change in responsibility.

Changing the cost of the Associate Vice President of Institutional Advancement position currently shared by the College and the Foundation from an 80/20 split to a 60/40 split where the College pays 60% and the Foundation pays 40% would be another cost saving measure.

Unrelated to instruction is the closure of F.E. Warren Air Force Base (WAFB) Outreach Site and the closure of the Eastern Laramie County (ELC) Outreach Center's physical office. The WAFB Outreach Site has been closed. The director of that site retired, and the administrative assistant was transferred to the Cheyenne campus. The ELC coordinator resigned and will not be replaced. Instead, program activity, including dual and concurrent enrollments and partnerships with the high schools, will be managed by Cheyenne campus staff. The College will still send people to the high schools and folks from Outreach and Workforce Development will continue to grow those relationships.

President Schaffer explained much of the adult and the credit-based programming has shifted with the growth in online learning. So, the availability and engagement of those credit-bearing or traditional programs has subsided substantially. The non-credit programming has had its ebbs and flows. President Schaffer will send program and student numbers to the trustees. The ELC expenditures are carried on the One Mill Fund. Board Chairman Ketcham suggested "closure" be replaced with "restructure." The language change will better define LCCC's commitment to the taxed citizenry in Eastern Laramie County. Trustee Erickson suggested

changing the wording to “reducing administrative expenses for the Eastern Laramie County Outreach Center.” President Schaffer noted that was a good suggestion.

Continuing on, the next recommendation would eliminate a vacant Institutional Projects Coordinator position. The College has been trying over the years to invest in building a structure that supports project management as being an essential piece to the Guided Pathways initiative. This reduction may seem like a retreat from that investment but it’s probably one that needs to be made to help with the budget reduction. The belief is some opportunity may exist to build project management expertise across existing personnel.

The budget reductions include the reorganization and reduction of one FTE in Public Relations. According to the data analysis, this was an area with excess capacity and redundancy and has opportunities to shift a position or responsibilities to other existing positions. For example, the Wyoming community colleges, on average, have four FTE in their equivalent printing/public relations/marketing functional areas. The closest comparator is Casper College, which has six FTE. LCCC has 8.5 FTE if the Associate Vice President of Institutional Advancement is included. Three positions were identified that could be reduced and reorganized. Those duties and responsibilities will be configured into two positions that would be new to the College. The Institutional Advancement Associate Vice President would pick up some additional duties. Board Chairman Ketcham expressed concern regarding the public relations/marketing recommendation. President Schaffer stated that in order to meet the FTE reduction, no single position in this area could be eliminated without having to add those responsibilities to someone else’s position, who may not be qualified to do that work. This would create a management issue. Long-term, the recommendation presented is the best approach from a management perspective to ensure the work is configured to successfully be able to function. President Schaffer reassured the Board of Trustees that Executive HR Director Maas has been the perpetual voice about knowing how FTE’s are counted and tracked. Trustee Thompson expressed her appreciation for all the hard work President Schaffer and the President’s Cabinet have put in to these recommendations. She asked if those public relations employees who are included in this RIF will be reapplying for the newly created positions or if there will be an external search. President Schaffer stated he cannot answer that as he and his Cabinet have tried to remain at the objective level with these decisions. If these employees are interested and are qualified, the best way to ensure equity across the three is to let them all compete for the newly created positions.

President Schaffer continued with the Employer Relations position in Career Services identified as a reduction of one FTE, because of the position’s redundant responsibilities. As a part of Guided Pathways, there’s a focus on career exploration. The College has invested in seven pathway coordinator faculty positions, one of which has specific responsibilities to work with industry employers and other entities within their Pathway and create meaningful opportunities to connect those individuals with their students.

Additional recommendations include reducing two FTE by merging Admissions and Advising. One of focuses of the Guided Pathways work was a streamlined entry process for students. The vast majority of entry challenges for students include the transition from application to acceptance, to orientation and initial advising, and to enrollment in their first classes. This recommendation merges the two divisions under one manager, eliminating a management position in advising and reducing one FTE in advising. A vacant advising position will be reconfigured into an advising oversight position. An internal search will take place for this new position. When filled, the vacated advising position will be RIFd.

At the ACC the vacant Operations Specialist position will be eliminated. These duties can be shifted to various individuals or part-time staff.

