

BOARD MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, JULY 21, 2021, COLLEGE COMMUNITY CENTER, ROOM 128, LARAMIE COUNTY COMMUNITY COLLEGE

Board Present: Board Chairman Wendy Soto, Vice Chairman Bob Salazar, Secretary Janine Thompson, Treasurer Don Erickson, Trustees Jess Ketcham, Trustee Brenda Lyttle, and Carol Merrell, Legal Counsel Tara Nethercott

Board Excused: ACC Ex Officio Butch Keadle

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 Jennifer DeRouchey (Zoom – just for a bit and then had to hop off), Linda Herget, Troy Amick, Jill Koslosky, Cindy Henning, Starla Mason, Bryan Wilson, and Jayne Myrick

Visitors: Ms. Annaliese Wiederspahn

Dinner Work Items
6:00 p.m.

1. [SWEETGRASS DEVELOPMENT UPDATE](#) – Ms. Annaliese Wiederspahn

Annual Public Budget Hearing
7:00 p.m.

2. **CALL TO ORDER** of the July 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 July 21, 2021, Board Meeting of the Laramie County Community College District Board of Trustees at 7:01 p.m.

3. **RECESS BOARD MEETING** to Conduct Annual Public Budget Hearing – Board Chairman Wendy Soto

Board Chairman Wendy Soto recessed the Board Meeting at 7:02 p.m.

4. **ANNUAL PUBLIC BUDGET HEARING** for the FY 2022 Budget – Board Chairman Wendy Soto

- A. [STAFF PRESENTATION](#) – Vice President Rick Johnson
 - [FY 2022 Budget Revisions Since 1st Reading](#) – Vice President Rick Johnson
 - [FY 2022 Budget](#) – Vice President Rick Johnson

Vice President Rick Johnson reported there are not many changes between 1st reading and tonight's 2nd reading. He walked through and discussed the linked presentation above. Throughout his presentation, he referenced the linked budget book as well and noted this is a balanced budget.

Trustee Lyttle asked about the line item titled, “Academic School Reorganization.” Vice President Johnson responded that the College is reorganizing a couple of schools on campus and these funds will be used to support the reorganization. President Schaffer added that a significant component of the new strategic plan will be a focus on how the College transforms, improves, and revitalizes the academic programming. One of the things that has been clear is that the College has not designed the school structure to give the Deans the time they need to focus on the things they need to focus on, such as ensuring academic excellence, program relevancy to the community needs, new strategic initiatives around programs, etc. These available funds will help support the changes needed so the Deans can focus on what they will be asked of coming out of the new strategic plan.

Trustee Erickson followed up and asked if it’s more of a management reorganization within the schools rather than curricular reorganization. President Schaffer noted that’s mostly accurate but wouldn’t want to limit to that. There could very well be some programmatic pieces but the majority of that is how they are configured from an administrative perspective by looking at the various strategic and administrative work that has to happen within an academic school, and making sure it’s staffed accordingly.

Vice President Johnson continued with his presentation discussing the One Mill Fund.

Trustee Ketcham asked if the boiler replacements are for Foundation Hall and what the life expectancy of that residence hall is. Vice President Johnson responded that the life expectancy of the boilers are 15-20 years and they have no plans of replacing Foundation Hall. President Schaffer noted it’s more beneficial to invest in Foundation Hall and elongate the life of that building. Additionally, these new boilers will feed into the other residence halls.

B. BOARD DISCUSSION – Board Chairman Wendy Soto

Questions and discussion took place regarding major maintenance projects and the increase of prices, monies being used for projects and monies that may come through from the American Rescue Plan Act (ARPA), and how to best utilize one-time funds.

President Schaffer referred to page 11 of the budget book as there are a few pie graphs that show a comparison of last year to this coming year from a revenue perspective. They’ve heard over the last couple of days that there’s this general belief that the state funds 60% of community colleges, but this is at the system level across all community colleges. Next year, only 50% of funding will come from the State to LCCC and that amount continues to decrease. Fortunately, the College will receive slightly better local funding between One Mill and local appropriation and will be about 24% of revenue, with tuition and fees at about 23%. On page 12, there is a comparison from last year to this year in terms of overall investment expenditures by area. There are only two areas that went up from last year which include instruction and plant operations. Page 13 reflects the decrease in positions and salary percentage.

