

BOARD MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, JUNE 16, 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, and Carol Merrell, ACC Ex Officio Butch Keadle, Legal Counsel Tara Nethercott

Board Excused: Trustee Brenda Lyttle

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), Linda Herget, Nola Rocha (Zoom), Jill Koslosky, Cindy Henning, Starla Mason (Zoom)

Visitors: The meeting was live-streamed for visitors; Billie Addleman

## DINNER WORK ITEMS

1. **FY22 ONE TIME FUNDING CONCEPTS** – President Schaffer

## BOARD MEETING AGENDA

1. **CALL TO ORDER** of the June 16, 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 7:11 p.m.

It was noted that this will be the last meeting where public will be asked to join via Zoom. Next meeting, it will be opened up for the general public to attend in person.

2. **MINUTES** – Approval of the [May 12, 2021](#) Minutes – Board Chairman Wendy Soto

Trustee Merrell moved and Trustee Ketcham seconded,

**MOTION:** That the Board of Trustees approves the May 12, 2021 Board Meeting minutes as written.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

3. **REPORTS TO THE BOARD**

A. Staff Senate – President Linda Herget

Staff senators remain about the same with Nola Rocha as Vice President of Professional Staff, Melissa Gallant as Vice President of Classified Staff, Dawn Williams as Treasurer, and newly elected Amanda Newell as Secretary. As a reminder, the Staff Retreat is scheduled for Thursday, June 24<sup>th</sup>.

## B. Faculty Senate – President Jennifer DeRouchey

Faculty Senate has no updates as they haven't met since the end of the spring semester. Their next meeting is August 16<sup>th</sup>.

## 4. PRESIDENT'S REPORT

### A. June 10<sup>th</sup> WCCC Meeting

The biggest takeaway from this meeting is the formation of the biennial budget request. Going into the next biennium, the College already has to account for the step two and step three budget cuts, but the other factor is the recalibration of the community college budget. As a result of legislation passed around 2015, it essentially removed what the College used to refer to as the enrollment growth exception budget request funding, and changed it with the recalibration process. The process is an enrollment-based model for the average enrollment three years prior. Based on the decline in enrollment, it is estimated the recalibration would require the community colleges to take a \$4.2 million budget reduction in the next biennium. Back in 2016 during the last recalibration, the College again had budget cuts. At that time, Governor Mead noted that the colleges already reduced budgets beyond what the recalibration would have been and it is not necessary to take any further cuts. They are hoping Governor Gordon will consider this same thing.

There was also lots of conversation about a program that the Ellbogen Foundation has funded one-time that focuses on adult financial aid. Ellbogen's interest stemmed from their investment and pleasure of the success of the Rediscover LCCC program, and especially since Wyoming's Tomorrow failed in legislation. About \$500,000 will go to each of the community colleges to provide adult financial aid, very similar to Rediscover LCCC. President Schaffer recognized Billie Addleman for his work on opening these doors and partnerships for LCCC.

### B. RAC Project Update

They continue to try to build a path forward for this project. At the Wyoming Community College Commission, they essentially approved an allocation of \$10 million of the \$12 million that was appropriated last session for community college capital construction to the LCCC RAC project. The College will need to match this amount using \$1 million from one-time funds, \$1 million on hand from the Foundation, the Foundation will close the final \$3 million, and with the Building Authority Committee's approval of issuing revenue bonds of about \$6.8 million backed by student fee revenues. This will not be funded by increased student fees but by using a deferred debt structure, they can utilize existing student fees to service debt over the next few years until the bond series retires in 2024. After that, they will have building fee revenues freed up and have the revenue to cash flow those payments over 15 years. They are still waiting on the State Construction division to respond before getting started and would like to discuss expediting the process. Once this is complete, they will hire a design firm and construction manager.

It was asked to send the Board of Trustees the [level 2 RAC design packet](#) approved in 2018.

### C. [Manufacturing One-Pager](#)

As they get closer to the 6<sup>th</sup> penny ballot and start having more conversations regarding strategic programming focus at LCCC, there will be questions from the public. The linked document is a one-page informational flyer that is also available online.

### D. [President's FY21 Self-Evaluation and Proposed FY22 Goals](#)

President Schaffer's self-evaluation and proposed goals are linked above. The Board of Trustees will discuss at their July meeting.

#### E. Aspen Institute Symposium

President Schaffer noted LCCC was one of very few select institutions that attended a Guided Pathways Symposium regarding equity and outcomes around workforce development.

Vice President Melissa Stutz shared they had 10 team members in attendance which included President Schaffer, Dr. Stutz, Dr. Brown-Herbst, Sarah Hannes, Caitlin Cox, Bryan Wilson, Adam Keizer, Sarah Smith, Maryellen Tast, and Zeke Sorensen.

Dr. Brown-Herbst noted they looked at this as an opportunity to return to the conversation about Pathways that was fully implemented in the fall of 2020. They had the privilege of learning beside some of the leading community colleges around the nation in terms of their practices and successes they've seen as a result of their Pathways work. The purpose was for LCCC to examine how closely, or not, they are aligning Pathways with solid outcomes for the students, whether it be life-sustaining jobs or transfer to another institution that can get them those life-sustaining jobs down the road.

