

BOARD MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, APRIL 21, 2021, COLLEGE COMMUNITY CENTER, ROOMS 178/179, LARAMIE COUNTY COMMUNITY COLLEGE

Board Present: Board Chairman Wendy Soto, Vice Chairman Bob Salazar, Secretary Janine Thompson, Treasurer Don Erickson, Trustees Jess Ketcham, Brenda Lyttle, and Carol Merrell; 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, and Associate Vice President Lisa Trimble; Executive Director Tammy Maas (Zoom); Administrators, Faculty and Staff Teresa Authier (Zoom), Linda Herget (Zoom), Troy Amick (Zoom), Cynthia Henning (Zoom), Julie Gerstner (Zoom), Chad Marley (Zoom), Seth Glause (Zoom); and Legal Counsel Tara Nethercott

Visitors: The meeting was live-streamed for visitors; John Saia, Daniel Prall, Billy and Marla Richards, Mark Brown, Rich Renfro and, Derrick Barnhart

DINNER WORK ITEMS

1. **CDL Simulator in CT 108 (4:30 - 5:30 p.m.)**
2. **Dinner in CCC 178/179 (5:30 – 6:15 p.m.)**
3. **Surbrugg Prentice Auditorium (SPA) Tour (6:15 – 6:45 p.m.)**

BOARD MEETING AGENDA

1. **CALL TO ORDER** of the April 21, 2021, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Wendy Soto

Board Chairman Wendy Soto called to order the Board Meeting of the Laramie County Community College District Board of Trustees at 7:01 p.m.

2. **MINUTES** – Approval of the [March 17, 2021](#) Minutes – Board Chairman Wendy Soto

Trustee Ketcham moved and Trustee Merrell seconded,

MOTION: That the Board of Trustees approves the March 17, 2021 Board Meeting minutes as written.

DISCUSSION: None

MOTION CARRIED unanimously.

3. **REPORTS TO THE BOARD**

A. Staff Senate – President Linda Herget

Staff Senate is in the process of Staff of the Year nominations with the deadline being today, April 21. They will tabulate all nominations and send out a ballot for voting. Once the recipient has been selected, they will notify Human Resources (HR) of who was nominated for Classified Staff, Managerial Staff, and Professional Staff. The recipients will be honored at the Virtual Employee Recognition Celebration on May 7th. Additionally, they are in the midst of the Randy B. Miller Scholarship Fundraiser. This scholarship is for students on behalf of a former staff member. They have raised about \$250 but are hoping to raise \$500.

The link to donate is found on the Foundation's website. Furthermore, they will hold their third Lunch & Learn tomorrow at 12:00 p.m. and the focus will be on SmartSheet, which is a software that folks around campus have been using. Lastly, the election for next year's officers will take place at their next meeting on May 7th.

B. Faculty Senate – President Teresa Authier

Faculty Senate is working on elections and the Faculty of the Year nominations that will be announced on May 7th. Erin Nitschke was nominated for Faculty of the Month for March. They've been holding brown bag lunches that are all going very well. Crystal Stratton came to the last one and spoke about having student online presentations and different software they can use. They're doing another one on April 30th where Sue Torney will be presenting on how to use escape rooms in Zoom. This will be Teresa's last Board Meeting as she will be retiring in June and Jennifer DeRouchey will be taking over as Faculty Senate President.

C. Construction Update – Vice President Rick Johnson

Surbrugg Prentice Auditorium: The College received the Certificate of Occupancy. This project is done!

President Schaffer recognized Rick Johnson for his work on the construction projects.

4. PRESIDENT'S REPORT

A. Legislative Update

This will be the last legislative update until the special session that starts July 12th. Some of the bigger items include the failed attempt to expand Medicaid, no new taxes, K-12 funding issue, sustainable funding, Wyoming's Tomorrow bill, community colleges being assigned to the Joint Education Committee, and the Governor's supplemental budget. As for the supplemental budget, it was one of the most substantial budget cutting processes in the State's history at \$430 million in cuts in the State's operating budget. The State eliminated 324 positions from state government. For the community colleges, the legislature appropriated \$8 million which covers the step two cuts. However, the foot note stated these dollars cannot be included in the Wyoming Community College Commission's (WCCC) biennial budget requests and is only available for one year. These cuts will be discussed at the Board of Trustees' next regular meeting. The Capitol Construction bill authorized the community college projects and \$12 million has been appropriated from the Strategic Investment Projects Account. It will be managed by the state construction division and they will determine how to allocate to the community college projects. LCCC has the Recreation and Athletic Complex facilities as one of the projects. They did include in the budget the ability to use the \$12 million to match the construction dollars the Governor will receive as a result of the American Rescue Plan.