C. CALL FOR PUBLIC COMMENT/QUESTIONS – Board Chairman Wendy Soto

No requests were made for further comment.

5. ADJOURNMENT OF THE PUBLIC HEARING – Board Chairman Wendy Soto

Board Chairman Wendy Soto adjourned the annual public hearing at 7:37 p.m.

Board Meeting
Upon Adjournment of the Public Budget Hearing

1. RECONVENE BOARD MEETING – Board Chairman Wendy Soto

Board Chairman Wendy Soto reconvened the Board Meeting at 7:37 p.m.

2. MINUTES – Approval of the [June 16, 2021](#) Minutes – Board Chairman Wendy Soto

Trustee Merrell moved and Trustee Thompson seconded,

MOTION: That the Board of Trustees approves the June 16, 2021 Board Meeting minutes as written.

DISCUSSION: None

MOTION CARRIED unanimously.

3. REPORTS TO THE BOARD

A. Staff Senate – President Linda Herget

President Linda Herget reported Staff Senate did not meet last month so there are no updates. However, she wanted to thank the Trustees for their consideration and approval of the one-time commitment bonus.

B. Faculty Senate – President Jennifer DeRouchey

President Jennifer DeRouchey was not able to attend the meeting so Troy Amick, Faculty Senate Vice President, reported there are no updates as they did not meet this month. Their next meeting will be during in-service week in August.

4. PRESIDENT'S REPORT

A. [Summer/Fall Residence Hall Outlook](#)

Vice President Melissa Stutz walked through the linked document above noting the summer activity in the residence halls. As for the fall, they have 626 beds and, as of today, including Wyoming Highway Patrol and athletes, they have 391 applications for housing. Normally, by the first week of August, residence halls are full, which is 276 beds without the new residence hall. They are just now beginning to assign rooms.

B. [President Schaffer's FY22 Goals](#)

President Schaffer presented his FY22 Goals as part of his self-evaluation at the June meeting. He noted the Board of Trustees have done a variety of things in the past, most recently they allowed President Schaffer to present these goals and move forward, where others have formally adopted the goals. The Board of Trustees agreed to continue their recent practice.

C. [August Board Retreat Agenda Review](#)

The final agenda can be found on the [Board Meetings and Minutes](#) website.

D. RAC Project Funding Update

Vice President Johnson reported the Building Authority Committee approved their support of the funding for the RAC project for the lease revenue bonds. As a reminder, the RAC is a \$20 million project. They plan to have \$10 million from the State with LCCC's \$10 million match. LCCC's \$10 million is comprised of \$1 million on hand from the Foundation, \$2 million from future donations, \$1 million of transitioned aid money, and \$6 million in revenues from the lease revenue bonds that the Building Authority would issue. They are in full support of this plan and they have begun work with Todd Bishop at Kaiser Wealth Management Consultants. This will be a \$6.8 million bond issuance which will net \$6 million in project funds in a 15-year duration. The bonds will be privately placed with local banks who are interested in purchasing. They will be using a preferred debt service schedule. This will be coming back to the Board of Trustees in October for their approval to move forward.

President Schaffer added they have a meeting with the Construction Division this Friday as they are hoping to gain greater flexibility to manage this project.

E. Fall Meeting Dates

- September 15 (3rd Wednesday and same day as the Joint Foundation Board and LCCC Board Meeting)
- October 20 (3rd Wednesday – tentatively scheduled to be held in Laramie)
- November 17 (3rd Wednesday; November 24-26 is Thanksgiving Break)
- December 1 (1st Wednesday by statute)

5. WORK ITEMS

Dr. Jill Koslosky noted that they have been working closely with Microsoft and the seven schools across the country who are also doing data center academies, and Microsoft awarded Troy Amick with the Innovation Award for the year!

