

BOARD MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, MAY 12, 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 Student Ex Officio Karyn Forbes

Board Excused: ACC Ex Officio Butch Keadle and Legal Counsel Tara Nethercott

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 Alli McCown, Sarah Hannes, Stacy Maestas, Blake Paintner, Brandi Payne-Cervera, James Miller, Jennifer DeRouche (Zoom), Linda Herget (Zoom), Nola Rocha (Zoom), Jill Koslosky (Zoom), Caitlin Cox (Zoom), and Talisha Mottinger (Zoom)

Visitors: The meeting was live-streamed for visitors; Billie Addleman, Daniel Prall (Zoom), Billy Richards (Zoom), Mark Brown (Zoom), Rich Renfro (Zoom), and Derrick Barnhart (Zoom)

DINNER WORK ITEMS

1. **CARES TEAM AND STUDENT SERVICES UPDATE** – Dr. Melissa Stutz, Vice President of Student Services, Brandi Payne-Cervera, Director of Financial Aid, Sarah Hannes, Director of Admissions & Academic Advising, Stacy Maestas, Registrar, Dr. James Miller, Dean of Students, Blake Paintner, Coordinator of Recruitment, Caitlin Cox, Coordinator of Advising, Alli McCown, Coordinator of Student Hub

BOARD MEETING AGENDA

1. **CALL TO ORDER** of the May 12, 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 7:30 p.m.

2. **MINUTES** – Approval of the [April 21, 2021](#) Minutes – Board Chairman Wendy Soto

Trustee Ketcham moved and Trustee Merrell seconded,

MOTION: That the Board of Trustees approves the April 21, 2021 Board Meeting minutes as written.

DISCUSSION: None

MOTION CARRIED unanimously.

3. **REPORTS TO THE BOARD**

A. Staff Senate – President Linda Herget

Staff Senate will be holding their Staff Retreat on June 24th. Officer elections will be held at their June 2nd meeting. Additionally, Linda provided background and context behind the Randy Miller Scholarship fundraiser. Randy Miller was an adjunct faculty who passed away in 1993. A memorial scholarship was established to assist students with their financial burdens so they could reach their educational goals and lifelong dreams. They raised

\$1,965 and is the most they have ever raised! One of the goals was to reach \$750 which was incentivized with President Schaffer hosting his virtual town hall in costume on May 21st.

B. Faculty Senate – President Jennifer DeRouchey

Faculty Senate had their final meeting for the semester on May 7th where they welcomed new senators and elected officers. Troy Amick was elected to be the Vice President and Frank Cook as the Secretary/Treasurer. They have also realigned their representation to follow the new pathway structure. Instead of by the four schools which they have previously done, they now have representation from each pathway and is based on the number of Faculty within that pathway with a minimum representation per pathway being at least one member. They now have 14 senators, with eight of them being incoming senators this coming year. Lastly, they also announced both Faculty of the Month for April, as well as the Faculty of the Year winners, who happened to be the same person, Sam Graham, who is the welding instructor. Their next meeting will not be until in-service at the start of the fall semester.

4. WORK ITEMS

- A. [FY 2022 Budget](#) – 1st Reading – President Schaffer, Vice President Rick Johnson, Budget Director Jayne Myrick
1) [LCCC FY 2022 Budget Presentation](#)

Vice President Rick Johnson walked through the linked presentation.

He thanked the Budget Process Advisory Committee and the Budget Resource Allocation Committee for their work. The membership of these two committees changes from year to year. The Budget Process Advisory Committee works on improvements to the process during the course of the year. The Budget Resource Allocation Committee works on the trend data and challenges departments budget requests to make sure all are adhering to the guidance.

