

BOARD MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, FEBRUARY 17, 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; and ACC Ex Officio Butch Keadle (Zoom), and Student Ex Officio Karyn Forbes (Zoom)

Staff Present: President Joe Schaffer, Vice Presidents Kari Brown-Herbst (Zoom), Rick Johnson, and Melissa Stutz, Associate Vice President Lisa Trimble (Zoom) and Interim Associate Vice President Clark Harris (Zoom); Executive Director Tammy Maas (Zoom); Administrators, Faculty and Staff Teresa Authier (Zoom), Melissa Gallant (Zoom), Victoria Steel (Zoom), Nola Rocha (Zoom); and Legal Counsel Tara Nethercott (Zoom)

Visitors: Wayne Herr (McGee, Hearne, and Paiz); The meeting was live-streamed for visitors.

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

Join Zoom Meeting: <https://lccc-wy.zoom.us/j/97957636247>

Meeting ID: 979 5763 6247

Join Audio by Phone: +1 346 248 7799

DINNER WORK ITEMS

1. WORK ITEMS

- A. [CARES Funds Update](#) and CARES II Student Emergency Grant Update – Dr. Victoria Steel, Director of Sponsored Awards and Compliance and Dr. Melissa Stutz, Vice President of Student Services

Dr. Victoria Steel walked through the linked document and provided a CARES fund update.

Dr. Melissa Stutz shared an update regarding the Coronavirus Response and Relief Supplemental Appropriations Act. This is the LCCC COVID-19 emergency grant of \$751,327 that must be distributed to students, specifically for hardships with expenses, cost of attendance, or emergency costs due to COVID-19. Examples include tuition and fees, food, rent and utilities, healthcare, mental healthcare, and childcare. In order to be eligible, a person must be currently enrolled at the College as a degree seeking or certificate seeking student, and can be online, hybrid or in person. Additionally, they must be a United States citizen or meet the definition of an eligible non-citizen, and must have been adversely impacted by COVID-19. Students with exceptional need will be given priority, for example, Pell eligible. The deadline for the application is March 22nd. They already have 968 applications with 365 of those who are Pell eligible. They've only denied 19 applications as they do not meet the criteria listed above.

Trustee Erickson also passed out the Cheyenne Frontier Days report as LCCC is a sponsor. This report gives an excellent review on how Cheyenne Frontier Days impacts the community.

BOARD MEETING AGENDA

1. **CALL TO ORDER** of the February 17, 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 [January 8, 2021 Board Retreat](#) and [January 20, 2021 Special Board Meeting](#) Minutes – Board Chairman Wendy Soto

Trustee Ketcham moved and Trustee Merrell seconded,

MOTION: That the Board of Trustees approves the January 8, 2021 Board Retreat and the January 20, 2021 Special Board Meeting minutes as written.

DISCUSSION: None

MOTION CARRIED unanimously.

3. **REPORTS TO THE BOARD**

A. Staff Senate – Vice President of Classified Staff Melissa Gallant

Staff Senate scheduled their first lunch and learn for February 25th where Dana McCammon will discuss Yammer and how to use that platform. They are also planning their scholarship fundraiser that will be held in April which will be an online campaign through the Foundation's website. They've also welcomed 12 new staff over the past month. Lastly, they created a sub-committee to start planning their staff retreat, which will hopefully be in person.

B. Faculty Senate – President Teresa Authier

Marie Yearling was nominated for January's faculty of the month! As stated in her nomination, she is very involved on campus, is always looking for ways to better engage her online students, and is always willing to help other faculty to do the same. The February faculty of the month focus is on excellence. They are also working on a feedback tool to give feedback on their deans.

C. Construction Update – Vice President Rick Johnson

Residence Hall: With the cold over the weekend, there was a significant pipe break in one of the overhangs that comes out from the building with the fire sprinklers underneath. It was a supply line that activates the heaters that became clogged. The heaters were not heating, the cold snap happened, and the supply line froze and broke. It's under warranty and FCI is working on the repair.

Surbrugg Prentice Auditorium (SPA): At the previous meeting, Rick explained the proscenium issue of being four feet lower than it should be, with it measuring 16 feet instead of 20 feet. The repair work is underway where the architect and the contractor have reached a mutual agreement to share the repair expenses of \$158,000. They anticipate this being a 6-8-week duration to repair and will be complete April 12th. Additionally, the machinery that produces the ceiling grid in Atlanta had broke down in December causing a delay. The machine is now back up and running and they anticipate the ceiling grid coming in before the proscenium is complete.