B. WCCC Meeting April 15th @ Casper College

The WCCC inducted and swore in two new commissioners, Megan Goetz and Micah Wyatt. They also went through a development session and reviewed the capitol construction model, the budget allocation model, discussed funding recalibration for the next biennium based on enrollment, and Central Wyoming College's second Bachelor's of Applied Science degree approval.

C. Campus Master Plan Update

At the Board's retreat in January, they set the stage of how they will be updating the campus master plan, specifically spending time on the facilities condition inventory.

President Schaffer and Rick Johnson will begin working with staff to get the RFP out.

D. Commencement Updates

The commencement schedule is as follows:

LCCC 2021 Commencement, Pinning, and Graduation Ceremonies

FRIDAY, MAY 14

CDC Graduation	2 PM – 4 PM	Surbrugg Prentice Auditorium	Beth Storer Ext 1303
SLPA Pinning	5 PM – 7 PM	CCI Centennial Room	Sue Torney Ext 1281
PTAT Pinning	6 PM – 7 PM	PF Leadership Center	Sarah Hughes Ext. 1684

SATURDAY, MAY 15

Commencement Ceremonies	MS and A & H 9 AM – 10 AM	RAC 133 (MPR)	Stacy Maestas Ext. 1240
	BATS 12 PM – 1 PM		
	HSW 3 PM – 4 PM		
Radiography Pinning	12:30 PM – 2 PM	PF Leadership Center	Ashleigh Ralls Ext. 1292
Nursing Pinning Program Ceremony	6 PM – 7 PM	RAC 133 (MPR)	Patricia Nieters Ext. 1663 Denise MacLeod Ext 4307

SUNDAY, MAY 16

HSEC Commencement	1 PM – 2 PM	RAC 133 (MPR)	Mary Martin Ext 2450
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5. APPROVAL ITEMS

- A. [R2B Plan Phase III Summer and Fall](#) – President Schaffer, Julie Gerstner, Director of Project Management, and Chad Marley, Chief Technology Officer

Staff Recommendation: That the Board of Trustees approves the Phase III Return to Business (R2B) plan as presented, and charge the President with its implementation for Summer and Falls semesters.

President Schaffer recognized Chad Marley and Julie Gerstner for all their hard work. Chad Marley and Julie Gerstner also thanked the committee members and President Schaffer for all of their work they've put into this plan as well.

Highlights of the linked plan:

- Will be last Return 2 Business plan.
- This plan covers both the summer and fall semesters starting May 17th through December 31st.
- Primary goals remain the same of keep people safe, deliver a quality education, and ensure sustainability of LCCC.
- The campus will return to normal summer hours (7:30 a.m. to 4:00 p.m.) and fall hours (8:00 a.m. to 5:00 p.m.).
- In-person, on-campus classes will resume.
- During the summer, employees will be expected to transition back to on-campus and will be fully on-campus in the fall.
- While the State and Laramie County guidance may have different expectations, as far as facial coverings and social distancing, LCCC may have more stringent protocols.
- Residence Halls will be operating at full capacity with rooms set aside for quarantine situations.
- New employees will still be required to go through the COVID-19 training.
- Current employees and visitors will no longer need to complete the health screening app when coming on to campus.
- Students will still be required to complete the health screening that will now only include two questions.
- Operations plans will still be required but will only be stating where the department will not be able to meet expectations and identify business continuity plans if the institution has to return to a virtual environment.

Trustee Erickson moved and Trustee Ketcham seconded,

MOTION: That the Board of Trustees approves the Phase III Return to Business (R2B) plan as presented, and charge the President with its implementation for Summer and Falls semesters.

DISCUSSION: None

MOTION CARRIED unanimously.

- B. [Request for Spending Authority: Rodeo Chutes Replacement](#) – Dr. Cynthia Henning, Interim Executive Director, Athletics and Exercise Science, Seth Glause, LCCC Rodeo Coach

Staff Recommendation: That the Board of Trustees authorizes the President to expend funds for the purpose of replacing the rodeo chutes in the LCCC Arena. Funding for this project will be provided to the College by the LCCC Foundation from the Rodeo Fundraising Account.