Rick explained where the College is now and recapped the COVID-19 aid funds along with the chaotic fiscal circumstances over the last year. Late May 2020, the commission asked the College to model cuts from a staffing loss basis. In President Schaffer's letter in the linked budget book, it states that the College cut around 15% with 24 FTE. Regarding the recapture/redistribution process, it was reported that six of the seven community colleges' local valuations have declined, including LCCC. If LCCC was up in their valuation, they would lose state aid to the other colleges. There will be a notable impact on state aid but that will not be known until August 2021. A big takeaway from the estimated funds available is the health insurance piece. It was reported the College should plan to pay \$1 million for health insurance but instead saved \$789,573. As for the One Mill Fund, the revenue will likely change in early July.

Board members will send questions and those will be addressed at the June Facilities and Finance Committee Meeting and the June Board meeting.

President Schaffer concluded with noting he will be working with the executive team to come up with a process of how to use the one-time funds. He has highlighted four areas in his letter to the Board of Trustees of how these funds could be used. They would suggest to wait until later summer/early fall before acting on a decision just to let some of the financial chaos settle. Eventually, it will be brought to the Trustees for their approval of the spending authority.

- B. [LCCC Foundation MOU](#) – 1st Reading – President Schaffer, Lisa Trimble, Associate Vice President of Institutional Advancement, Billie Addleman, Foundation Board President

This is a development of services agreement that formalizes the relationship between the College and the Foundation. The primary reason for the agreement is the College is hiring the Foundation to raise funds for the College for those items President Schaffer sets as priority. It is a three-year agreement which has come up for

renewal and is before the Trustees for their consideration. This will be brought back at the June meeting for the 2nd reading and final approval.

One of the biggest pieces is the \$1.2 million of direct support from the Foundation. For every dollar the College puts into the Foundation for development services, the College will get \$3.60 back. At the end of 2013, the Foundation had endowed assets of just under \$21 million. At the end of 2020, endowed assets were just under \$45 million. In the fall of 2014/spring of 2015, the allocation for the Foundation to the College was \$619,000. This coming fall and spring, the support to the College will be about \$1.2 million. It's important to remember that it's not just the financial piece, the Foundation board members act as the College's ambassadors in the community, businesses, and even in the legislature. Additionally, they are the College's biggest cheerleaders and have spearheaded three campaigns for the Clay Pathfinder building, the Flex Tech building and the Surbrugg-Prentice Auditorium. They also secured the funds for the Rediscover LCCC program. They recognize the budget constraints for the College and on two different occasions have declined the escalator provision.

President Schaffer noted three things in this specific agreement. One, being the plan compensation and escalators, the Foundation will plan to start where they are right now, which eliminates the escalator for next year. Another piece that has changed, in previous agreements, the College had to bring to the Foundation board members an annual set of development priorities. Now, the College will bring biennial requests. The piece with the provision for the acquisition of some of the College's property has been removed and left with a clause that states should the Foundation have property that the College would like to acquire, they now have a process of which they could access.

It was asked why this agreement would ever be terminated. In short, it's added into agreements for legal reasons. Other reasons why it would be terminated include change in the structure or availability of funds.

There is interest in having the Board of Trustees meet with the Foundation Board members and/or the Foundation Executive Committee as an orientation to assist in the understanding of asset management, investment policies, and current practices. This will most likely happen in the fall.

5. APPROVAL ITEMS

- A. [Request for Spending Authority: Verkada Security Camera Annual License and Maintenance](#) - Chad Marley, Chief Technology Officer

Staff Recommendation: That the Board of Trustees approves the expenditure of \$115,426.24 for the purchase of maintenance contracts on LCCC's Verkada Security Cameras. The source for this expenditure will be funding LCCC has received through the Governors Education Emergency Relief (GEER) Funds.

Trustee Ketcham moved and Trustee Erickson seconded,

MOTION: That the Board of Trustees approves the expenditure of \$115,426.24 for the purchase of maintenance contracts on LCCC's Verkada Security Cameras. The source for this expenditure will be funding LCCC has received through the Governors Education Emergency Relief (GEER) Funds.

DISCUSSION: None

MOTION CARRIED unanimously.