Converting one FTE Hub Specialist to a part-time position with variable hours would provide maximum covering during busy times at the beginning and end of each semester.

Like Public Relations, Accounting Services has three positions that could be reorganized into two positions.

Two individuals, the Accounting Services Assistant Director and the Campus Safety Director, which are both managerial positions, have opted to accept retirement incentives and vacate those positions. The College has two officers on every shift. That configuration needs to continue. The recommendation then is to move the Campus Safety under the Director of Risk Management, reconfigure one of the vacant positions, and RIF the vacant position.

Board Chairman Ketcham asked about the relationship between the Laramie County Sheriff's Office (SO) and the College and if it's possible to use some of their resources. President Schaffer shared the College has been in contact with SO on numerous occasions. However, utilizing their personnel for LCCC functions, even if LCCC covered the cost, has brought concerns with the Laramie County attorney about workers compensation and other issues. Sheriff Glick has also expressed concern about their overall funding from the County and the ability to oversee the officers. President Schaffer stated the College will need to work on a developing the relationship with the Laramie County Sheriff's Office.

Speaking to the Children's Discovery Center (CDC) recommendation, President Schaffer addressed the College's substantial subsidizing of the CDC on the current fund for many years. Considerable work has taken place under Vice President Johnson to minimize this. Shifting all expenses to the auxiliary fund would require a tuition increase that was believed too formidable for many parents. A conclusion was reached that due to the current ratios and cost structure, the greatest expense is in the infant classrooms. The recommendation would close the infant classroom, expand the Pre-K classrooms, and create a subtle shift in management. (POSTSCRIPT TO MINUTES: President Schaffer and Vice President Johnson held a webinar on Monday, November 16th, to gather parent input and suggestions for stabilizing the current financial impact on the College and retaining the infant classroom.)

Board Chairman Ketcham asked if the College has applied for any COVID-19 funds that could cover the expenses. Vice President Johnson confirmed the College received a \$10,000 grant from Wyoming Kids First that was used to offset COVID-19 impacts. The College also received a \$50,000 grant used to cover salaries paid during the onset of COVID-19, when the CDC was mandated to close under statewide orders. Overall, the funds received helped the CDC restore some fund balance, but the CDC's reopening totally consumed the remaining fund balance. The College is expecting another \$280,000, which will be applied to costs related to COVID-19.

Centralizing administrative support and the reduction of one FTE in the Administration Building arose out of discussion to reduce the number of administrative assistants and to distribute the administrative support according to the size of operations, budget and the number of personnel for which they provide services.

The recommendation to reduce one FTE in Institutional Research is dependent on the filling of the vacant Institutional Research Director position. If that position is filled, a vacancy within Institutional Research is anticipated. If the search for that position is unsuccessful, the position may have to be reduced.

The reconfiguration of Human Resources and the reduction in force of one FTE is based on their peer competitors' data. Human Resources adopted a specialist function. If one of the specialists is removed, the functions of that position are also lost.

The last component of the budget reduction analysis is the reducing/eliminating of academic programs and/or disciplines. The recommendation is to reduce two FTE in the Ludden Library, a librarian and a library tech position. Both of these positions will become vacant as a result of the retirement incentive offering. When the positions become vacant towards the end of the fiscal year, they will be eliminated.

The faculty reductions are a result of the program enrollments not being sufficient to meet teaching load requirements. A low number of majors and programmatic outcome challenges were also factors. The belief is

the positions can be reduced with little impact to current students and disruption to the College's academic structure and programmatic offerings

Board Chairman Ketcham asked how the proposed number of RIFs at LCCC compares to other colleges at this time. President Schaffer noted the numbers are below that of other smaller colleges, adding he would be happy to provide the actual numbers to the trustees. Trustee Thompson listed a few statistics given to her from the College's legal counsel.

Trustee Thompson asked why no administrative positions are included in the RIF recommendations. President Schaffer explained he was directed when he first came to the College to reduce the administration of the College. That reduction is represented in the FTE Change by Area data. He added that many of those administrators will be assuming some of the responsibilities of the eliminated positions. Ultimately, the College has had an historical trend of reductions in administration. Trustee Lyttle later recalled hiring a consulting firm who recommended administrative changes that were implemented. The full report is on the LCCC website.

