

BOARD MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, MARCH 17, 2021, via Zoom

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, 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 President Lisa Trimble and Interim Associate Vice President Clark Harris; Executive Director Tammy Maas; Administrators, Faculty and Staff Teresa Authier, Linda Herget, Victoria Steel, Troy Amick, Cynthia Henning, Carole Boughton, James Miller, Jesse Blair, Julie Gerstner, Chad Marley, Diana Newman, Nola Rocha; and Legal Counsel Tara Nethercott

Visitors: The meeting was live-streamed for visitors.

DINNER WORK ITEMS

1. [ACCT UPDATES](#) – Trustee Lyttle
2. [QUALITATIVE ANALYSIS OF BOARD SELF-EVALUATION](#) – Board Chairman Wendy Soto, President Schaffer

BOARD MEETING AGENDA

1. **CALL TO ORDER** of the March 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 7:07 p.m.

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

Trustee Merrell moved and Trustee Erickson seconded,

MOTION: That the Board of Trustees approves the February 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 planning their staff retreat for the end of June. They have contacted Penny Hunt to be the guest speaker and will have a carnival type theme. Additionally, they have two fundraisers during the year but with the pandemic, they have not been able to hold either of them. Fortunately, in April, they will be holding a virtual fundraiser for the Randy Miller Scholarship. The link to the fundraiser can be found on the LCCC Foundation webpage. Staff Senate will be working with Faculty Senate on setting up a Staff Member

of the Month Award.

B. Faculty Senate – President Teresa Authier

The Faculty of the Month Award went to Steve Hrkach. They have been very happy with the positive feedback they have received since the creation of the award. The LCCC Foundation has set up a fund in support of this award.

C. Construction Update – Vice President Rick Johnson

Surbrugg Prentice Auditorium: The proscenium will be complete by April 12. The Board of Trustees would like to take a tour of the final product when it is complete.

4. PRESIDENT'S REPORT

A. Legislative Update

The session picked up again today in a hybrid form. The items on the radar include the budget, the potential of step three cuts, Wyoming's Tomorrow Scholarship, and the work and learn apprenticeship programs.

5. WORK ITEMS

- A. Summer 2021 and Fall 2021 Planning for [Employees](#) and [Students](#) – President Schaffer, Jesse Blair - Director of Risk Management and Campus Safety, Chad Marley - Chief Technology Officer, and Julie Gerstner - Director of Project Management, Dr. James Miller – Dean of Students, and Dr. Kari Brown-Herbst – Interim Vice President of Academic Affairs

President Schaffer walked through the high-level conversations and discussions behind the planning for Summer and Fall 2021.

President Schaffer and the R2B team are operating under the following three goals:

1. Keep people safe.
2. Deliver a quality education/service.
3. Ensure the sustainability of LCCC.

Additionally, they are planning for two scenarios:

1. Scenario 1: Vaccines for All, Immunity for Fall
 - a. In this scenario, they progress on vaccination as planned and virus case numbers continue the current trajectory, thus the prevalence of COVID-19 becomes more and more rare.
 - b. Improved weather in the summer and more opportunities to be outdoors should minimize infection rates.
 - c. The availability of vaccines for all individuals, including the students in the residence halls, plays out as planned
 - d. Under this scenario, they plan to have “normal” density levels of individuals on campus, and most operations are allowed to function as they typically would.
 - e. Caveat – they will still have to follow state and local health guidelines.
2. Scenario 2: Mutations and Setbacks
 - a. In this scenario, mutated strains of COVID-19 still create significant spread, perhaps an increase/spike in the number of COVID-19 cases as it finds easier transmission or more receptive hosts who don't have immunity, especially if states keep loosening restrictions.
 - b. This scenario would also include the assumption that as the virus mutates, the existing vaccines are less/or not effective against the new strains, or it requires time to develop boosters and adjustments to make them so.
 - c. This may require that we plan to have rolling closures to visitors and events, temporary shifts to virtual delivery of courses and services.

- d. This scenario is likely more applicable to summer semester, but it could play out well into the fall if we have a string of bad luck. We should have contingency plans for this scenario.