The chutes in the arena need to be replaced. Coach Seth Glause has come forward with a proposal to spend some of his privately raised Foundation account monies for this project. The monies would then be transferred to the College as the College would be responsible for oversight of the project and the final payment. They have met with Lisa Trimble in the Foundation, Jamie Spezzano in Procurement, and Bill Zink in Physical Plant as well.

Trustee Ketcham moved and Trustee Merrell seconded,

MOTION: That the Board of Trustees authorizes the President to expend funds for the purpose of replacing the rodeo chutes in the LCCC Arena. Funding for this project will be provided to the College by the LCCC Foundation from the Rodeo Fundraising Account, and may be repurposed with other funds as they become available.

DISCUSSION: None

MOTION CARRIED unanimously.

- A. [Addition of an Information Technology Pathway Memo](#) – 2nd Reading – Dr. Kari Brown-Herbst, Interim Vice President of Academic Affairs, Troy Amick, Information Technology Program Coordinator

Staff Recommendation: That the Board of Trustees approves the creation of a new pathway at LCCC, to be titled the Information Technology Pathway, effective with the start of the 2021/2022 academic year.

Vice Board Chairman Salazar sent Troy Amick [questions](#) regarding the pathway.

Trustee Erickson moved and Vice Board Chairman Salazar seconded,

MOTION: That the Board of Trustees approves the creation of a new pathway at LCCC, to be titled the Information Technology Pathway, effective with the start of the 2021/2022 academic year.

DISCUSSION: None

MOTION CARRIED unanimously.

6. BOARD REPORTS

- A. Board Committee Reports – Board Chairman Wendy Soto

- 1) Strategic Planning Update – Board Vice Chairman Salazar and Trustee Ketcham

The Strategic Planning Committee just finished step five and will be going into step six out of the ten steps. Holding these meetings virtually and having the breakout sessions has had its challenges and benefits. President Schaffer had the committee submit a survey to prioritize and rank the strengths, weakness, opportunities and threats. The Board of Trustees will consider the strategic plan draft at their August retreat and will be brought forward for their approval at their September meeting.

- 2) WACCT Meeting Update – Board Vice Chairman Salazar and Trustee Erickson

The Financial Audit Committee, in which Trustee Ketcham serves, has not been able to come together due to the pandemic. The WACCT Executive Director, Erin Taylor, plans to be in touch with the committee members to do an internal audit soon. Additionally, they created a resolution asking for the standing committee request to go before the Management Council. At their meeting last Friday, the Management Council requested to the Senate Education Chair and the House Education Chair that the Joint Standing Committee for Education would look into this issue. The resolution passed. Additionally, they were looking at restructuring the Board of WACCT to integrate the College Presidents into the Board. They have created a subcommittee that will look into this idea and will include the President of the Presidents' Council, Dr. Divine from Casper College. There is a consensus that all Presidents should serve on the Board as an ex officio, non-voting member. The subcommittee will address the duties of the President of the President's Council, who would sit on the Executive Committee.

- 3) Finance and Facilities Committee (April 14th Meeting) – Trustee Erickson and Trustee Thompson

FINANCE AND FACILITIES COMMITTEE RECOMMENDATION

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

- 1) [Current and Auxiliary Fund Balance Sheet Reports as of March 2021](#)
- 2) [Current and Auxiliary Fund Budget Reports as of March 2021](#)
- 3) [Procurement and Contracting Report March 2021](#)

The bid for the administration building roof has been submitted and accepted and work will begin sometime around the end of May. President Schaffer also joined their meeting on April 14th to discuss sustainable funding opportunities and the different funding sources available to community colleges for upcoming projects the College may have. A committee consisting of Lisa Trimble, Board Chairman Wendy Soto, Trustee Erickson, and Trustee Thompson will continue the campaign for sustainable funding.

Trustee Thompson moved and Trustee Erickson seconded,

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

- 1) [Current and Auxiliary Fund Balance Sheet Reports as of March 2021](#)
- 2) [Current and Auxiliary Fund Budget Reports as of March 2021](#)
- 3) [Procurement and Contracting Report March 2021](#)

DISCUSSION: None

MOTION CARRIED unanimously.

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

A. ACC Ex Officio Trustee – Mr. Butch Keadle

They had an Advisory Board meeting on March 31st. The Albany County School District Board of Trustees would like to invite the LCCC Board of Trustees to consider the feasibility of establishing a Board of Cooperative Educational Services (BOCES). It is recommended that two or three Trustees from each Board will meet to discuss. They have drafted a resolution and will hopefully be able to meet soon for orientation and awareness.