Dr. Stutz reported that a lot of outcomes they took away for student services include a focus on first generation students, adult students, part-time students, and being intentional. Particularly, being intentional with onboarding for transfer preparation, career preparation, career exploration, and professional development.

Dr. Brown-Herbst reported they discussed intention as well. There's discussion nationwide about this idea of on-ramps and off-ramps for non-traditional students. There is one area in the College where they are intentional with on-ramps and off-ramps in terms of small, quick credentials, and that is in the Trades programs. They have new ideas of areas where they can be more intentional as well. Additionally, traditional Associate's degrees are not historically designed for jobs, so they need to examine that, particularly at a time where they hear from the region that they need a workforce.

Dr. Stutz concluded with next steps of submitting an action plan they need to submit by July 1<sup>st</sup>. They also have a half-day recap scheduled in November.

#### F. August Retreat Dates

The Board of Trustees Retreat is tentatively scheduled for August 13<sup>th</sup>.

#### G. [Affordable Housing Task Force](#)

President Schaffer has been invited to join the Affordable Housing Task Force.

### 5. WORK ITEMS

- A. [Sport Performance and Coaching Associate of Science Degree](#) and [Presentation](#)– 1<sup>st</sup> 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

Dr. Cindy Henning presented the proposal for the Sports Performance and Coaching Associate of Science Degree. This will come back for the Board of Trustees approval at their July meeting.

- B. [Agriculture Production Technology Credit Diploma](#) and [Presentation](#) – 1<sup>st</sup> Reading – Dr. Kari Brown-Herbst, Vice President of Academic Affairs, Dr. Jill Koslosky, Dean, School of Business, Agriculture & Technical Studies

Dr. Jill Koslosky presented the proposal for the Agriculture Production Technology Credit Diploma. This will come back for the Board of Trustees approval at their July meeting.

- C. [Equine Management Credit Diploma](#) – 1<sup>st</sup> Reading - Dr. Kari Brown-Herbst, Vice President of Academic Affairs, Dr. Jill Koslosky, Dean, School of Business, Agriculture & Technical Studies

Dr. Jill Koslosky presented the proposal for the Equine Management Credit Diploma. This will come back for the Board of Trustees approval at their July meeting.

## 6. APPROVAL ITEMS

- A. [LCCC Foundation MOU](#) – 2<sup>nd</sup> Reading – President Schaffer, Lisa Trimble, Associate Vice President of Institutional Advancement, Billie Addleman, Foundation Board President

**Staff Recommendation:** That the Board of Trustees approves the LCCC Foundation MOU as presented.

Trustee Merrell moved and Trustee Ketcham seconded,

**MOTION:** That the Board of Trustees approves the LCCC Foundation MOU as presented.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

- B. Depositories for Applications of Public Funds – Vice President Rick Johnson

- ANB Bank
- Bank of the West
- Banner Capital Bank (was Oregon Trail Bank)
- Central Bank & Trust
- Cheyenne State Bank
- First Interstate Bank
- Jonah Bank of Wyoming
- Pinnacle Bank
- Platte Valley Bank
- Security First Bank
- U.S. Bank
- Wells Fargo Bank Wyoming, N.A.
- Western States Bank
- Wyoming Bank & Trust

**Staff Recommendation:** That the Board of Trustees approves the following list of Laramie County Community College depositories for Applications of Public Funds as required by W.S. 9-4-818.

Trustee Erickson provided a history regarding Wells Fargo and would like to recommend not using Wells Fargo. Trustee Ketcham also recommended not using Bank of the West.

Trustee Ketcham moved and Trustee Merrell seconded,

**MOTION:** That the Board of Trustees approves the following list of Laramie County

Community College depositories for Applications of Public Funds as required by W.S. 9-4-818.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

C. [FY 2021 Budget Amendments](#) - Vice President Rick Johnson

**Staff Recommendation:** That the Board of Trustees approves the amendments to the FY2021 Annual Budget as presented.

Trustee Erickson moved and Trustee Ketcham seconded,

**MOTION:** That the Board of Trustees approves the amendments to the FY2021 Annual Budget as presented.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

D. [Request for Spending Authority: Diesel Technology Perkins-funded Purchase](#) – Dr. Kari Brown-Herbst, Vice President of Academic Affairs

**Staff Recommendation:** That the Board of Trustees authorizes the President to expend \$150,000 for the purpose of acquiring equipment to support the Diesel Technology program.

Trustee Ketcham moved and Trustee Merrell seconded,

**MOTION:** That the Board of Trustees authorizes the President to expend \$150,000 for the purpose of acquiring equipment to support the Diesel Technology program.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

E. [Request for Spending Authority: Children’s Discovery Center Level 1 & 2 Study](#) – Vice President Rick Johnson

**Staff Recommendation:** That the Board of Trustees authorizes the President to expend funds for the purpose of a Level 1 & 2 Study for a possible expansion of the Child Discovery Center, with funding provided through State GEER monies.