- B. [Request for Spending Authority: ACC Manufacturing Program Classroom](#) – Dr. Clark Harris, Interim Associate Vice President, Albany County Campus

Staff Recommendation: That the Board of Trustees authorizes the President to expend \$111,626 for the purpose of acquiring equipment and software to support non-credit job training programs in Manufacturing with the source of the funding being provided by a Wyoming Works grant received by LCCC.

The manufacturing industry has grown in the region and will continue to grow. The funds will be used to purchase equipment and repurpose a classroom at the campus in Laramie. Talisha Mottinger, ACC Operations Director, has worked extensively with the High-Altitude Manufacturing partnership to put together this proposal.

Trustee Erickson moved and Trustee Merrell seconded,

MOTION: That the Board of Trustees authorizes the President to expend \$111,626 for the purpose of acquiring equipment and software to support non-credit job training programs in Manufacturing with the source of the funding being provided by a Wyoming Works grant received by LCCC.

DISCUSSION: None

MOTION CARRIED unanimously.

- C. [Consideration to Rescind Deactivation of the Automotive Body Repair Program](#) – President Schaffer, Dr. Kari Brown-Herbst, Vice President of Academic Affairs, Dr. Jill Koslosky, Dean of Business, Agriculture & Technical Studies

Staff Recommendation: That the Board of Trustees rescinds the decision to deactivate the Automotive Body Repair program and endorses the plan for program modifications as presented.

After the last meeting and conversations leading up to this meeting, the impacts of the closure of the automotive body repair program have been heard. Dr. Koslosky and Dr. Brown-Herbst advanced the linked proposal providing an alternative solution. There are some very unique circumstances that make it even possible to consider this proposal, such as one-time funding and space in the auto tech building. The proposal presents an idea to meld two existing programs which include the autobody program and the automotive tech program. The idea with this program will provide students with the basic skills needed in the industry.

Dr. Koslosky walked through the linked proposal. Regarding the marketing and recruiting piece, currently the automotive tech program will cap at around 15-18 students. The expectation of this change would literally double that program. Most of the time they fill automotive tech fairly quickly. However, this coming fall is unique as they've had 18 applicants since February. If they can maintain that momentum, getting to 30 students should not be too difficult. However, Faculty will need to do their part in recruiting new students.

Trustee Erickson moved and Trustee Lyttle seconded,

MOTION: That the Board of Trustees rescinds the decision to deactivate the Automotive Body Repair program and endorses the plan for program modifications as presented.

AMENDMENT TO ORIGINAL MOTION: That the Board of Trustees rescinds the decision to deactivate the Automotive Body Repair program and endorses the plan for program modifications as presented. The program modifications will be reviewed in one year.

DISCUSSION:

Vice Board Chair Salazar noted he has reviewed the reason for deactivating the program and asked what would be different with this modification to make it successful in terms of enrollment. Additionally, what he understood from the public comment last meeting is that autobody and auto tech are two different things so would like clarification on why they are melding the two programs. Dr. Koslosky responded that the low enrollment is with the autobody program but typically the auto tech program has about 19 applicants and usually cap to 15 enrollees for a variety of reasons. The conversion rate for the auto tech program, from interest to application to yield, has been higher compared to the autobody program. To the second question, President Schaffer noted this proposal includes coursework and differentiates those unique aspects of the industry. Mr. Rob Benning added that in the autobody world, they do a surprising amount of mechanical labor. As someone who has worked in the industry for over 30 years, his days are spent doing both auto body work and mechanical work. He noted the basic way that cars are put together will be common between the two so the classes are a combination of autobody and auto tech and that will just expand with this modification. The second-year courses with the specialty areas may increase student retention which could then increase the number of degree-seeking students as they will see both sides of the industry.

