

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, OCTOBER 20, 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 (Zoom), Trustees Jess Ketcham, Brenda Lyttle, Carol Merrell, Legal Counsel Tara Nethercott, ACC Ex Officio Butch Keadle (Zoom), and Student Ex Officio Taylor Baxter

Staff Present: President Joe Schaffer, Vice Presidents Kari Brown-Herbst, Rick Johnson, and Melissa Stutz, and Associate Vice President Lisa Trimble; Administrators, Faculty and Staff Linda Herget, Jennifer DeRouchey, Maggie Swanger, Jeff Shmidl, and Jesse Blair (Zoom)

Visitors: Jasmine Hall (Zoom - Wyoming Tribune Eagle), Brian Jarrett (LCCC bookstore)

Dinner Work Items

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

1. [OPEN EDUCATIONAL RESOURCES \(OER\) PRESENTATION](#) – Maggie Swanger, Librarian, Jeff Shmidl, Interim Program Director, Business & Finance

Board Meeting

7:00 p.m.

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

Board Chairman Wendy Soto called to order the October 20, 2021, Board Meeting of the Laramie County Community College District Board of Trustees at 7:09 p.m.

The newest Student Ex Officio Trustee, Ms. Taylor Baxter, gave an introduction.

2. **MINUTES** – Approval of the [September 15, 2021](#) Board Minutes – Board Chairman Wendy Soto

Trustee Merrell moved and Trustee Lyttle seconded,

MOTION: That the Board of Trustees approves the September 15, 2021 Board Retreat minutes as written.

DISCUSSION: None

MOTION CARRIED unanimously.

3. **REPORTS TO THE BOARD**

A. Staff Senate – President Linda Herget

Staff Senate hosted their annual crock pot cookoff last week and raised \$378 for the Randy B. Miller Scholarship fund. They will be doing the annual holiday door decorating contest and will have electronic voting set up so all can share their vote monetarily! They are also working with Faculty Senate for the monthly Lunch & Learns.

B. Faculty Senate – President Jennifer DeRouchey

They have their first faculty of the month awardee, Ms. Danielle Opp. They started working with the Wyoming Education Association. One of the representatives have already started to meet with faculty who are currently members. They will have a discussion at their next meeting to discuss how they can be of help as whole on campus. They are also taking a more active role in helping current continuing contract employees and walking them through that process.

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

Currently, LCCC's 7-day trend includes 1 case, with 8 cases in the last 14 days. The COVID-19 Dashboard shows 6 active cases, with 2 on the Cheyenne campus that will fall off as of Friday. There are still a lot of employees who have spouses or children who are quarantined as HR has been handing out a lot of tests. The campus vaccination percentage is 61% as of today, with 127 employees who have not reported vaccination status.

D. RAC Project Updates – Vice President Rick Johnson, Associate Vice President Lisa Trimble

The last report they sent out RFP's for a contractor and architect to be brought on simultaneously. Those bids will be back on Tuesday. Within the next couple of weeks, they will have evaluated, scored, and selected the contractor and architect. They are anticipating to kickoff the project late November/early December. On the lease revenue bond financing side, the packaging of materials is progressing nicely. These materials will be distributed to area banks November 5th and by November 19th, proposals are due back from the banks that are interested in purchasing the bonds. The Board of Trustees and the Building Authority Committee will be approving everything at their December 1st meetings. Documents will be signed on December 14th and closing will be on December 15th.

Today, they have commitments of just over \$400,000. The LCCC Foundation has allocated \$300,000 in an unrestricted gift to be used as dollar per dollar matching funds for individuals that would like to support the project in the \$10,000 to \$75,000 level. They have a prospect list of about 25 to 30 individuals and businesses they are currently trying to meet with and have conversations about the project. Their goal is to secure commitments of \$1 million by the end of December and continue to work on what the remaining fundraising plan would look like after January 1st.

4. PRESIDENT'S REPORT

As a reminder, Strategic Plan prioritizations are due to President Schaffer by Friday. Additionally, Governor Gordon will be visiting the College on November 29th from 9:00 a.m. to 3:00 p.m. President Schaffer will get the agenda drafted and share with the Board of Trustees.