Trustee Merrell moved and Trustee Thompson seconded,

**MOTION:** That the Board of Trustees authorizes the President to expend funds for the purpose of a Level 1 & 2 Study for a possible expansion of the Child Discovery Center, with funding provided through State GEER monies.

**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

No updates.

#### 2) WACCT and WCCC June 9<sup>th</sup> & 10<sup>th</sup> Meeting Update – Trustee Erickson and Vice Chair Salazar

Trustee Erickson reported he and Vice Chair Salazar attended four functions that include the Wyoming Association of Community College Trustees (WACCT) board meeting, a meeting with all the college presidents, the Wyoming Community College Commission (WCCC) meeting, and attended a tour of the new agriculture tech building at Eastern Wyoming College in Torrington.

They did not have a quorum at the board meeting so they will have a meeting via Zoom next week to approve the discussions. One of the highlights of that meeting was that the audit committee will meet after June 30<sup>th</sup> and will include Trustee Ketcham. Last summer, they held a retreat where the Board and the College Presidents met and discussed the future of WACCT. One thing they agreed was essential is they needed to get the Presidents more involved with the organization but not to lose the integrity of the Trustee organization. They're going to change the bylaws to allow all the Presidents to be ex officio, non-voting members of the Board. There will also be a bylaw change that will include the President of the President's Council on the Executive Committee as a non-voting member and immediate past President of WACCT. They had a good discussion on the approach to the legislature for sustainable funding. The Board, the Presidents and WCCC received a report on this topic and they all appear to be on the same page of increasing the mill levy from one mill to two mills that they can assess as a College board. Secondly, enabling legislation to allow voters to vote up to five mills and extend from four years to eight years. Additionally, WACCT has a reserve they would like to use those monies to hire a marketing firm that can assist in putting together a consistent message that goes out to all legislators, industry, business, alums in Wyoming, and public as a whole.

They had a few other discussions pertaining to the evaluation of the Executive Director but they did not have all the information at that point. The information has now been accumulated and they plan to have a Zoom meeting of the Board of WACCT next week to review all of the above and get formal approval of these items. The Executive Director will continue her contract at the same salary.

The Executive Director of WACCT and the Executive Director of WCCC have been invited to make a presentation with a reception with the Joint Education Committee to follow.

As for the meeting with Presidents, they really enjoyed the discussion. They talked about the recalibration that President Schaffer mentioned earlier in the meeting and supported the letters WCCC sent to the Governor requesting to not invoke the statute that requires to recalibrate.

#### 3) Sustainable Funding Committee Report – Board Chairman Wendy Soto, Trustee Thompson, Trustee Erickson

The Sustainable Funding Committee has met three times. They want to align with WACCT and happy to see they agree with the primary issues. The Committee wants to start targeting the legislators and would like to start meeting with them. They're also going to focus on industry and talk to the community and alumni. They're going to ask all Trustees to advocate for the College and support the agendas discussed above regarding the mill levy and extending mills from four years to eight years. Trustee Erickson added that Erin Taylor will create a spreadsheet to keep track of the conversations with legislators. Board Chairman Soto also noted they would like to educate voters as well.

- 4) Finance and Facilities Committee (June 16<sup>th</sup> 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 April and May 2021](#)
- 2) [Current and Auxiliary Fund Budget Reports as of April and May 2021](#)
- 3) [Procurement and Contracting Report May 2021](#)

Trustee Erickson moved and Trustee Ketcham seconded,

**MOTION:** That the Board of Trustees approves the following items:

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

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

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

A. ACC Ex Officio Trustee – Mr. Butch Keadle

Vice President Harris has moved on to his new position in Oklahoma. Through his transition, they realized the model at Northern Oklahoma College and Oklahoma State University is a very similar model they would like to implement at ACC with the University of Wyoming, which is the 1+3 model where students can get most general education courses done their freshmen year and then transfer to UW for the last three years. It's been discussed to hold a joint Board meeting with the ACC Advisory Committee in July to discuss the future of ACC.

**9. NEW BUSINESS** – Board Chairman Wendy Soto

No new business.

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

- Friday, June 18 – Schaffer's Summertime Kick-Off Celebration – Schaffer Residence
- Monday, July 5 – Independence Day – College Closed
- Wednesday, July 21 – Board Meeting – Budget Approval

**11. 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.

**12. FOR THE GOOD OF THE ORDER** – Board Chairman Wendy Soto

Trustee Ketcham recognized Coy P. who is a LCCC steer wrestler that won the CRMR regional title.

**13. ADJOURNMENT** of the June 16, 2021, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Wendy Soto

Trustee Merrell moved and Trustee Thompson seconded

**MOTION:** That the Board of Trustees adjourns the June 16, 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 June 16, 2021, meeting as so moved at 9:06 p.m.

Respectfully Submitted,  
Dallas Bacon  
Board Recording Secretary