Trustee Thompson ask if industries are doing training in-house and if LCCC will need to do that kind of training. Dr. Koslosky explained there are a few diesel companies who are asking to interview students and are in demand of even more students. If LCCC can produce students with the soft skills and safety skills, in addition to the basics, they will be much more valuable employees to those industries. Mr. Benning noted that most of the time, companies don't have time to train in-house. They will likely team up with a lead technician to assist and observe. When speaking with a shop manager, employees need training that is beyond what LCCC can do, but that's why they hire LCCC graduates as they trust that they will be employees who can move around in the industry.

Richard Renfro joined the meeting to make public comment. He thanked the Trustees for allowing the opportunity to keep a part of the autobody program. The community and the industry really need this program. The training is invaluable as it gives these students a chance to grow in the industry. He believes the merging of programs will work well together. Between Mr. Benning, the advisory committee, and the industry, they can figure a way to make this successful.

Mark Brown thanked the Trustees for time to speak to this tonight. He is sad to see part of the autobody program go but understands that cuts have to be made. He's 100% behind this idea and believes it's a way to retain the autobody program and use some of that space for other programs on campus. There's definitely differences between autobody and auto tech but there are overlapping parts as well. He explained an example from his own shop and reiterated why it's important to have both autobody and auto tech. The training is invaluable and it helps, compared to someone who is just coming out of high school. Central High School in Cheyenne is the only high school in the county that has an autobody program but there was a significant difference between these students and graduates from LCCC who have the certifications. The comradery between Rob Benning and Rob LaFaso is unmatched. Mr. Brown is a former student of LCCC and has two Associate's in autobody and auto tech. He is more than happy to help with recruiting where needed.

Billy Richards appreciates this time to speak tonight. Mr. Richards owns a shop down the road from the College. He's really happy the College is trying to keep part of the autobody program. He reiterated that there are differences between autobody and auto tech but they are also very similar. He noted that for those that go through this program, it shows that they are interested and want to work. Additionally, if these students can show up on time, stay off their phones, clean, does what they're asked to do, and knows the basic skills, that's all they look for. He hopes the College can look more to the community in regards to curriculum and what's being done/used in the industry. He noted that LCCC could not have asked for a better instructor than Mr. Benning.

Derrick Barnhart appreciates this time to discuss this topic. Mr. Barnhart works for a local company who is

looking to expand in the community and noted the demand is high as staffing is a major concern. They do look for well-rounded technicians with the technical certification and the body certification. Merging these two programs is an excellent idea as this is exactly what they look for. The training that takes place is much more specific but the people they hire with the education stick around and are much more motivated, which is why they turn to this program when they are hiring. He noted that LCCC has superior instruction in place. Marketing this program in a different way is imperative as historically, the outreach appeals to a lot of hobbyists. Dr. Koslosky did a great job with this proposal.

Robby Bartlett appreciates the time to speak tonight. As a local shop manager, he agrees with the previous speakers' comments. Merging these two programs will certainly entice a wider variety of students. He believes with the work of the Trustees, the program, and the advisory committee, they can work on marketing to the younger student population. He believes it's a win-win situation but understands there are concerns regarding sustainability of the program, but everyone is excited to help out in any way.

President Schaffer concluded that in three years this will be back before the Trustees with a demonstration of how the program is moving and if it's in the right direction.

MOTION CARRIED unanimously.

6. BOARD REPORTS

A. Board Committee Reports – Board Chairman Wendy Soto

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

Board Vice Chairman Salazar reported the last strategic planning meeting was fun with the small group work as they were able to hear from the others and their unique perspectives, and made a lot of progress. They were asked to write a letter or an article of what they would like to see at LCCC in the next 15 years.

Trustee Ketcham reiterated they have made progress and are ahead of schedule.

2) Finance and Facilities Committee (May 12th Meeting – Financial Reports Unavailable) – Trustee Erickson and Trustee Thompson

FINANCE AND FACILITIES COMMITTEE RECOMMENDATION

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

1) [Procurement and Contracting Report April 2021](#)

Trustee Erickson moved and Trustee Thompson seconded,

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

1) [Procurement and Contracting Report April 2021](#)

DISCUSSION: None

MOTION CARRIED unanimously.

