

SPECIAL BOARD MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, JANUARY 20, 2021, via Zoom

Board Present: Board Chairman Wendy Soto, Vice Chairman Bob Salazar, Treasurer Don Erickson, Secretary Janine Thompson, Trustees Brenda Lyttle, Carol Merrell, and Jess E. Ketcham, and Student Ex Officio Karyn Forbes

Board Excused: 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 and Interim Associate Vice President Clark Harris; Executive Director Tammy Maas; Administrators, Faculty, and Staff Teresa Authier, Julie Gerstner, Linda Herget, Jennifer McCartney, Maryellen Tast, Kelly Humphrey, Kelli Trujillo and Jill Koslosky; and Legal Counsel Tara Nethercott

Visitors: George Newman (Former Director from Front Range Community College's Center for Integrated Manufacturing); the meeting was live-streamed for visitors.

AGENDA

1. **CALL TO ORDER** of the January 20, 2021, Special Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Wendy Soto

Board Chairman Wendy Soto called to order the Special Board Meeting of the Laramie County Community College District Board of Trustees at 6:00 p.m.

2. **APPROVAL ITEMS**

A. [Culinary Arts Program](#) – 2nd Reading and Approval – Dr. Clark Harris, Dr. Kelly Humphrey

Staff Recommendation: That the Board of Trustees approves the Culinary Arts Credit Diploma Program as presented.

President Schaffer explained that in order to get program approval, the process takes about one and a half, and sometimes up to two years. There are certain steps that intersect with the Wyoming Community College Commission (WCCC), where their dates tend to fluctuate. Because of this, the Board's approval deemed a special board meeting in order to get these programs to WCCC by Friday for their internal review and approval at their February meeting. These programs have been in the works for some time but because of nuances in the approval process and WCCC, it creates a challenge.

The Board was presented with the 2nd Reading of the Culinary Arts Program. The linked memorandum provides explanation for the need of this program. This program originated from strategic planning between the Albany County Campus (ACC) and the Albany County School District #1, in order to provide college credit and a credential to Laramie high school students who are already pursuing culinary arts education at the high school. The credit diploma will be earned over four semesters at the high school for eligible juniors and seniors and as part of the program, students will be eligible to earn two separate nationally accredited certificates. This will increase their hourly wages in the workforce and for those who want to pursue post-secondary education in culinary

arts, this program will save them significant time and money. The Culinary Arts Program will be funded by the school district entirely and based on state funding for FTE's and completions, the College will stand to generate roughly \$25,000 in the first year and then \$68,000 in following years. Currently, this will only be offered to the Laramie high school students but there is discussion on expanding to the Cheyenne high school students and eventually to community members.

Trustee Merrell moved and Trustee Erickson seconded,

MOTION: That the Board of Trustees approves the Culinary Arts Credit Diploma Program as presented.

DISCUSSION: None

MOTION CARRIED unanimously.

- B. [Craft Brewing Program](#) – 1st reading, 2nd reading and Approval – Dr. Clark Harris, Dr. Kelly Humphrey, Kelli Trujillo

Staff Recommendation: That the Board of Trustees approves the Craft Brewing Credit Program as presented.

The Board was presented with the 1st Reading and 2nd Reading of the Craft Brewing Program. The linked memorandum provides explanation for the need of this program.

Kelli Trujillo gave a brief introduction. She is an instructor at ACC for biology, geology and developmental math courses. She has many years of experience in home brewing and craft brewing and is a certified beer judge through the Beer Judge Certification program. Through that and her involvement with home brewing, she has contacts in the craft brewing community in Wyoming and surrounding areas. Through discussions within that community, it was decided it would be beneficial to make this a one-year program versus a two-year associate's degree. However, there is discussion about how this is set up to feed into the tech and trades pathway so that these students have an opportunity to learn the business side. This program is completely online and includes hands-on experience, observations and a five-week internship in early summer. Pertaining to the internships, they plan to create a how-to manual that will include qualifications and expectations of breweries that participate in the internships and will have direct influence on the student's success and grade. The format of the classes is unique as the first semester are four-week modules. These were designed in that format so that they can attract professional brewers to teach these courses. In addition, there are no industry certifications so this program would give the student a credential in brewing. The intention of the program is for graduates to step in as a full-time assistant brewer. The cost to the College is minimal as they don't have to invest in equipment as students will be doing their hands-on experiments in their own homes and their own home brewing equipment.

Trustee Erickson moved and Trustee Merrell seconded,

MOTION: That the Board of Trustees suspends the program approval rules in order to approve the Craft Brewing Program on their 1st Reading.

DISCUSSION: None

MOTION CARRIED unanimously.

Trustee Merrell moved and Trustee Lyttle seconded,

MOTION: That the Board of Trustees approves the Craft Brewing Program as presented.

DISCUSSION: None

MOTION CARRIED unanimously.

3. **ADVANCED MANUFACTURING CENTER CONCEPT** – President Schaffer, Dr. Kari Brown-Herbst, Maryellen Tast, Jennifer McCartney, Jill Koslosky and George Newman

As discussed at the Board Retreat, they want to find ways to engage individuals on campus early on in conversations about major programmatic initiatives for discussion and awareness, and certainly one of those primary groups is the Board of Trustees.