A. Wyoming Innovation Partnership Updates

- 1) [Year 1 Proposal](#)

B. ARPA Requests for Drive/Thrive

- 1) [Programmatic Startup Funds ARP Requests](#)
- 2) [Colleges ARP Drive Requests](#)
- 3) [WCCC ARP Drive Requests](#)
- 4) [EAEC ARP Drive Requests](#)

The Wyoming Innovation Partnership (WIP), previously known as the Wyoming Innovation Network, is the partnership with the community colleges and the university at the direction of Governor Gordon. The WIP groups have been coordinating the efforts to come up with the linked proposal of activities and efforts that WIP will endorse. Steve Farkas has been tasked to administer the WIP efforts. The Governor was given authority by the legislature to expend about \$50 million of the American Rescue Plan Act (ARPA) funds for immediate investments. The Governor and his Cabinet have structured the use of ARPA funds in three phases that he's calling Survive, Drive, and Thrive. The money he was given to utilize and appropriate are predominately for the Survive components. The linked proposal, totaling about \$25 million, are the items they've asked the Governor to consider funding, specifically from the \$50 million. A few items included will benefit LCCC such as relocating Impact 307 in Cheyenne, Concept Forge and Fabrication Lab, software development, and a few other things.

As for the Drive and Thrive stages, the Drive stage is intended to use funds to help drive the State to full recovery post-pandemic, and the Thrive stage is using resources to ensure the State thrives into the future. Under the Drive component, there's a variety of higher education entities that have submitted a request that has gone to the Strike Force, who will then make a recommendation to the Governor which then goes to the legislature where they will ultimately determine the appropriation of those funds.

The linked requests above have come from higher education. For ARPA funding, under the Drive component, they anticipate the legislature will consider in their session, based on the Governor's recommendation. The Programmatic Startup Funds has the biggest immediate impact for LCCC. The College's Drive requests are submitted on behalf of the colleges, by the Wyoming Community College Commission (WCCC) for things that would impact the colleges. The WCCC requests are items the commission has requested for their own administration. The Education Attainment Executive Council (EAEC) requests, underneath the Higher Education Attainment effort that Governor Mead launched, have a variety of things that would intersect with higher education, some that will likely be legislation, such as the Wyoming's Tomorrow scholarship.

There's been some confusion about priorities from the community colleges, whether it's the WIP requests, Wyoming Association of Community Colleges (WACCT) agenda items, or the ARPA requests. The priorities remain to be the exception requests that WCCC submitted, on behalf of the colleges.

5. APPROVAL ITEMS

A. [Revised Request for Spending Authority: Sonography Lab Move & Remodel](#) – Dr. Kari Brown-Herbst

Staff Recommendation: That the Board of Trustees amends its previous action and authorizes the President to now expend up to \$519,000 for the purpose of the relocation and expansion of the Diagnostic Medical Sonography laboratory and program, with the primary source of the funding derived from allocated Governor's Emergency Education Relief funds and the Health Careers Occupation Fund.

Trustee Merrell moved and Trustee Ketcham seconded,

MOTION: That the Board of Trustees amends its previous action and authorizes the President to now expend up to \$519,000 for the purpose of the relocation and expansion of the Diagnostic Medical Sonography laboratory and program, with the primary source of the funding derived from allocated Governor's Emergency Education Relief funds and the Health Careers Occupation Fund.

DISCUSSION: None

MOTION CARRIED unanimously.

6. WORK ITEMS

- A. [Annual Institutional Effectiveness Report](#) – President Schaffer
- 1) [IPEDS Peer Feedback Report](#)
 - 2) [IPEDS Fall Benchmarks](#)

President Schaffer walked through the linked report.

- B. ACCT Leadership Congress Report – Board Chairman Wendy Soto, Board Vice Chairman Bob Salazar, Trustee Thompson, Trustee Ketcham, and Trustee Lyttle

Board Chairman Wendy Soto, Board Vice Chairman Bob Salazar, Trustee Thompson, Trustee Ketcham, and Trustee Lyttle all attended the ACCT Leadership Congress in San Diego.

Trustee Lyttle reported she is the representative of two organizations. She's the State Coordinator as well as the voting delegate for LCCC. As the State Coordinator, she heard about the ACCT federal priorities which include ARPA, the Infrastructure Plan which includes the American Jobs Plan and the American Families Plan, and workforce development and job training. Part of the American Families Plan includes tuition free community colleges. Noah Brown, who has been the CEO of ACCT for about 16 years, will be retiring and Jee Hang Lee will be taking over as CEO. They elected new ACCT board members and are now seeing a lot more women of color in the leadership of ACCT. Additionally, she attended workshops regarding digital textbooks, digital marketing, and business incubators.

Trustee Thompson shared there was a construction company that came to an Arizona Community College and asked if they could partner, and within three months they had a two-year program for this construction company. They worked together on the curriculum in order for students to graduate within two years with their Associate's degree. Once they completed, students were offered an incentive of a \$1,000 signing bonus. She wanted to bring forth as something for the College to think about to increase enrollment and community partnerships.

