

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, SEPTEMBER 15, 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 (Zoom), Brenda Lyttle, Carol Merrell, and Legal Counsel Tara Nethercott (Zoom)

Board Excused: ACC Ex Officio Butch Keadle

Staff Present: President Joe Schaffer, Vice Presidents Kari Brown-Herbst, Rick Johnson, and Melissa Stutz, and Associate Vice Presidents Lisa Trimble and Kim Bender; Administrators, Faculty and Staff Linda Herget, Jennifer DeRouchey, Cindy Henning, Jesse Blair (Zoom), and Julie Gerstner

Visitors: Jasmine Hall (Zoom - Wyoming Tribune Eagle)

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

1. **JOINT DINNER WITH THE LCCC FOUNDATION BOARD** - Center for Conferences & Institutes (CCI) Room 130 – *Dinner will be catered*
  - a. FY2021/2022 Development Priorities – President Schaffer
  - b. [Foundation Update & Progress on Development Priorities](#) – Associate Vice President, Institutional Advancement Lisa Trimble

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

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

Board Chairman Wendy Soto called to order the September 15, 2021, Board Meeting of the Laramie County Community College District Board of Trustees at 7:09 p.m.

Vice President Rick Johnson introduced the new Director of Dining Services, Shawn Eby, and the new Budget Director, Shaun Ziegler, to the Board of Trustees.

2. **MINUTES** – Approval of the [August 13, 2021](#) Board Retreat Minutes – Board Chairman Wendy Soto

Trustee Erickson moved and Trustee Merrell seconded,

**MOTION:** That the Board of Trustees approves the August 13, 2021 Board Retreat minutes as written.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

### 3. REPORTS TO THE BOARD

#### A. Staff Senate – President Linda Herget

Everyone is back on campus and back to work! The Staff Senate and Faculty Senate met together during in-service and starting planning a few activities. One activity is the Crockpot Cookoff, scheduled for October 14<sup>th</sup> in CCI 130 from 11:00 a.m. to 1:00 p.m. Anyone can join and remember to bring spare change to vote for the best recipe! This is a fundraiser for the Randy B. Miller Scholarship. They will also do the door decorating contest for December and are still looking for judges!

#### B. Faculty Senate – President Jennifer DeRouchey

Faculty senate has met twice this year regarding housekeeping items such as updating their constitution and bylaws to include Pathways. Subcommittees have been formed and will be working on the five goals that President Schaffer and Dr. Brown-Herbst put together. Additionally, they are looking to create a 360-tool for dean feedback, collaborating with the Academic Leadership Team (ALT) to establish procedures for the continuing contract process, collaborating with the Senate to help with goals 2 and 4 of the strategic plan, and ensure there's faculty engagement with the Academic Affairs reorganization. They also want to formally thank the Board of Trustees for approving the commitment bonus.

#### C. [COVID Update](#) – Director of Risk Management and Campus Safety, Jesse Blair

The College is keeping the [COVID-19 dashboard](#) up to date. Currently, there are 15 known cases, 13 of those with campus exposure. They are seeing approximately 1-2 reported cases a day, knowing there are probably more cases out there that may not be reported, most likely from students. There isn't a lot of incentive for students to report, although they have been encouraging it more lately. Per the fall Return to Business (R2B) plan, they've asked students to work with their instructors directly instead of through the Dean of Students. They are not showing any quarantines on the dashboard and they're sticking to official known quarantines by CDC guidelines. The State of Wyoming has been extremely helpful by providing 800+ rapid tests and vault tests which have been utilized heavily on campus. The bigger challenge has been contact tracing which has been very taxing on the HR department. They are broadly informing people when they could have possibly been exposed. Regarding vaccine status, they've had 214 employees report their vaccination status, with 95% of those being vaccinated, which is about 56% of all full-time employees.

Dr. Schaffer then walked through the linked Updated COVID-19 Protocols at LCCC that will go into effect on Monday, September 20, 2021.

