

MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE  
DISTRICT BOARD RETREAT, STATE OF WYOMING, HELD JANUARY 8, 2021, COMMUNITY  
COLLEGE CENTER 178/179, LARAMIE COUNTY COMMUNITY COLLEGE

Board Present: Board Chairman Wendy Soto, Vice Chairman Bob Salazar, Treasurer Don Erickson, Secretary Janine Thompson, Trustees Brenda Lyttle, Carol Merrell, and Jess E. Ketcham, and ACC Ex Officio Trustee Butch Keadle and Student Ex Officio Karyn Forbes (Zoom)

Staff Present: President Joe Schaffer, Vice Presidents Rick Johnson (Zoom), Lisa Trimble (Zoom), Dr. Kari Brown-Herbst, Clark Harris (Zoom), Dean for ACC Student & Academic Services Kelly Humphrey (Zoom), Program Director of Speech Language Pathology Assistant Sue Torney (Zoom) and Legal Counsel Tara Nethercott

Visitors: Dr. Sandy Caldwell (Wyoming Community College Commission) and Erin Taylor (Wyoming Association of Community College Trustees)

**1. CALL TO ORDER** - Board Chair Wendy Soto

Board Chairman Wendy Soto called to order the January 8, 2021, Board Retreat at 12:12 p.m.

**2. MINUTES** – Approval of the [November 18, 2020](#), and [December 2, 2020](#), Board Minutes - Board Chair Wendy Soto

Trustee Merrell moved and Trustee Ketcham seconded,

**MOTION:** That the Board of Trustees approves the November 18, 2020 and December 2, 2020, Board Meeting Minutes as written.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

**3. WORK ITEMS**

A. Culinary Arts Program – 1<sup>st</sup> Reading – Interim Vice President for Albany County Campus Clark Harris, Interim Vice President of Academic Affairs Dr. Kari Brown-Herbst and Dean for ACC Student & Academic Services Kelly Humphrey

I. [Culinary Arts Proposal](#)

The Board was presented with the 1<sup>st</sup> Reading of the Culinary Arts Program. The linked memorandum provides explanation for the need of this program. President Schaffer added this is the first reading and they'll have to plan and structure a second reading in order to meet the timeline of the Wyoming Community College Commission approval and starting this program in fall 2021.

Dr. Kelly Humphrey provided a background on the program. When the new Laramie High School was built in 2016, a commercial kitchen with commercial equipment was included and building a strong culinary arts program has been a priority for the Albany County School District. Shortly after, Dr. Humphrey had learned that the high school students were taking concurrent enrollment courses in culinary arts and receiving credit from Central Wyoming College. It seemed odd for the Albany County Campus (ACC) to be across the street and have those high school students earning

credits outside of the district. Dr. Humphrey and Dr. Harris met with the Albany County School District Superintendent and other leadership members to discuss priorities for this relationship in which culinary arts was number one on the list.

They currently have about 400 students taking the culinary arts credits. This four-semester program would be advanced curriculum for those students and they would take this credit diploma over the course of their junior and senior years in high school to receive two credentials, one in serve safe and one in pro-start. These credentials will help students earn about \$2-\$7 more an hour after they complete the program. The Albany County School District will pay for the faculty salary along with the space and equipment. For the time being, this will only be offered for the Laramie High School students but Dr. Humphrey and Dr. Harris have been in contact with Academic Affairs and Maryellen Tast to develop and the grow this program for the Cheyenne high school students.

Dr. Harris shared they are expecting 20-25 students per cohort. This program will have no cost to LCCC, with the exception of a potential lead faculty which is about \$700 per semester. The Board of Trustees will receive a copy of the program budget for their second reading.

#### 4. APPROVAL ITEMS

A. [Speech-Language Pathology Assistant \(SLPA\) Certificate](#) – 2<sup>nd</sup> Reading – Interim Vice President of Academic Affairs Dr. Kari Brown-Herbst and Program Director of Speech Language Pathology Assistant Sue Torney

**Staff Recommendation:** That the Board of Trustees approves the Laramie County Community College Speech-Language Pathology Assistant (SLPA) certificate as presented.

The Board was presented with the 2<sup>nd</sup> Reading of the Speech-Language Pathology Assistant (SLPA) Certificate. The linked memorandum provides explanation for the need of this program.