When entering the pandemic, the College implemented a series of protocols to create a safe environment. Now, they can start rolling those back and include:

1. Increase density on campus.
2. Reduce social distancing.
3. Wearing masks.
4. Testing and screening.

President Schaffer and the R2B team would like to plan for a Better Normal, which includes:

1. A vibrant campus environment – people back, interacting on campus.
2. Diverse residential student population with full residence halls.
3. Virtual engagement with learning and services as a choice, not a requirement.
4. Technology enhanced environment that improves quality, access, and experience, for our students and for each other.
5. Improved health throughout the campus community – physical and mental.
6. Back in the driver's seat for serving our communities, impacting economic and social prosperity, and being a leader in the region.

Jesse Blair provided an update on changes to health orders, vaccine availability, and outlook.

Health Orders:

1. Limitations lifted on all but childcare, education and larger groups.
2. Mask mandate is removed but still recommended (still in place for educational settings).
3. No limitations on outdoor events or indoor events less than 500 people (indoor events greater than 500 are limited to 50% capacity and requirements such as masks and sanitization).

Vaccine and Outlook:

1. 189 total LCCC cases with 3 of those active and are all online students
2. Wastewater testing the dorms twice a week showed a significant uptick before spring break. The state ends the testing program June 30
3. Laramie County is in Phase IC groups 1-3 and should include most of the LCCC employees. Group 4 will include resident hall students.

Chad Marley and Julie Gerstner walked through what can be expected in the structure of the Phase III plan. The plan will be out for consultative feedback the end of March. After the appropriate feedback has been implemented, the final plan will be presented to the Board of Trustees, for their approval, at their regular meeting on April 21. Operations plans for each functional area will be available for employees and students.

Phase III Summer:

1. Hours will shift to normal summer hours (7:30 a.m. – 4:00 p.m.) with certain areas having other hours based on stakeholder needs.
2. Transition period for coming back to campus.
3. Course offerings and activities of a typical summer semester and adjust backwards as it necessitates.

Phase III Fall:

1. Plan for a “typical” fall semester.
2. Course offerings and activities of a typical fall semester.
3. People should expect to be back on campus.

Dr. Kari Brown-Herbst provided an update on course offerings and targets for Summer and Fall.

Phase III Summer:

1. 47% of offerings have an in-person, on campus component, compared to 45% in summer of 2019.
2. All courses will have a contingency plan if the College has to go completely virtual again.

3. Schedules are visible and students have been engaged with student services.
4. They have been working with Jesse Blair on social distancing and density in the classrooms. In some spaces, they can meet 75% capacity and in science labs, they can plan for 100% capacity with masks and safety requirements.

Phase III Fall:

1. Envision Fall 2021 looking more like Fall 2019.
2. Increased on campus experiences and flexibility with evening hours.

Dr. James Miller discussed the residence hall plans for Summer and Fall.

1. Planning on a rollback for summer – usual student density of 20-25 students.
2. CFD vendors in Blue and Foundation Hall – 250+ vendors.
3. Navy reunion for Gold Hall during CFD, not set on numbers.
4. Fall plans currently include normal density in the halls (vaccines highly encouraged, not required, planning on testing students prior to move-in).
5. Rooms set aside for quarantine/isolation students.
6. Current fall applicant numbers – 62 students, 120 athletes, 26 Wyoming Highway Patrol cadets.

Lisa Trimble provided an update on messaging.

1. Summer/Fall 2021 Press Release will be sent to media outlets on Thursday, March 18.
2. Email from President Schaffer to campus on Thursday, March 18 with the employee summary document.
3. Student Services will email prospective and current students when the schedule is live with information about Summer/Fall details.
4. “Blue Bar” on the LCCC homepage will be updated to “LCCC will be fully open in the fall of 2021” – with a link to the summary document.
5. The summary document will be uploaded to the COVID webpage and the full R2B plan for Summer/Fall will be uploaded when complete.
6. Marketing materials will also include information about Fall in-person and on-campus opportunities.

- B. [Addition of an Information Technology Pathway Memo](#) and [Presentation](#) – 1st Reading – Dr. Kari Brown-Herbst, Interim Vice President of Academic Affairs, Troy Amick, Information Technology Program Coordinator

The College currently has seven pathways and all of the academic programs align within the seven pathways. The linked materials are a proposal to create pathway number eight. This is reflective of strategic alignment of the programs that the College currently has and envision having in the computer information systems (CIS) area.