Trustee Erickson asked when the College plans to address the additional 5% reduction being considered by the Governor. President Schaffer explained the community colleges' State aid block grant would be reduced by the 5% beginning July 1, 2021. Because the reduction would be wrapped up in a block grant, a process for addressing that cut does not have to take place at this time. Similar to this year, if that additional 5% cut is mandated, the College may balance the FY22 budget based on the cuts and then conduct another budget-cutting exercise next summer/fall. He noted the Legislature has the capacity through policy changes and the passing of legislation to help implement alternatives that would not require agencies to take that 5%. Before the College rolls out another round of reductions, a full court press needs to take place on elected officials to find ways to get the community colleges through this and provide the tools to stabilize revenue.

Board Chairman Ketcham requested clarification regarding the use of one-time funds to balance this year's budget. President Schaffer explained they utilized a variety of one-time funds to balance the budget and fill the gap for this year by carrying over the \$1 million swept at the end last year, by suspending the compensation plan, and by utilizing approximately \$800,000 received from the one-time appropriation at the last legislative session. The gap filled by one-time funds plus the impacts discussed earlier created a \$4 million gap that has to be addressed starting July 1, 2021. Essentially, the College bought themselves time with one-time money in order to strategically address the gap going into next year. Biennially, the total reduction total is \$8 million. The College will have accomplished the total reduction with the sweep of one-time funds and the implementation of the proposed recommendations.

Trustee Lyttle asked for clarification on the difference between the \$3.7 million approved this summer and the \$4.1 million that is recommended. President Schaffer referred back to the recommendations document with the anticipated revenue deficits table. The cut to the State aid block grant and the cut to state health insurance funding are gaps that need filled and total \$3.2 million. Implementation of the compensation plan comes to about \$3.8 million. The other items in the table are much more variable but need to be included for planning purposes. Trustee Merrell noted that she is impressed with the knowledge of those working on these recommendations and has deep respect for those who have worked long and hard to solve this problem. She voiced her support and will defend these recommendations to those in the community.

Vice Chairman Soto confirmed with President Schaffer that the explanation given to Trustee Lyttle does not include the additional 5% cut that could be coming later on. She then echoed Trustee Merrell's comments and said she values the hard work the administration has done in regards to the budget reductions. She added she is concerned with the proposed \$4 million budget cut and is skeptical about Wyoming's unpredictable revenue picture, noting it has improved since July. She understands the value of the compensation plan but is concerned about its necessity in this environment along with the other variable anticipated issues. Because the

College does have funds for this fiscal year, she would like to discuss if these cuts are too deep and if the College should wait on some of these reductions until they have a clearer picture after the legislative session. She asked if they can send President Schaffer back to the drawing board and to develop a plan that is less painful with the understanding that they may have to go through this again. Legal Counsel Nethercott responded that Vice Chairman Soto has put out an option for the Board of Trustees to consider and discuss with President Schaffer. She encouraged the Board of Trustees to ask President Schaffer for thoughts on this suggestion and see what other Trustees are considering. President Schaffer acknowledged these concerns and understands how difficult it is to eliminate positions but does not want to be in the situation of the other community colleges, who are implementing perpetual reductions year after year and are now in retrenchment mode. From an institutional perspective, President Schaffer stated the College must consider what will position the College to be healthy and successful after COVID-19 and when the State's financial roller coaster stabilizes. He was confident the recommendations presented this evening will successfully position the College for the future.

Trustee Erickson suggested the compensation plan be placed on hold for another year. Board Chairman Ketcham echoed Trustee Erickson's and Vice Chairman Soto's comments. In addition, he asked if more accurate health insurance premium increase information could be requested and received from the State. President Schaffer replied that based on messaging from the Joint Appropriations Committee, from the Governor's office and from EGI, the potential for an increase is anticipated. He may ask Board Chairman Ketcham to submit a letter on behalf of the Trustees requesting more accurate amounts. Trustee Lyttle asked if they were to direct President Schaffer to hold on the compensation plan, would he then be asked to adjust the recommendations. Trustee Erickson clarified that he was suggesting to hold the compensation plan amount in advance of the potential 5% cut that is not included in these recommendations and would help the College meet the \$1.3 million in additional cuts. Vice Chairman Soto also clarified the College does not know if the additional 5% cut will be mandated. Board Chairman Ketcham confirmed that Vice Chairman Soto would like to have the conversation of sending President Schaffer back to the drawing board to remove the compensation plan and relook at the health insurance premium increases. President Schaffer said the items the Trustees are proposing be held until next July are probably not the items he would remove, especially those tugging at the heartstrings. He reiterated that the more they draw out the uncertainty, the more the College's employees will continue to live in a stressed and fearful environment. However, he is more than happy to come back with some different approaches. Trustee Erickson retracted his suggestion for holding on the compensation plan and supports the totality of the recommendations as presented. Trustee Thompson also believed the compensation plan should be implemented. Board Chairman Ketcham asked President Schaffer how the College, in regards to the compensation plan, compares to the other colleges in the state. President Schaffer will send the Board Members better comparative numbers for each position.