It was asked for Rick to expand on the major maintenance reduction. Rick explained the College took a cut with the major maintenance funding which is about \$1 million per year. They also implemented a threshold that anything over \$100,000 will have to be approved before using the funds. The College recently submitted a roofing project and was approved. President Schaffer added that during the last budget session, they changed the process of how the College receives major maintenance funds from being a lump sum to quarterly installments.

4. PRESIDENT'S REPORT

A. February 5th WCCC Meeting

President Schaffer noted the consideration of Gillette College continues to push a ripple effect in some of that conversations and work they're doing. At this specific meeting, the Wyoming Community College Commission (WCCC) held a workshop to review the process and proposed rules for how counties could annex or change annexation in community college service areas. Currently, each community college has a legislative and statutorily defined service area. Per statute, the WCCC is supposed to propagate rules that would describe a process in which districts could change their service areas or counties could change their service area but they've never had rules that could govern that. Why this has come up is there's a lot of conversation, should Gillette College become an independent college, and with some of the counties that are currently in Eastern Wyoming College's service area, would those be reassigned to a new service area. There is no process that could do this. This could present an opportunity in which counties could pick and choose which community colleges they may want to be affiliated with. In current rules, it allows for the WCCC to determine whether they want to reassign districts and a process for that.

The WCCC did approve LCCC's craft brewing program and the culinary arts program.

B. Commencement Plan Updates

Dr. Melissa Stutz reported on the spring 2021 commencement plans. They sent a survey to 489 students and received 127 responses. Students voiced they would like an in-person ceremony, they want to walk across the stage, they are willing to follow any COVID-19 guidelines and they are willing to limit the number of guests. The committee recommends holding three smaller in-person ceremonies on Saturday, May 15th in the multi-purpose room (MPR) on campus at 9:00 a.m., 12:00 p.m., and 3:00 p.m. These will be broke out by school (School of Arts and Humanities and School of Math and Science, School of Business, Agriculture and Technical Studies, and School of Health Science and Wellness). They will be limiting 90 graduates per ceremony with four guests each. The gowns will be mailed to the graduates.

The committee also considered options to hold the ceremony in the SPA, frontier park, the Archer complex, etc. However, the multi-purpose room on campus presented the best opportunity to hold in-person ceremonies in a safe and in-expensive manner.

C. [Wyoming Innovation Network \(WIN\) Initiative](#)

WIN was conceptually released by Governor Gordon at a press conference a few weeks ago. The linked document highlights the intention and design of the initiative. The Governor has charged the seven community colleges and the university to work together to advance a platform of ideas that will help lead to Wyoming's prosperity and economic future, driven by the new strategic plan for the Wyoming Business Council. A Presidential Steering Committee will be working on the agenda and details of the initiative. As for funding, it's all still being worked out, but the recommendation to the Governor was to not implement step three budget cuts, but instead task the colleges to use those funds for this initiative.

D. Legislative Update

The legislature will reconvene on March 1st. There are about 300 bills that are currently sitting on the tracking and are almost all committee bills. There may be a similar number to come for individual bills.

Trustee Erickson noted the Wyoming Association of Community College Trustees (WACCT) took opposition to the bill that will eliminate the gun free zones and the bill that would require the population to vote on any type of taxation that the legislature would move forward.

E. Strategic Planning Update

The Strategic Planning Committee, composed of 26 individuals, held their orientation last week and will start the environmental scanning process on Friday. Board Vice Chairman Salazar and Trustee Ketcham will have a standing agenda item to give a report to the Trustees.

F. [Progress Report on President's FY 2021 Term Goals](#)

President Schaffer is proud of what the College has been able to accomplish!

5. APPROVAL ITEMS

A. Laramie County Community College District FY 2020 Audit – Wayne Herr from McGee, Hearne, and Paiz

i. [Audit Committee Letter](#)

ii. [Audit Report](#)

Staff Recommendation: That the Board of Trustees accepts the Laramie County Community College District FY 2020 Audit.

Trustee Erickson moved and Trustee Ketcham seconded,

MOTION: That the Board of Trustees accepts the Laramie County Community College District FY 2020 Audit.

DISCUSSION: None

MOTION CARRIED unanimously.

6. BOARD REPORTS

A. Board Committee Reports – Board Chairman Wendy Soto

1) WACCT Meeting Report – Vice Chair Salazar, Trustee Erickson

a. [Resolution in Support of Action for Sustainable Funding of Community Colleges](#) – Vice Chair Salazar, Trustee Erickson.

WACCT had their board meeting on February 4th to discuss the legislative review, promotional videos explaining WACCT and Support the Solutions, and approved the linked document for sustainable funding that will need approval from the trustees of each college in the state.

