

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, NOVEMBER 17, 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, Brenda Lyttle, Carol Merrell, and Legal Counsel Tara Nethercott, ACC Ex Officio Butch Keadle, and Student Ex Officio Matija Dragosavljevic
- Staff Present: President Joe Schaffer, Vice Presidents Kari Brown-Herbst, Rick Johnson, Melissa Stutz, and Associate Vice President Lisa Trimble; Administrators, Faculty and Staff Linda Herget, Jennifer DeRouchev, Justin Joiner, and Jesse Blair (Zoom)
- Visitors: Lindsay Beckwith (SGA Secretary)

*Dinner Work Items*  
*Dinner at 5:30 p.m. and Work Item at 6:00 p.m.*

1. [Overview of LCCC Awareness Campaign](#) – Lisa Trimble, Associate Vice President of Institutional Advancement, Justin Joiner, Manager, Creative Marketing

*Board Meeting*  
*7:00 p.m.*

1. **CALL TO ORDER** – Board Chairman Wendy Soto

Board Chairman Wendy Soto called to order the November 17, 2021, Board Meeting of the Laramie County Community College District Board of Trustees at 7:09 p.m.

2. **MINUTES** – Approval of the [October 20, 2021](#) Board Minutes – Board Chairman Wendy Soto

Trustee Merrell moved and Trustee Lyttle seconded,

**MOTION:** That the Board of Trustees approves the October 20, 2021 Board minutes as written.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

3. **REPORTS TO THE BOARD**

A. Staff Senate – President Linda Herget

Staff Senate will be holding a Lunch and Learn tomorrow, November 18<sup>th</sup>, on how to organize files in SharePoint. They are also working on the holiday door decorating contest that starts November 30<sup>th</sup>, with judging on December 15<sup>th</sup> or 16<sup>th</sup>.

B. Faculty Senate – President Jennifer DeRouchey

They did not have their last meeting due to minimal agenda items. Richard Walsh has been nominated as Faculty of the Month! Melissa Stutz will be joining their December meeting to give an update on the SEM planning and progress. The Communications Department will be holding their first annual speech contest on Wednesday, December 8<sup>th</sup> at 6:00 p.m. in the SPA.

C. COVID Update – Jesse Blair, Director of Risk Management and Campus Safety

Number of cases are down with one in Cheyenne and one at ACC. They've found that people are testing later after having symptoms for several days. LCCC is still at 61% of full-time employees vaccinated. There are still a lot of employees who are having to stay home with children who have been quarantined.

D. RAC Project Updates – Vice President Rick Johnson

They began interviewing architects and contractors this week. They had six architects respond to the RFP, they chose to interview three. Additionally, they had five contractors respond to the RFP and interviewed four. They will meet this week to score and make decisions. The bond bid packages have been out for a couple of weeks and are due Friday, November 19<sup>th</sup>. The Board of Trustees will approve the ground lease at their December 1<sup>st</sup> Board Meeting. The closing is scheduled for December 14<sup>th</sup>.

4. POLICIES

A. [Emeritus Designation Policy 1.2.12](#) – 2<sup>nd</sup> Reading – President Schaffer

**Staff Recommendation:** That the Board of Trustees approves the Laramie County Community College Emeritus Designation Policy as presented.

Trustee Erickson moved and Trustee Merrell seconded,

**MOTION:** That the Board of Trustees approves the Laramie County Community College Emeritus Designation Policy 1.2.12 as presented.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

B. [Animals on Campus Policy 5.6](#) – 1<sup>st</sup> Reading – Tammy Maas, HR Director, Melissa Stutz, Vice President of Student Services

This policy has been created due to the number of animals coming to campus and distinguishes between a service animal, a therapy animal, and a support animal. Dr. Stutz noted that any animal can be an emotional support animal and those are only allowed in the residence halls with going through the proper protocols.

Trustee Lyttle brought up concerns on the definition for public accommodation regarding emotional support animals. Dr. Stutz confirmed emotional support animals are only allowed in the residence halls. Only residents living in the residence halls have access to the residence hall and is not considered a public space. Public accommodation will be defined.

Trustee Lyttle brought up another concern regarding who can request a therapy animal for a college-sponsored event and why is there a handler. Dr. Stutz noted that this is better defined in the procedure but can update in the policy to make it clear of who can request a therapy animal.