Troy presented the program review to the Board of Trustees about 15 months ago and discussed where the CIS area is now and where they wanted to go. He walked through the linked presentation and discussed how the pathway will get them to where they want to go. The next step would be to develop and review the curriculum. They will need to also seek approval from the Wyoming Community College Commission (WCCC) in November 2021 for the new programs to launch in Fall of 2022. As for the potential of a third Bachelor’s degree, it will require a visit and report from the Higher Learning Commission and a change of mission.

6. APPROVAL ITEMS

- A. [LCCC eSports Proposal](#) and [Presentation](#) – Dr. Cynthia Henning – Interim Executive Director, Athletics and Exercise Science

Dr. Henning walked through and discussed the linked proposal and presentation.

Staff Recommendation: That the Board of Trustees approves the LCCC eSports proposal as presented.

Trustee Merrell moved and Trustee Ketcham seconded,

MOTION: That the Board of Trustees approves the LCCC eSports proposal as presented.

DISCUSSION: Carole Boughton and Troy Amick shared comments about how eSports have impacted their lives.

MOTION CARRIED unanimously.

- B. [Automotive Body Repair Credit Diploma Deactivation](#) – President Schaffer, Dr. Kari Brown-Herbst, Interim Vice President of Academic Affairs

The deactivation of this program is due to a limited need for the curriculum and the need to reallocate that space and resources for new programming such as the manufacturing center. All students currently in the program will have the opportunity to complete and the College will not be accepting new students in to the program for the fall. However, there is a fairly strong following of community-based enrollments in the automotive/autobody program. President Schaffer and the Board of Trustees have heard from some of those folks already. The College is still exploring whether or not to move at least one of the paint booths and paint kitchen to be relocated to another space on campus so they can sustain those life enrichment opportunities. However, the costs for doing this is pretty substantial. There is also opportunity for integrating a pain bay in the manufacturing program.

Staff Recommendation: That the Board of Trustees approves the deactivation of the LCCC Automotive Body Repair Credit Diploma, effective at the end of the 2020/2021 academic year.

Trustee Erickson moved and Trustee Merrell seconded,

MOTION: That the Board of Trustees approves the deactivation of the LCCC Automotive Body Repair Credit Diploma, effective at the end of the 2020/2021 academic year.

DISCUSSION: None.

MOTION CARRIED unanimously.

- C. [Equine Training Management AAS & Credit Diploma Deactivation](#) – President Schaffer, Dr. Kari Brown-Herbst, Interim Vice President of Academic Affairs

A faculty in this area was eliminated during the budget reduction process, but the College did not deactivate the program at that time as they wanted the opportunity for the Dean and Faculty to examine the need for that specific program and curriculum. They have completed that analysis and their recommendation is linked above. All students currently in the program will have the opportunity to complete and the College will not be accepting new students in to the program for the fall.

It was asked if the applicants who did not enroll in the program were surveyed. Dr. Jill Koslosky responded they did not survey the applicants as they were under Equine Science and Equine Training. So, there's a split of those going into the transfer program and those that go into the AAS in Equine Training. Most end up in Equine Science with a handful that stay in the training program. Historically, those that are enrolled in this program go into positions for animal science or equine management. So, deactivating and reworking a credit diploma will serve students better.

Staff Recommendation: That the Board of Trustees approves the deactivation of the LCCC Equine Training Management Associate of Applied Science Degree and Credit Diploma, effective at the end of the 2020/2021 academic year.

Trustee Lyttle moved and Trustee Thompson seconded,

MOTION: That the Board of Trustees approves the deactivation of the LCCC Equine Training Management Associate of Applied Science Degree and Credit Diploma, effective at the end of the 2020/2021 academic year.

DISCUSSION: None.

ROLL CALL on Motion

Trustee Merrell – Yes
Trustee Thompson – Yes
Trustee Salazar – Yes
Trustee Lyttle – Yes
Trustee Ketcham – No
Trustee Erickson – No

MOTION CARRIED.

- D. [Purchase of Welding Equipment](#) – Dr. Kari Brown-Herbst, Interim Vice President of Academic Affairs

Staff Recommendation: That the Board of Trustees authorizes the president to expend up to \$75,000 for the purchase of welding equipment to advance the Welding Technology programs. The funding source for this purchase is the institution's Carl D. Perkins funding allocation from the State of Wyoming.