### 4. PRESIDENT'S REPORT

#### A. Residence Hall Occupancy - Vice President of Student Services, Dr. Melissa Stutz

There are 265 students in the residence hall currently, out of 626 total beds. Dr. Melissa Stutz wanted to explain why the College is short students and what didn't work. As a reminder, they recruit a year in advance. For example, in the fall of 2020, they were recruiting for fall of 2021. They did not have in-person recruitment events that they normally attend, all of the ones attended were virtual. Additionally, they've never had to recruit for the residence hall as it was always full with a waiting list.

They have a path to move forward and have been working with Marketing and Communications to make the residence hall website more engaging and highlighting the benefits of living on campus from a student perspective. They are discussing allowing part-time students to live on campus, which has not been done before. They are doing focus groups and surveys with local students who are not living in the hall, along with those that said they were interested and chose not to, to ask them why. They would like to add more

robust engagement opportunities for students who are living on campus. They want to start marketing earlier and targeting based on data (viewed heatmap). They've already identified the admissions and residence life working more closely together for a communications process. Once a student indicates they're interested in the residence hall, a marketing piece automatically is sent about the residence hall. Two weeks later, there is a whole communication plan that goes all the way up until they submit their residence hall application. This was not happening intentionally before. Additionally, there are intentional recruitment efforts, marketing efforts, and connecting students to their roommates and their pathways earlier.

They are exploring, and would encourage feedback, offering a service area discount (\$500/semester if living in the residence hall) for students that live in Laramie County or Albany County. They are also looking into converting Foundation Hall to family housing, temporary housing for those working on the GBSD project, and looking at how the cost of living, that includes utilities and meals by the week, in the residence hall is presented. They are working with a consultant to better strategize how they're recruiting. Lastly, they're exploring a residency requirement, potentially starting fall of 2023, where freshman are required to live on campus for at least one year. However, there are exceptions that could happen with this requirement such as students who are 21 and over, married or has dependent minors, living locally with guardians, enrolled in less than 9 credits, enrolled exclusively online, and/or transferring in 24 or more credits. Looking at fall 2021 enrolled students ages 18-20 and not living on campus totals 73 students. Of the 73 students, 12 students are entirely at the Albany County Campus (ACC), 5 are 21 and over on the first day of the semester, 8 are exclusively online, and 8 have transferred in more than 24 credits. That leaves 41 students that would qualify for the residency requirement. Looking at the fall 2021 applications, they had 425 interested in living on campus, 160 enrolled in classes, 110 of those are living on campus, 50 are not living on campus but indicated they were interested (1 at ACC, 2 that are 21 and over, 20 living locally, 1 enrolled in less than 9 credits, 9 exclusively online, 2 transferred in more than 24 credits), which would leave 15 students who would qualify for the residency requirement.

Items they are working on right now include working with CRMC for housing for traveling nurses on the fourth floor of Gold Hall and opportunities for perspective students to stay in the residence hall. The College also has recovery dollars that can cover lost revenue.

Trustee Lyttle noted that at one point, they were turning away students as the residence hall was full, they decided to build a new hall, and now they can't seem to fill it. She asked what has happened between now and then. Dr. Stutz responded that COVID is a big factor as it changed what students thought about college and their future. Students have had to deal with real life situations where decisions between college and helping their families with financial issues have to be made, where the world is still so unknown and it's difficult to think ahead of what they will do next year, etc. Student Services have been reaching out to students who did not enroll and are asking why they could not attend.

Dr. Stutz will follow up with the Trustees with more information regarding past numbers of applications and those that actually enrolled.