Troy Amick walked through the linked presentation below regarding items A through D.

- A. [Data Analytics Associate of Applied Science, Information Technology New Program Request Memo and Presentation](#) – 1st Reading - Dr. Kari Brown-Herbst, Vice President of Academic Affairs, Jill Koslosky, Dean, School of Business, Agriculture & Technical Studies, and Troy Amick, Program Director, Information Technology
- B. [Telecommunications Specialist Credit Diploma](#) – 1st Reading - Dr. Kari Brown-Herbst, Vice President of Academic Affairs, Jill Koslosky, Dean, School of Business, Agriculture & Technical Studies, and Troy Amick, Program Director, Information Technology
- C. [Data Analytics Systems Administrator Credit Diploma](#) – 1st Reading - Dr. Kari Brown-Herbst, Vice President of Academic Affairs, Jill Koslosky, Dean, School of Business, Agriculture & Technical Studies, and Troy Amick, Program Director, Information Technology
- D. [Virtualization and Cloud Administrator](#) – 1st Reading - Dr. Kari Brown-Herbst, Vice President of Academic Affairs, Jill Koslosky, Dean, School of Business, Agriculture & Technical Studies, and Troy Amick, Program Director, Information Technology

Bryan Wilson walked through the linked presentation below regarding items E through G.

- E. [Patrol Peace Officer Associate of Applied Science, WHP New Program Request and Presentation](#)– 1st Reading - Dr. Kari Brown-Herbst, Vice President of Academic Affairs, Bryan Wilson, Dean, School of Math & Sciences, and Jodi Weppner, Instructor/Coordinator, Justice Studies
- F. [Wyoming Highway Patrol Basic Academy Credit Diploma](#) – 1st Reading - Dr. Kari Brown-Herbst, Vice President of Academic Affairs, Bryan Wilson, Dean, School of Math & Sciences, and Jodi Weppner, Instructor/Coordinator, Justice Studies
- G. [Wyoming Highway Patrol Academy Credit Diploma](#) – 1st Reading - Dr. Kari Brown-Herbst, Vice President of Academic Affairs, Bryan Wilson, Dean, School of Math & Sciences, and Jodi Weppner, Instructor/Coordinator, Justice Studies

6. APPROVAL ITEMS

- A. Approval of FY 2022 Laramie County Community College Budget – President Joe Schaffer, Vice President Rick Johnson

This item was moved up in the meeting and the vote was taken right after the public hearing.

Staff Recommendation: That the Board of Trustees approves the FY 2022 Laramie County Community College District Budget as presented.

Trustee Ketcham moved and Trustee Erickson seconded,

MOTION: That the Board of Trustees approves the FY 2022 Laramie County Community College District Budget as presented.

DISCUSSION: None

MOTION CARRIED unanimously.

- B. [Sports Performance and Coaching Associate of Science Degree](#) – 2nd Reading – Dr. Kari Brown-Herbst, Vice President of Academic Affairs, Dr. Cindy Henning, Interim Executive Director, Athletics and Exercise Science, Dr. Starla Mason, Dean, School of Health Sciences & Wellness

Staff Recommendation: That the Board of Trustees approves the Sports Performance and Coaching Associate of Science Degree as presented.

Trustee Erickson moved and Trustee Ketcham seconded,

MOTION: That the Board of Trustees approves the Sports Performance and Coaching Associate of Science Degree as presented.

DISCUSSION: None

MOTION CARRIED unanimously.

- C. [Agriculture Production Technology Credit Diploma](#) – 2nd Reading – Dr. Kari Brown-Herbst, Vice President of Academic Affairs, Dr. Jill Koslosky, Dean, School of Business, Agriculture & Technical Studies

Staff Recommendation: That the Board of Trustees approves the Agriculture Production Technology Credit Diploma as presented.

Trustee Ketcham moved and Trustee Merrell seconded,

MOTION: That the Board of Trustees approves the Agriculture Production Technology Credit Diploma as presented.

DISCUSSION: None

MOTION CARRIED unanimously.