B. Student Ex Officio Trustee – Ms. Karyn Forbes

The Student Government Association (SGA) is in the final steps of their SAFAC deliberations. They will be voting on final considerations from 13 clubs on Friday. They have had two additional senators assisting in this process as well. Spring applications are open for elections scheduled for the first week in May. They do not have any applications in but these are open through the end of the month and will have two or three returning senators. Lastly, they are working on planning a teacher appreciation presentation for the staff and faculty appreciation days.

8. NEW BUSINESS – Board Chairman Wendy Soto

It was suggested that President Schaffer and the Facilities and Finance Committee look at potential new locations for the Board Room.

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

- Thursday, April 29 – New Residence Hall (“Gold Hall”) Ribbon Cutting – 4:00 p.m. CANCELLED
- Friday, April 30 – Virtual Student Town Hall – 3:00 p.m. via Zoom
- Thursday, May 6 – Tentative: Soft Opening for Surbrugg Prentice Auditorium – 4:00 p.m.
- Wednesday, May 12 – Board Meeting – Budget 1st Reading

- Saturday, May 15 – Commencement!
- Monday, May 31 – Memorial Day – College Closed
- Thursday, June 10 – WCCC Meeting – More details to come
- Wednesday, June 16 – Board Meeting
- Wednesday, July 21 – Board Meeting – Budget Approval

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

- Mr. Rich Renfro: Mr. Renfro is concerned about the closure of the autobody program at the College. It has been a staple in the Cheyenne community for a long time. Closing this program would be a disservice to the students and the community. He's been a member of the automotive industry for some time and worked for a parts company in the early 80's that would deliver body shop supplies to the body shop on campus. He knows numerous people who have gone through the program and has worked with lot of them as well. They have really great students coming out and going into the field and all are doing very well in the body shops. He understands money is tight, the wages are low, and the College is short on space. There is talk about moving the paint booth to the diesel shop to support the community, but he believes the FAB shop and/or CNC would be a better fit in the diesel shop. Additionally, he suggested the Flex Tech Building. Lastly, the community needs the training provided at the body shop as someone from the automotive mechanics field uses a different set of tools and is a different type of learning. He hopes the College can find a way to keep this program going for the students and community.
- Mr. Mark Brown: Mr. Brown agrees with Mr. Renfro. He believes the Flex Tech Building was going to be used to help with some of the startups instead of completely dismissing a program. He mentioned how the College canceled the welding program and brought it back for a significant cost. The cost for bringing an autobody program back may be significant as well as the field is getting more and more complicated and cars are becoming so much more technologically advanced. He noted low enrollment and asked what efforts were made to bump up enrollment. Previously, he has gone with Mr. Benning to a high school to talk with students interested in automotive or autobody, and helped with STEM days. The dual enrollment introduction to automotive and introduction to autobody classes helped him attend LCCC and he ended up graduating with an Associate's Degree in Automotive Technology and Autobody. However, these classes are no longer available. He was apprised of the program closure by the instructor who was given a termination notice. He serves on the Advisory Board for the program and was not told anything. Lastly, he currently has an automotive student in his body shop but it's not the same as having an autobody student.
- Mr. Billy Richards: Mr. Richards will graduate from the Autobody program in May. He also is a graduate of the Diesel program in 2001 and has worked in Cheyenne ever since. About three years ago, he purchased his own automotive and autobody shop. They have struggled to find help but finally found an autobody employee that is paid \$25/hours for 40 hours a week. The one thing the Autobody program has given him is the experience as autobody is much different than diesel. He understands enrollment is a concern but doesn't recall seeing LCCC advertise for the trade programs. A friend recommended LCCC to him. He urges LCCC to not close this program as it would be a disservice to the students and community.
- Ms. Marla Richards: Ms. Richards agrees with both Mr. Renfro and Mr. Brown. She supports LCCC immensely. She is part of the community and lives less than a mile and a half from the College. She feels the research conducted for the recommendation to close the program was not sufficient. Her and husband's shop is one of the closest to the College and no one reached out to them regarding this decision. Their shop is small and has been there since the 1950's and they are the third owners. They've had a lot of students that have gone through the programs at LCCC. The trades programs and classes at the College do provide the fundamentals that individuals need to be successful. They would like to see this program get another review and for the College to reach out to community members and business owners.