3. PUBLIC COMMENT (Comments will be limited to five minutes.) – Board Chairman Jess Ketcham

Troy Rumpf (Manager of Strategic Communications at LCCC): Troy thanked the Board of Trustees for their time and congratulated the Trustees on winning their elections. He continued by saying that no one is denying the difficulty of this situation and he is not here to fight to keep his position but wanted to share a few concerns. During the budget cuts in 2016, three positions were eliminated in Public Relations, making it the most significantly impacted area on campus and resulted in the structure that's currently in place. Because of the proposed recommendations tonight, three more individuals in Public Relations will lose their jobs. He stated it may be inaccurate to say there are eight Public Relations employees, as there are actually six employees that work in Public Relations and two employees who work in the print shop. Other colleges do not count print shop employees as part of the public relations calculations. So, in terms of public relations numbers, the six is on par with Casper College. The proposed RIFs will put LCCC more in line with Western Wyoming Community College. The other concern is related to the duties of media relations and external communications that Associate Vice President Trimble will be asked to absorb. He encouraged speaking with and learning from the individuals in those positions to guide the best solutions for the Public Relations team.

He noted that since he and Stacy Shultz-Bisset have taken over as managers, the LCCC public relations team has risen to significant acclaim and recognition. Lastly, he asks that they honor and respect the employees on this team, not just the ones being let go, but also those who will remain at LCCC.

Erin Berry (Attorney in Cheyenne): Erin began by thanking the Board of Trustees for their time tonight. She explained that her son is eight months old and attends the CDC. She noted that childcare in Cheyenne is scarce and that the CDC is the only accredited program in Cheyenne with a curriculum specifically for infants. The community of Cheyenne really needs this option and is essential for recruiting and keeping young professionals in the community. Surrounding communities such as Laramie and Fort Collins have quality learning and educational-focused childcare for infants and toddlers. Discontinuing this program would be a great disservice to Cheyenne. In addition, her husband is a counselor at South High School and he has said students specifically choose to attend LCCC because they get valuable experience observing and working with children at essential stages of development. She believes this is an essential aspect of the Cheyenne community.

Mary Kohan (Finance Director at a Health Insurance Company): Mary thanked the Board of Trustees for the opportunity to provide comment and stated she is speaking on behalf of parents who have children at the CDC. She has a one-year-old in the Turtle's classroom and a two-year-old in the Bee's classroom. She echoed finding an educational experience for young children in Cheyenne is extremely difficult. Her children have thrived under the care of the CDC teachers and she wanted to share how privileged they feel to be part of this program. As a finance director and CPA, she provided a couple financial solutions to consider for the CDC with comparisons and data from other educational institutions in the community. This includes a tuition increase for all ages and reaching out to families to find the threshold. She shared the preschool age and above enrollments are fairly saturated in this community and there is a lot of competition for the two years and under programs. Waitlists in Cheyenne can be up to two years. She appreciates the delay with the June timeline and understands the thought that went into that process.

Natalie Cheever (Registered Nurse at CRMC): Natalie attended this meeting on behalf of some of the other CDC parents who were unable to join. She read several letters and emails that parents have sent in support of continuance of the program, including her own. Natalie's daughter is in the Bee's program, and her son is in the Penguin's program.

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

Vice Chairman Soto moved and Trustee Merrell seconded,

MOTION: That the November 4, 2020, Special Board Meeting of the Laramie County Community College District Board of Trustees be adjourned.

DISCUSSION: None

MOTION CARRIED unanimously, and the Special Board Meeting was adjourned at 9:27 p.m., as so moved.

Respectfully submitted,
Dallas Bacon