The College's legal counsel confirmed they could resolve these concerns by removing the definitions from the policy and adding to the procedure. Trustee Lyttle agreed with that and noted to leave the definitions of what each animal is but remove the pieces about requesting an animal. President Schaffer agreed with that statement as well.

Trustee Ketcham asked about those folks who bring dogs to the arena for rodeo events on campus. President Schaffer noted they only have issues in the summers with the jackpot events. They do police those events and ask folks to remove their dogs from the facility unless there is a reason for those animals to be part of the event.

Trustee Thompson asked about the areas on campus that are excluded such as the Greenway and the ponds, does this apply to outdoor events, such as soccer games, as well. President Schaffer confirmed, the soccer fields are excluded, and there are a few areas on campus where compliance is loosely implemented.

The policy will be brought to the December Board Meeting for approval.

## **5. PRESIDENT'S REPORT**

### **A. Manufacturing Initiative Update**

Thank you to the County Commission for including the Advanced Manufacturing Center on the 6<sup>th</sup> penny ballot. With the initiative passing, the College will have over \$3 million coming through the 6<sup>th</sup> penny tax to support the project. They have not heard anything about the EDA grant. Members in the manufacturing industry have noted how much this type of effort is needed and how appreciative they are of the College taking leadership on this initiative.

### **B. [Strategic Plan Prioritization](#) and Implementation Update**

Linked above are the strategic plan prioritization rankings for the 43 initiatives. This has helped with focusing the early efforts on where to start. At the January Board Retreat, they will discuss how to tackle the first steps in the strategic plan implementation.

### **C. COVID-19 Vaccination Mandate Status**

President Schaffer sent an email to the Board of Trustees, with the assistance of Ms. Nethercott and Tammy Maas, regarding the vaccination mandate status. Pending litigation and court process, LCCC would be required to adhere to the vaccination mandate from the OSHA standards. Employees would either have to be vaccinated or would be required to do weekly COVID testing and wear face coverings. As for the timeline, the College would have to have a plan in place for how to implement by December 5<sup>th</sup> and implement by early January. The courts have acted, the 5<sup>th</sup> circuit was the first to put a judicial stay in place, following with the 6<sup>th</sup> circuit that put in a judicial stay, and now OSHA has suspended the rule. If the rule is found to be lawful, the College will have to implement vaccination requirements for full-time and part-time employees. Timing of how long litigation will take is to be determined.

#### D. AACC Fall Meeting Report

The American Association of Community Colleges (AACC) Board held their fall meeting. Most of the time was focused on federal legislation, specifically around the infrastructure legislation and the Build Back Better legislation, and how these pertain to community colleges. As part of trying to advance the Presidential agenda, President Biden ended up removing the free community college component to the Build Back Better legislation. Across the community college world, there's mixed emotions with removing this piece due to the challenges and issues with how this program would have been implemented, but it did allow some other things to move forward.

#### E. ADDED: Governor's Gordon's Visit

Governor Gordon will be visiting campus on Monday, November 29<sup>th</sup> from 9:00 a.m. to 3:00 p.m. President Schaffer has been working with his office to finalize an agenda.

#### F. ADDED: Governor's Budget

The Governor released his budget. A few of the items worth noting include his denial of the request to not take a reduction in state funding as a result of a recalibration, his denial of the request for inflationary adjustments, including community college employees as part of the employee compensation and has recommended \$7 million for the community colleges for the biennium, IT infrastructure and staff, and the amount of money going into savings.

#### G. ADDED: January Board Retreat Dates and Agenda

Dallas will send board retreat dates to solidify a day in January.

Topics for the agenda include 1<sup>st</sup> reading of the Campus Master Plan, 1<sup>st</sup> reading of the CDC Level II Design, Trustees' self-evaluation discussion, and strategic plan prioritization and implementation.

### 6. WORK ITEMS

#### A. Board Room Relocation Update – Board Chairman Wendy Soto, Board Vice Chairman Bob Salazar

Board Chairman Soto and Board Vice Chairman Salazar met with Dan Odasz from Plan One Architects to discuss the requirements for the board room renovation for CCC 128. Mr. Odasz has drafted a sketch of the new board room based on these conversations. Elements of the sketch include alternative entrances, safety door, coffee bar, storage, Cabinet seating, visitor seating inside the room and out in the lobby, and Board Member seating that could be arranged based on the type of meeting.

Feedback from the Trustees include adding a podium and moving the Board Member seating closer together.