- Mr. Derrick Barnhart: Mr. Barnhart wanted to expand on the previous comments. He's been a professional in the industry for over 20 years and was a graduate of a technical education facility. He believes the issue is they're approaching a time where the technology is advancing in vehicles and the technicians need to be highly trained. The only thing that can do that is technical education. He would like to urge the College to not shut down the program and look at expanding it as there is a drought in technicians.
- Mr. John Saia: Mr. Saia is grateful for the opportunity to address the LCCC Board of Trustees and thanked President Schaffer for enabling this time to join. He is from out of town but is not unfamiliar with adult education and the opportunities and careers it creates. Mr. Saia is a Field Manager for the Automotive Services Council (ASC) Education Foundation. They accredit 2,300 vocational schools around the country. He works with 93 schools in the great Northwest, with some being automotive, some are medium/heavy truck, and some are collision. The ASC Education Foundation is a national non-profit organization that evaluates and accredits entry-level automotive training programs against standards developed by the automotive service industry. It also develops career readiness education for students, which fuses together local partnerships, rigorous standards-based education, workplace experience, and mentor ships. Over the years, they've engineered an entire learning lifecycle and designed a solution that aligns schools, students, instructors, training managers, and employers in a universal system. So, the view from the automotive service industry is the automotive industry has been consistently impressed with LCCC's three accredited professional technology programs in automobile, medium/heavy truck, and collision. That includes the instructors that are associated with this, the students, and even the graduates. Since 1993, this key collision program has maintained the high accreditation standards required by the ASC Education Foundation. In short, the program has been a key staffing resource for the continued growth of the area service and repair business and which, in turn, serves local consumers. So, the concern that the industry has is they've heard that the collision program is on the verge of closing. If that's the case, the industry is quite concerned about the implications that closing this taxpayer funded program will have on the businesses who depend on this unique talent resource. Given the location of the College, this closure will significantly impede the industry's ability to recruit and hire entry level professional technicians for the collision industries' technical positions. The downstream effects are demonstrable. Do you suppose Cheyenne's collision repair industry skills, abilities, and service capacity will be diminished? Who will maintain service and repair your cars and trucks, how far will an individual need to go to travel for services, and how many businesses may close because they are unable to recruit suitable employees? When thinking about alternatives, please first understand that the industry highly regards this training program and deeply depends on this important placement employment resource. It's a job creator and important economic resource for the community and industry, so they ask how can the automotive service community assist with or improve the program and its output. From their view, there are abundant employment opportunities, both locally and beyond. These kinds of trades are portable and can be a value to the local community, to the state, and to the nation. The collision repair program has been recognized by the ASC Education Foundation as an accredited program for nearly 28 years and counting. That long successful history certainly indicates its quality and productivity from the automotive service industry perspective. Along with LCCC's other successful and accredited programs, both the automobile and medium/heavy truck, they believe it should be an opportunity to continue that success. They respectfully ask that any decision to close this program be revisited and strengthened with industry support. The industry stands ready to assist the College with industry as partners to maintain its status as a quality pathway to good paying, high skilled jobs, and taxpayers in your community and he respectfully submits this and welcomes any questions.

11. FOR THE GOOD OF THE ORDER – Board Chairman Wendy Soto

- [HOPE Thank You](#) and [Picture](#)
- [Comea House and Resource Center](#)
- [Cheyenne Symphony Orchestra](#)

Board Vice Chairman Salazar shared HOPE has 14 applicants for scholarships and half of those intend to attend LCCC, four of them are going out of state, and the remaining four are to be determined. He thanks LCCC for the support with Associate Membership. This is a very much needed program that serves an underserved

population. President Schaffer added that LCCC continues to enroll a percentage at or above the percent of Latinos/Latinas in the community, and are performing as well or better than the Caucasian student population.

The Men's Basketball team interim head coach, DeWayne Saulsberry, is the Region IX North Coach of the Year, in his first year as head coach.

12. ADJOURNMENT of the April 21, 2021, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Wendy Soto

Trustee Ketcham moved and Trustee Thompson seconded,

MOTION: That the Board of Trustees adjourns the April 21, 2021, meeting of the Laramie County Community College District Board of Trustees.

DISCUSSION: None

MOTION CARRIED unanimously, and Board Chairman Wendy Soto adjourned the April 21, 2021, meeting at 9:20 p.m., as so moved.

Respectfully Submitted,

Dallas Bacon
Board Recording Secretary