Trustee Merrell moved and Trustee Ketcham seconded,

MOTION: That the Board of Trustees authorizes the president to expend up to \$75,000 for the purchase of welding equipment to advance the Welding Technology programs. The funding source for this purchase is the institution's Carl D. Perkins funding allocation from the State of Wyoming.

DISCUSSION: Trustee Erickson shared that his first year on the Board of Trustees, it was discussed to bring welding back to LCCC and is so impressed with the progress of this program.

MOTION CARRIED unanimously.

- E. [Purchase of Dining Center Enterprise Solution](#) – Rick Johnson

Starting July 1, 2021, LCCC will take over operation of the dining center. A critical aspect they need to prepare for is a software solution that will enable them to effectively manage the entire operation from food/beverage ordering, inventory tracking, financial reporting, and point of sale systems.

Staff Recommendation: That the Board of Trustees authorizes the President to expend up \$150,000 for the purpose of acquiring the Food Service Management Enterprise Solution. Funding for this acquisition will come from the accumulated food service commission fund balances.

Trustee Ketcham moved and Trustee Erickson seconded,

MOTION: That the Board of Trustees authorizes the President to expend up \$150,000 for the purpose of acquiring the Food Service Management Enterprise Solution. Funding for this acquisition will come from the accumulated food service commission fund balances.

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

The Strategic Planning Committee has met three times for environmental scanning at the national level, the regional level and the local/internal level. All of these meetings have been very informative and interesting as far as the direction and content. President Schaffer will be summarizing discussions and themes that came from these conversations. They will meet again on April 23rd to discuss the Strengths, Weaknesses, Opportunities and Threats (SWOT) for the College.

2) [Emeritus Committee Update](#) – Board Chairman Wendy Soto

Last month, the Board of Trustees agreed to move forward with temporarily suspending the time limitation in the policy to nominate retirees outside of that limitation. Due to a number of conversations since that time, the committee decided to have a discussion with the Trustees about having President Schaffer take this policy through the process of removing the two-year limitation. President Schaffer agreed and will get this process started.

3) Finance and Facilities Committee (March 10th 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 February 2021](#)
- 2) [Current and Auxiliary Fund Budget Reports as of February 2021](#)
- 3) [Procurement and Contracting Report February 2021](#)

The committee reviewed the auditorium, dining services update, administration building roof bids, other solicitations such as food service management and welding equipment, and the renovation of the arena chutes.

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

DISCUSSION: None.

MOTION CARRIED unanimously.

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

A. ACC Ex Officio Trustee – Mr. Butch Keadle

B. [Student Ex Officio Trustee](#) – Ms. Karyn Forbes

SGA has started the presentations for clubs and have \$131,267 requested by 13 different clubs. They have \$137,360 available to allocate. They will be viewing presentations and make final decisions for those allocations. They have two new senators who have joined for this process for added thoughts and opinions. Carole Boughton is serving as secondary faculty advisor. As for the linked memo, this was in response to the sustainable funding resolution. SGA reviewed the document and asked questions but felt it wasn't their place to put in too much thought based on timeline and information given on top of other commitments for this spring. SGA will work on writing letters to legislation and will be sent out within the week.

9. NEW BUSINESS – Board Chairman Wendy Soto

No new business.

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

- Thursday, April 15 – WCCC Meeting – More details to come
- Wednesday, April 21 – Board Meeting
- Thursday, April 29 – New Residence Hall (“Gold Hall”) Ribbon Cutting – 4:00 p.m.
- 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!
- Thursday, June 10 – WCCC Meeting – More details to come
- Wednesday, June 16 – Board Meeting
- 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

Lariats and Lace had a virtual auction and the total raised was \$17,722.

The Marketing and Communications team received a gold paragon award from the National Counsel for Marketing and Public Relations for their Good Girl Ginger poster.

Wyoming PBS has been doing capitol outlook reports and have several representatives speaking on their videos.

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

Trustee Lyttle moved and Trustee Ketcham seconded,

MOTION: That the Board of Trustees adjourns the March 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 March 17, 2021, meeting as so moved.

Respectfully Submitted,

Dallas Bacon
Board Recording Secretary