#### B. RAC Project Update – Vice President of Administration and Finance, Rick Johnson

At the Board's June meeting, Vice President Johnson reported the Building Authority approved to move forward with the lease revenue bonds financing portion of the project and they were going to work with the Construction Management Division (CMD) to manage the project. Since then, they've had a great collaboration with the CMD and they just signed an agreement where they will let the College take over the project. It allows the College to execute all contracting, it identifies the College as the project management oversight entity, establishes how the College will run the finances with CMD on a monthly basis, and

requires the College to include CMD in planning documents, progress reports, material testing results, reviewing workmanship, and any changes with project costs. The College has developed the RFP's for the architect and contractor, which will be brought on simultaneously. These RFP's will be shared with CMD in the next day or two, and once approved, the RFP's will be released for three weeks before selection. On the financial side, they kicked off activities with Kaiser Wealth Management to start preparing the documentation that will be needed to issue the lease revenue bonds. There will be a ground lease where the College is the Lessor and the Building Authority is the Lessee. There will also be a facilities lease where the Building Authority is the Lessor and the College is the Lessee. There will be an Indenture of Trust where Wyoming Bank and Trust will be the Trustee of the financial cash flows. The College has reviewed all documentation and will now start the process of finalizing that documentation.

The Building Authority will meet December 1<sup>st</sup> to sign the documentation and the Board of Trustees will approve those same documents that evening. They will close on the bond issuance mid-December. At that point, they will receive the funds of \$6 million which will sit until they get the project fully worked out with the architect. The Level II design will be revalidated, make any necessary changes, and get the final design created. They are hoping to still break ground in May of 2022.

Trustee Lyttle complimented Vice President Johnson for the relationship he has formed with CMD.

#### C. Albany County Campus Update

- 1) Reminder: Joint Meeting with the ACC Advisory Board – Friday, Oct 8<sup>th</sup>

President Schaffer continues to make trips to meet with the ACC staff and faculty. As a reminder the Board of Trustees will be meeting with ACC Advisory Board on Friday, October 8<sup>th</sup>. Representatives from the Laramie City Council have reached out and would like to have a joint work session with the Laramie City Council and the Albany County Commission. President Schaffer's goal is to have a path forward articulated by the end of the semester.

#### D. August 27th Wyoming College Commission (WCCC) Special Meeting Update

- 1) [Budget and Motion Language for WCCC Agency](#)
- 2) [WCCC Letter to Governor Gordon – Exception Request for State Aid](#)

President Schaffer wanted to share his appreciation for the Wyoming Community College Commission and Dr. Caldwell for their communication to the Governor.

### 5. WORK ITEMS

- A. [Golden Eagle Athletics Annual Report](#) and [Presentation](#) – Interim Executive Director, Athletics and Exercise Science, Dr. Cindy Henning

Dr. Cindy Henning walked through the linked presentation regarding the Golden Eagle Athletics Annual Report.

### 6. APPROVAL ITEMS

- A. LCCC 2030 Strategic Plan
  - 1) [Final Plan for 2<sup>nd</sup> Reading](#) – 2<sup>nd</sup> Reading – President Joe Schaffer
  - 2) [Implementation Plan Presentation](#) and [Detailed Implementation Plan](#) – Associate Vice President, Institutional Effectiveness Dr. Kim Bender and Julie Gerstner, Director, Project Management

**Staff Recommendation:** That the Board of Trustees recognizes the effort of the Strategic Planning Steering Committee and enthusiastically approves the LCCC 2030 Strategic Plan as presented.

President Schaffer walked through the final LCCC 2030 Strategic Plan.

Trustee Lyttle moved and Board Vice Chairman Salazar seconded,

**MOTION:** That the Board of Trustees recognizes the effort of the Strategic Planning Steering Committee and enthusiastically approves the LCCC 2030 Strategic Plan as presented.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

Dr. Bender and Julie Gerstner then walked through the linked implementation plan presentation.

- B. [Request for Spending Authority: Sonography Lab Move and Remodel](#) – Vice President of Academic Affairs, Kari Brown-Herbst

**Staff Recommendation:** That the Board of Trustees authorizes the President to expend up to \$350,000 for the purpose of the relocation and renovation of the Diagnostic Medical Sonography laboratory and program, with the primary source of the funding derived from allocated Governor’s Emergency Education Relief funds.