Staff Recommendation: That the Board of Trustees adopts the resolution in support of actions leading to sustainable funding for Wyoming's community colleges.

Trustee Erickson moved and Trustee Lyttle seconded,

MOTION: That the Board of Trustees adopts the resolution in support of actions leading to sustainable funding for Wyoming's community colleges.

DISCUSSION: None

MOTION CARRIED unanimously.

Trustee Erickson encourages the trustees to share this with legislators, and identify five people they know that would be willing to talk to their legislative representatives in support of this resolution.

- 2) Emeritus Committee Update – Board Chair Wendy Soto and Trustee Carol Merrell
 - a. [Emeritus Policy](#)

The Emeritus policy states that an individual has to be nominated for emeritus status within two years of retiring from the College. This policy was adopted in 2016 and it allowed for people outside of that two-year period to be nominated but within the two years of the adoption of the policy. The Emeritus Committee is asking the Board of Trustees to temporarily suspend the timeframe as there will be nominations outside of that timeframe. This will not change the policy, just making an exception for the meeting where nominations will be brought forward for approval. Going forward, the committee will continue to meet and solicit nominations each year.

- 3) Finance and Facilities Committee (February 17th Meeting) – Trustee Erickson, 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 January 2021](#)
- 2) [Current and Auxiliary Fund Budget Reports as of January 2021](#)
- 3) [Procurement and Contracting Report January 2021](#)
- 4) [FY2022 Trustees Proposed Budget](#)

Trustee Erickson moved and Trustee Thompson seconded,

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

- 1) [Current and Auxiliary Fund Balance Sheet Reports as of January 2021](#)
- 2) [Current and Auxiliary Fund Budget Reports as of January 2021](#)
- 3) [Procurement and Contracting Report January 2021](#)
- 4) [FY2022 Trustees Proposed Budget](#)

DISCUSSION: None

MOTION CARRIED unanimously.

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

- A. ACC Ex Officio Trustee – Mr. Butch Keadle (Zoom)

Butch Keadle noted he would be happy to contact the Albany county delegation and communicate the above resolution. He is looking forward to the strategic planning environmental scanning starting this Friday. In addition, he's pleased to hear that the craft brewing program and the culinary arts program were approved!

Dr. Clark Harris added that they're working on LCCC Online. They have a steering committee who are researching and doing final presentations. Next Friday, they will have a draft prospectus and will then have an open forum with the College. He has been working with Butch Keadle and the police department about a possible effort on a small collaboration.

- B. Student Ex Officio Trustee – Ms. Karyn Forbes

Karyn Forbes reported SGA has been doing a lot! Currently, they are accepting and reviewing senator applications. They have had a very small senate this year and are trying to fill those seats so they have more representation of clubs during the SAFAC process. They've repositioned a few senators currently on the senate to fill some recently vacated spots on the executive team. Additionally, they've been in contact with the University of Wyoming (UW) and Casper College to see how they maintain senators and if/how they

are compensated. Within those discussions, they concluded the LCCC senators are compensated significantly more than other schools with UW paying \$500, Casper paying \$500 and LCCC paying \$800/semester for officers and \$600 for senators. They are trying to compare this to an hourly wage and see if this is a factor as to why they're losing senators. A virtual student town hall is scheduled for April 30th. They will begin gathering student questions, concerns, etc. Karyn and SGA Secretary, Tylor Purdy, will also be joining strategic planning and are excited to get started!

Trustee Erickson has requested that Karyn take the above resolution on sustainable funding to SGA and communicate with legislators.

8. NEW BUSINESS – Board Chairman Wendy Soto

No new business.

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

- Wednesday, March 17 – Board Meeting
- Wednesday, April 21 – Board Meeting
- Wednesday, May 12 – Board Meeting
- Wednesday, June 16 – Board Meeting
- Wednesday, July 21 – Board Meeting

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

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

President Schaffer noted the Golden Eagle Athletics has had a challenging fall but has still been able to have a cumulative GPA of 3.07. It's the first time in many years that the Men's Basketball Team has had a GPA of 3.13.

12. ADJOURNMENT of the February 17, 2021, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Wendy Soto

Trustee Lyttle moved and Trustee Merrell seconded,

MOTION: That the Board of Trustees adjourns the February 17, 2021, Board Meeting of the Laramie County Community College District Board of Trustees.

DISCUSSION: None

MOTION CARRIED unanimously, and Board Chairman Wendy Soto adjourned the February 17, 2021, meeting at 8:48 p.m., as so moved.

Respectfully Submitted,

Dallas Bacon
Board Recording Secretary