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

A. Student Ex Officio Trustee – Ms. Karyn Forbes

This is Ms. Forbes final report as she has graduated from LCCC! She provided an end-of-year summary of what SGA has accomplished.

The biggest accomplishment was overcoming COVID. The Senators did not meet in person at all and the Executive Team had three meetings on campus during the fall semester. They also appointed a new faculty advisor, Stephanie Fiedler, who is a Chemistry instructor on campus. Additionally, they created a new position on the Executive Team who is the ACC liaison that allows them to have communication with that campus.

They reached out to the clubs and pathway coordinators to communicate what SGA is, what they do, and their goals.

In the fall, they reviewed the FY22 budget and had a discussion with President Schaffer and Jayne Myrick regarding the budget. In that discussion, they discussed why the rodeo team fees were different and came up with a solution to make it consistent across the board.

In the spring, they completed the SAFAC process and had 13 clubs participate. They reached out to clubs in November, met with the clubs in January, and then started up in March.

They considered changing the stipends for Senators and the Executive Team. They met with Senators from other colleges and concluded to leave the stipend as is, with \$800/semester for the Executive Team and \$650/semester for Senators. When they met with Casper, they discussed much more than just stipends. Because of that, they have put it on their schedule to communicate with the Senators at Casper College to continue that communication.

A new thing they worked on this year with President Schaffer is the All-In initiative that one of the senators brought to the table. This initiative recognizes election day as a holiday and promotes young individuals to participate in the electoral and democratic process. Wyoming is the only state who is not participating. They have tasked next year's Senate to look into across campus collaboration to make this happen.

They were approached by individuals in counseling for a connections group for mental wellness. Vice President Avery Frankhouser did participate a handful of times and felt heard and made connections that helped her get through the semester.

They hosted their virtual student town hall and had a phenomenal turnout, which exceeded their expectations. The biggest takeaway from that was more communication across campus. Ms. Forbes, Cole Church and Avery Frankhouser also joined President Schaffer's virtual town hall to say thank you to the faculty and staff.

They had started communication to legislators and planned to attend the session but could not attend due to the historical snowfall and other scheduling conflicts. Next year's Senators will continue this communication.

Lastly, Ms. Forbes and Cole Church would like to thank the Board of Trustees and President Schaffer for all their support and work over the last two years.

Board Chair Soto, Trustee Erickson, and Trustee Thompson expressed their appreciation for Ms. Forbes.

8. NEW BUSINESS – Board Chairman Wendy Soto

No new business.

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

- Friday, May 14
 - CDC Graduation – Surbrugg Prentice Auditorium
 - SLPA Pinning and Dinner – CCI Centennial Room
 - PTAT Pinning – Zoom
- Saturday, May 15 – Commencement!

- MS and A&H – MPR
- BATS – MPR
- HSW – MPR
- Radiography Pinning – PF Leadership Center
- Commencement Dinner – CCC 128
- Nursing Pinning – MPR
- Sunday, May 16
 - HSEC Commencement – MPR
 - Schaffer’s Commencement Celebration – Schaffer Residence
- Monday, May 31 – Memorial Day – College Closed
- Thursday, June 3 – New Residence Hall Ribbon Cutting
- Thursday, June 10 – WCCC Meeting – More details to come
- Wednesday, June 16 – Board Meeting
- Monday, July 5 – Independence Day – College Closed
- Wednesday, July 21 – Board Meeting – Budget Approval

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

Congratulations to Seth Glause for receiving the coach of the year award.

The College has two athletes going to the CNFR.

The Climb Wyoming cohort of women had their first graduate pass the CDL practical exam.

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

Trustee Merrell moved and Trustee Lyttle 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 May 12, 2021, meeting as so moved at 10:15 p.m.

Respectfully Submitted,

Dallas Bacon
Board Recording Secretary