Vice Chairman Bob Salazar attended workshops regarding Student Housing as an Equity Measure, Governing and Leading an Institution Towards Integrated Planning, and Dynamic Partnerships Reimagined regarding mechatronics.

Trustee Ketcham attended a workshop pertaining to Pell Grants to help teach students in prison, starting July 2023, where the institution has to be in the prison to teach but cannot use tables, pens, pencils, etc. due to inmates potentially using those items in a negative way.

Board Chairman Wendy Soto attended a workshop regarding a program called, "Giving Credit Where Credit is Due" where they have an automated degree system. This system performs a degree audit every semester and if a student is eligible for a degree/certificate, they are notified, and the degrees/certificates are automatically awarded. Students are able to opt out if they want to continue their education or if it could potentially affect their financial aid. She also attended the same digital marketing workshop that Trustee Lyttle attended.

C. WCCC/WACCT Meetings October 6th and 7th (Sheridan)

1) WCCC Meeting Updates - President Schaffer, Dr. Kari Brown-Herbst

The biggest items to report are their decision to not raise tuition and all 10 academic programs were approved!

2) WACCT Meeting Updates - Trustee Erickson and Trustee Thompson

Trustee Erickson echoed President Schaffer's comment and added that the WCCC has sent some letters to the Governor regarding exception requests to cover fixed cost over the past 10 years and compensation for college employees. The Joint Education Committee (JEC) will be considering two bills, one pertains to the community college investment fund which would provide \$100 million for future investments but the funding source has not been identified, and the other bill pertains to the Wyoming's Tomorrow scholarship. Lastly, the WACCT Board agreed that it would be beneficial for the Gillette College Trustees to become members of WACCT. The Gillette College trustees will be approving this membership at the full membership rate. WACCT will be sponsoring a webinar on October 26th from 4:00 p.m. to 6:00 p.m. pertaining to how WCCC distributes funds to the colleges. They will also not have a full legislative reception, but they are working on other ideas. They would like to encourage all Trustees to attend the Wyoming Business Alliance Forum November 16-18.

7. BOARD POLICIES

A. [Emeritus Designation Policy 1.2.12](#) – 1st Reading – President Schaffer

This is a first reading for a policy change and is here for the Board of Trustees' consideration. This would come back at the November meeting for second reading and approval.

The change removes the two-year requirement for eligibility of nomination.

8. BOARD REPORTS

A. Board Committee Reports – Board Chairman Wendy Soto

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

The committee met today and discussed tuition and fees, OER, students talking to legislators, talking to the Faculty and Staff Senates.

2) Finance and Facilities Committee (October 20th 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 September 2021](#)
- 2) [Current and Auxiliary Fund Budget Reports as of September 2021](#)
- 3) [Procurement and Contracting Report September 2021](#)

Trustee Thompson moved and Trustee Ketcham seconded,

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

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

DISCUSSION: None

MOTION CARRIED unanimously.

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

- A. ACC Ex Officio Trustee – Mr. Butch Keadle
1) ACC Advisory Board Meeting Recap

There was a good representation of the Trustees from Cheyenne at the ACC Advisory Board Meeting on October 8th. President Schaffer clearly defined the financial difficulties facing ACC. They had bankers and city council members attend as well who were very interested in the conversation. They would like to have a conversation with the Albany County School District regarding a BOCES.

- B. Student Ex Officio Trustee – Taylor Baxter

They've only had one meeting so there's not much to report at this moment. Every student on SGA is brand new and will be training over the next couple meetings. Senators have been assigned to College Council, the Food Advisory Board, and the Diversity, Equity, and Inclusion Advisory Board.

10. NEW BUSINESS

- A. Board Room Renovation – Board Chair Wendy Soto

The Board of Trustees agreed that CCC 128 will be the new permanent Board Room location. President Schaffer will form a committee, including Board Chairman Wendy Soto and Board Vice Chairman Bob Salazar, to start the process of designing the renovation.

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

- Friday, October 22 – LCCC Scholarship Luncheon – MPR
- Thursday, October 28 – 2068 Time Capsule Placement Event – Surbrugg-Prentice Auditorium
- Wednesday, November 17 – November Board Meeting – Details TBD
- 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
- December 23-31 – College Closed for Winter Break

12. 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.

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

The Scholarship Luncheon will be this Friday in the MPR.

14. ADJOURNMENT of the October 20, 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 October 20, 2021, Board meeting.

DISCUSSION: None

MOTION CARRIED unanimously, and Chairman Soto adjourned the Board meeting at 9:56 p.m.

Respectfully submitted,
Dallas Bacon
Board Recording Secretary