Board Chairman Soto and Board Vice Chairman Salazar will take the Trustees' feedback to Mr. Odasz to update the sketch draft and will add into the Campus Master Plan.

## 7. BOARD REPORTS

### A. Board Committee Reports – Board Chairman Wendy Soto

#### 1) Nominating Committee Appointments – Board Chairman Wendy Soto

The Trustees will elect officers and reappoint Trustees to various committees at their December 1<sup>st</sup> meeting. Trustee Merrell and Trustee Lyttle will serve as the nominating committee.

#### 2) Board Self-Evaluation Committee Update – Board Vice Chairman Bob Salazar, Trustee Carol Merrell

Board Vice Chairman Salazar and Trustee Merrell shared the evaluation will be more comprehensive and will provide better direction for the Trustees. The focus of the self-evaluation will include Trustee's personal involvement as a Board member, Board's meetings/prep/processes, Trustee's view of the issues (past, present, and future), and the Board's involvement with supporting the President's FY 2022 goals/objectives. All questions will be provided ahead of time and expectation is to have the results ready for discussion/discourse at the January Board Retreat. The evaluation will be sent to the Trustees by Friday, November 26<sup>th</sup> and will be completed by Sunday, December 12<sup>th</sup>.

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

The committee met on November 10<sup>th</sup>. The WACCT Executive Director, Erin Taylor, would like Trustees to start meeting with local legislators. The committee would like to look at dates to invite two to three legislators for a campus tour, along with one Trustee, one student and one staff/faculty. Trustee Thompson noted that WACCT has talking points that can be used for these tours.

SGA President, Matija Dragosavljevic, noted he will bring this to their SGA meeting to gauge interest from other students.

Dr. Stutz noted that student ambassadors give tours and would be great to include in these legislator tours.

Trustee Erickson requested to have a document that summarizes projects that were financed by various sources.

Ms. Nethercott noted that it may be better to focus on student outcomes and less focus on monies invested.

Board Chairman Soto, Trustee Thompson, and Trustee Erickson will discuss how they want to move forward and will provide direction to President Schaffer and Vice President Lisa Trimble on next steps.

#### 4) ADDED: Facilities and Finance Committee (November 10<sup>th</sup> Meeting) – Don

The committee met on November 10<sup>th</sup> and had the 1<sup>st</sup> reading of the FY 2021 audit. They found no internal control issues. There were no financial reports to review. The Trustees will approve the audit at their December 1<sup>st</sup> meeting.

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

### A. ACC Ex Officio Trustee – Mr. Butch Keadle

The culinary arts program has about 16 students enrolled in each class, for a total of 32 students. The craft brewing program has about seven students enrolled. Dr. Kelly Humphrey will be leaving and her last day will be December 8<sup>th</sup>.

B. Student Ex Officio Trustee – Matija Dragosavljevic

Students have had a pretty good semester. There are several types of events that students can participate in. One of the issues voiced by students is mental health.

**9. NEW BUSINESS**

Trustee Erickson asked Vice President Trimble to give an update on the statewide marketing effort with WACCT.

Vice President Trimble noted she had an opportunity to sit with Erin Taylor last Friday and walk through the proposal. She noted it would be helpful to receive an updated timeline from Ms. Taylor and requested for Ms. Taylor to set up a Zoom meeting with all PR directors/marketing departments to give an update on the marketing efforts and what they need from the colleges.

**10. NEXT MEETINGS/EVENTS** – *Please refer to the Outlook Calendar for details*

- November 24-26 – College Closed for Thanksgiving Holiday
- November 29 – Governor Gordon’s Visit to the College
- Wednesday, December 1 – December Board Meeting – Details TBD
- Friday, December 3 – Holiday Celebration 6:00 p.m. – 9:00 p.m. – First Floor of Pathfinder
  - *RSVP by November 19*
- December 23-31 – College Closed for Winter Break

**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

Ten rodeo students will be helping with Denim and Diamonds on Friday evening.

Kudos to Vice President Rick Johnson on the general feel in the dining hall as the staff is having lunch together and enjoying their time together. And the food is great!

**13. ADJOURNMENT** of the November 17, 2021, 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 November 17, 2021, Board meeting.

**DISCUSSION:** None

**MOTION CARRIED** unanimously, and Chairman Soto adjourned the Board meeting at 8:56 p.m.

Respectfully submitted,  
Dallas Bacon  
Board Recording Secretary