Trustee Merrell moved and Trustee Erickson seconded,

**MOTION:** That the Board of Trustees authorizes the President to expend up to \$350,000 for the purpose of the relocation and renovation of the Diagnostic Medical Sonography laboratory and program, with the primary source of the funding derived from allocated Governor’s Emergency Education Relief funds.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

## 7. BOARD REPORTS

- A. Board Committee Reports – Board Chairman Wendy Soto

- 1) August 27<sup>th</sup> Wyoming College Commission (WCCC) Special Meeting Update – Board Vice Chair Bob Salazar and Trustee Erickson

WCCC has sent three exception requests to the Governor and they have the Investment Fund Bill that was presented at their meeting.

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

This committee met last week after the Facilities and Finance Committee meeting. Trustee Thompson thanked President Schaffer for providing messaging identifying priorities. Lisa Trimble helped develop a timeline. In September/October they are going to invite local delegations to events on campus such as the SPA grand opening, student club events, athletic events, etc. They don’t plan to meet again until after November. They plan to start meeting with legislators around December/January.

- 3) Finance and Facilities Committee (September 8<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 August 2021](#)
- 2) [Current and Auxiliary Fund Budget Reports as of August 2021](#)
- 3) [Procurement and Contracting Report August 2021](#)

Trustee Erickson moved and Trustee Thompson seconded,

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

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

**DISCUSSION: None**

**MOTION CARRIED** unanimously.

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

A. Board Self-Evaluation – Trustee Merrell

Trustee Merrell and Vice Chairman Salazar are going to change a few of the headings to make it more valuable to the Board of Trustees, as well as give the Trustees a chance to review prior to completing the evaluation. They will have this tool ready and sent out the third week of December and plan to complete by December 20<sup>th</sup>.

B. Annual Institutional Effectiveness Report – President Schaffer

They are making changes to how they present the annual Institutional Effectiveness Report and will bring to the Board of Trustees at their October meeting.

C. ADDED ITEM: WACCT October 6<sup>th</sup> and 7<sup>th</sup> Meeting - Board Chairman Wendy Soto

Trustee Erickson noted that WACCT will be meeting on October 6<sup>th</sup> in Sheridan and Vice Chairman Salazar cannot attend and will need a proxy to attend in his place. Trustees will email Board Chairman Wendy Soto if they are interested in attending.

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

- Thursday, September 16 – Surbrugg-Prentice Grand Opening & Dedication
- Friday, September 17 – LCCC Best on Campus Livestock Show – Arena
- Friday, October 8 – Joint Meeting with ACC Advisory Council and Board of Trustees – Laramie, Location TBD
- October 13-16 – ACCT Leadership Congress – San Diego, CA
- Friday, October 15 – College Closed for Fall Break
- Wednesday, October 20 – October Board Meeting – Details TBD
- 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
- Wednesday, December 1 – December Board Meeting – Details TBD
- December 23-31 – College Closed for Winter Break

**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

No public comment.

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

Trustee Ketcham wanted to congratulate Seth Glause and his students for placing in the steer wrestling, team roping, tie down roping, saddle bronc, and bull riding.

Vice Chairman shared an article about IT Program Director, Troy Amick, for receiving Microsoft’s Innovation award.

Board Chairman Wendy Soto shared another article regarding an LCCC welding graduate who was named 4<sup>th</sup> in the National Skills USA contest.

**12. ADJOURNMENT** of the September 15, 2021, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Wendy Soto

Trustee Lyttle moved and Trustee Thompson seconded,

**MOTION:** That the Board of Trustees adjourns the September 15, 2021, Board meeting.

**DISCUSSION:** None

**MOTION CARRIED** unanimously, and Chairman Soto adjourned the Board meeting at 10:07 p.m.

Respectfully submitted,  
Dallas Bacon  
Board Recording Secretary