- D. [Equine Management Credit Diploma](#) – 2nd Reading - Dr. Kari Brown-Herbst, Vice President of Academic Affairs, Dr. Jill Koslosky, Dean, School of Business, Agriculture & Technical Studies

Staff Recommendation: That the Board of Trustees approves the Equine Management Credit Diploma as presented.

Trustee Erickson moved and Trustee Ketcham seconded,

MOTION: That the Board of Trustees approves the Equine Management Credit Diploma as presented.

DISCUSSION: None.

MOTION CARRIED unanimously.

7. BOARD REPORTS

- A. Board Committee Reports – Board Chairman Wendy Soto

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

Nothing to report.

- 2) Sustainable Funding Committee Report – Board Chairman Wendy Soto, Trustee Thompson, Trustee Erickson

The Sustainable Funding Committee met last week and had a great visit with Associate Vice President Lisa Trimble, Zeke Sorensen, and Karyn Forbes. Associate Vice President Trimble will be connecting with President Schaffer regarding marketing plans. Mr. Sorensen and Ms. Forbes were included in the conversation so they could be educated on what sustainable funding is and what the committee would like to talk with legislators about, and how to get students involved in that process as well. They also discussed priorities, costs of COVID, talking points, etc. as they would like to have these written out when talking to the community. Trustee Thompson has facts from WACCT that she can send out as well. Their next meeting will be in August.

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

FINANCE AND FACILITIES COMMITTEE RECOMMENDATION

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

The next meeting will be September 8th.

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

Trustee Thompson moved and Trustee Ketcham seconded,

MOTION: That the Board of Trustees approves the following:

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

DISCUSSION: None

MOTION CARRIED unanimously.

8. NEW BUSINESS – Board Chairman Wendy Soto

Trustee Erickson noted that while attending the Joint Education Committee meeting, they learned that the Education Committee is not the home committee for the colleges, they are just interim during this current session. They have some continued work to do to push for the home committee.

9. NEXT MEETINGS/EVENTS

- Wednesday, July 28 – College Closed for Cheyenne Day
- Monday, August 16 – Fall Convocation – Surbrugg-Prentice Auditorium
- Friday, August 20 – Fall Kickoff for Students
- Friday, August 13 – Board Retreat – 12:00-5:00pm – CCC 128
- Saturday, August 28 – Golden Eagle Athletic Hall of Fame Banquet – ANB Bank Leadership Room
- Monday, September 6 – College Closed for Labor Day
- Wednesday, September 15 – Tentative: Joint Foundation Board and LCCC Board Meeting
- Thursday, September 16 – Surbrugg-Prentice Grand Opening
- Friday, September 17 – Foundation Hall Dedication
- October 13-16 – ACCT Leadership Congress – San Diego, CA
- Friday, October 15 – College Closed for Fall Break
- Friday, October 22 – LCCC Scholarship Luncheon – MPR
- Thursday, October 28 – 2068 Time Capsule Placement Event – Surbrugg-Prentice Auditorium
- November 24-26 – College Closed for Thanksgiving Holiday
- December 23-31 – College Closed for Winter Break

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

No public comment.

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

Board Chairman Soto noted that since 2006, the College has had a partnership with United Way to provide tax preparation services for low income families. For the 2020 tax filing season, they had 1,214 federal returns, 58 state returns, total refunds of \$1,661,900, total state refunds of \$7,500, total earned income credit of \$203,408, total child tax credit of \$115,677, and total education credit of \$37,481.

She also wanted to acknowledge Bill Dubois who passed away this week. He served on the Board of Trustees from 2008-2016. They will be establishing a scholarship in memory and the obituary will ask for donations.

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

Trustee Merrell moved and Trustee Ketcham seconded,

MOTION: That the Board of Trustees adjourns the July 21, 2021, Board meeting.

DISCUSSION: None

MOTION CARRIED unanimously, and Chairman Soto adjourned the Board meeting at 8:50 p.m.

Respectfully submitted,
Dallas Bacon
Board Recording Secretary