The advanced manufacturing center concept is essentially a major center that would encompass a variety of training, workforce development and educational options that would help build a manufacturing workforce for southeast Wyoming and the region. Manufacturing is one of those industries that's been identified as a growth opportunity for the state and as part of the State's economic diversification efforts. There are some unique things that place southeast Wyoming in a strong position to be the the next heartland of manufacturing because of an ideal location, climate, elevation, culture, politics, tax environment, supply chain and outgrowth of major areas around the region. However, businesses in the manufacturing sector continue to pass up southeast Wyoming because of the lack of availability of a trained workforce. As part of the academic master planning and strategic planning, there's going to be investment in building capacity around manufacturing and they believe they have a significant opportunity with the proposal presented today.

Dean Maryellen Tast explained they've had numerous conversations with employers and organizations including Thunder Beast Arms Corporation, Brewista, CH Yarber Construction, Magpul, Nortrak, Puma Steel, HIVIZ and AVVID in Laramie, Cheyenne Chamber of Commerce, Wyoming Construction Club Coalition, Climb Wyoming, Dads Making a Difference, the U.S. Department of Labor Apprenticeship Office, and Manufacturing Works. This coming Monday, Cheyenne LEADS has arranged a meeting with Central Custom Molding and TBC Manufacturing because of their anticipated industry expansion and workforce development needs. In addition, the Wyoming Department of Workforce Services has launched Next Gen Sector Partnerships over the last two years. Next Gen Sector Partnerships is a very unique way of doing business with employers where support services (i.e. education) are listening to what their needs are and trying to develop next steps. Cheyenne has launched a Next Gen Sector Partnership in construction and Laramie has launched a Next Gen Sector Partnership in advanced manufacturing, and as a result, new safety trainings and certifications have become available. They've received small pockets of funding, including utilizing America's Promise Grant for the manufacturing skills standards training and seed money from Wyoming Works. Because of the funds from Wyoming Works, they were able to hire a subject matter expert, George Newman, who is a former director from Front Range Community College's Center for Integrated Manufacturing.

George Newman gave a brief introduction regarding his experience and success in the industry and in the region. Most recently, as mentioned by Dean Maryellen Tast, he was the director for the Center for Integrated Manufacturing at Front Range Community College. This center was 27,000 square feet that housed four manufacturing programs and in the first semester that had well over 100 students. In March 2020, he retired and a mutual friend introduced him to Dean Maryellen Tast and they started working together in July 2020. They conducted a survey, uncovered the magnitude of the problem, identified skills necessary for students to

gain employment and then started thinking about what the programs should look like. They decided to start with a non-credit machining program. Down the road, they would also offer a one-year credit program in machining and a one-semester certificate in additive manufacturing, otherwise known as 3D printing. The next step in their evaluation was to figure out class sizes, how much equipment is needed and a building. They concluded that they need about a 14,000 to 15,000 square foot building with industrial space that could be converted into classrooms, labs, etc. The equipment they're planning to purchase would all be industrial equipment, very similar to the type of the equipment that the students would be using once they are employed in the industry.

President Schaffer noted one of the challenges with this type of program is that it's space and equipment intensive. They're going to need a significant investment in seed capital for equipment alone, as the equipment will be about a \$2.5 million investment. In addition, LCCC currently does not have a manufacturing facility on campus, so, part of the challenge, is exploring on and off campus options. For the off-campus option, they could look at a space that they can acquire, which would still require substantial renovation. Or they could look at entering into some type of P3 partnership where they would enter into a contract with someone to lease the space and have that renovated to serve the needs of the program. The on-campus option would require to take space that is currently being used and repurpose it for this program. As of right now, they do not have any plans for any specific building on campus. They're still working through what may or may not be the best option for the College as they advance the project, but it is something they have to resolve. They are not interested in seeking out a new manufacturing building and going through any type of capital construction bonding. President Schaffer then walked through the start-up and operating costs, pro forma and revenue perspective in the linked document.

Jennifer McCartney, who assists with grant funding with this project, discussed the funds that the College will apply for and hopefully receive. The Economic Development Administration (EDA) has a couple of different funding opportunities and the one the College is looking for is called the Public Works and Economic Adjustment Assistance (PWEA) grant. This funding, with manufacturing as one of the investment priorities, looks for workforce development but is a 50/50 match. EDA would really like to see all of the match and everything in place so they know the College has a solid plan so that once the funding is awarded, the work can begin. They typically award PWEA 80 to 100 grants per year. In 2020, Wyoming was the recipient of one of those in which Northwest Community College District received \$1.5 million to renovate their health sciences building. Wyoming is in a 10-state region so the College's application and proposal will be reviewed with the 10 states in the region and award within the region. They've heard this year's funding will be highly competitive, will move quickly and they should submit their application in the next few months.

4. PUBLIC COMMENT (Comments will be limited to five minutes.) – Board Chairman Wendy Soto

No public comment.

5. ADJOURNMENT of the January 20, 2021, Special Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Wendy Soto

Trustee Ketcham moved and Trustee Merrell seconded,

MOTION: That the Board of Trustees adjourns the January 20, 2021, meeting of the Laramie County Community College District Board of Trustees.

DISCUSSION: None

MOTION CARRIED unanimously, and the meeting was adjourned at 7:22 p.m.

Respectfully submitted,

Dallas Bacon
Board Recording Secretary