Sue Torney, Program Director of Speech Language Pathology Assistant, joined the meeting to speak to Trustee Erickson's question regarding the GPA requirement for this program. Those chose the 2.5 GPA as it aligns with other health science programs at the College. Additionally, this program is very rigorous. Throughout the four years that the program has been offered, students who are at the cusp of 2.5 struggle and so they would advise not going lower than 2.5 because they may not be successful with the curriculum. In relation to the diploma program, they are keeping the 2.5 GPA as it aligns with what's required for the SLPA students but also for those students that will be transferring from the University who were not accepted into a graduate school where GPA requirements are 3.0. This will offer those students a direct career path. She also met with the department head at the University of Wyoming in the communications disorders department and he is thrilled that LCCC would be offering this pathway for those students.

Trustee Erickson moved and Trustee Merrell seconded,

**MOTION:** That the Board of Trustees approves the Laramie County Community College Speech-Language Pathology Assistant (SLPA) certificate as presented.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

B. [Recommendation to Fill Building Authority Position](#) – Vice President Rick Johnson

**Staff Recommendation:** That the Board of Trustees approves Mr. James E. “Ed” Harper’s term that is scheduled to expire on December 31, 2020, to continue through December 31, 2023.

Vice President Rick Johnson noted Ed Harper, who has served on the Building Authority Committee for quite some time, his term came up at the end of December 2020. He is interested in serving an additional term through December 2023.

Trustee Ketcham moved and Trustee Merrell seconded,

**MOTION:** That the Board of Trustees approves Mr. James E. “Ed” Harper’s term that is scheduled to expire on December 31, 2020, to continue through December 31, 2023.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

5. **BOARD SELF-EVALUATION**

A. [Self-Evaluation Summary Results](#) – President Schaffer

B. Discussion – Board Chair Wendy Soto

President Schaffer noted the self-evaluation summary results are in front of all of the Trustees and would like to open it up for discussion. He noted the first few questions pertain to their understanding, awareness and engagement with governance philosophy and how they’re fulfilling those core functions of a Trustee. Compared to last year’s results, this year’s responses have improved substantially along with the depth of understanding of shared governance, connection to the community and separation of powers. President Schaffer is very pleased at the level of articulation, sophistication, thought, and understanding of the Trustee role and function.

Additional Notes from Discussion:

- Shared Governance Model
  - o Tara Nethercott directed the Trustees to two training materials and will schedule time for them to walk through the Board policies that are in place.
  - o As a refresher, President Schaffer also directed the Trustees to read through the [Shared Governance Policy](#).
- President Schaffer provided an update on the strategic enrollment plan:
  - o Dr. Melissa Stutz and her team have found that by recruiting virtually, they’ve been able to tap into markets they’ve traditionally struggled with. For example, attending high school fairs works great for high school graduates but they can reach the adult market by having a virtual outreach strategy. They are deploying aggressive, new and innovative marketing strategies.
  - o The strategic enrollment management plan is going to be a central part in the strategic plan that they will develop over the course of spring. There will be some Trustees involved in the development of these plans.
- ACC Ex Officio Trustee Butch Keadle provided on update for ACC:
  - o Advisory Board met on Wednesday with ACC and two or three individuals who represent the University of Wyoming (UW). They discussed enrollment and the 2+2 program.
  - o They are in the process of researching and developing LCCC Online.

Board Chair Wendy Soto suggested adjusting this self-evaluation tool going forward so that it better aligns with the code of ethics and the standard practices and policies. Vice Chairman Bob Salazar and Trustee Merrell will work to develop the new tool. President Schaffer will also look into engaging ACCT for next year. He will have Institutional Research (IR) do a thematic qualitative analysis of their answers and the Trustees can have an additional discussion to review the analysis.

## 6. COMMUNITY COLLEGE “SYSTEM” UPDATES

### A. WCCC Updates – Dr. Sandy Caldwell, WCCC Executive Director

#### I. [Presentation](#)

#### II. [Handout](#)

Dr. Sandy Caldwell gave a brief introduction and explained she will be discussing the WCCC interests, the State’s interest and the big items in front of the Colleges today. She shared her presentation along with the handout that provided further details.

#### Additional Notes:

- The community college system came to be after the creation and implementation of the Wyoming Constitution and community colleges are not specifically listed in Article 7. However, there is language that allows the legislature to create the community college system and allow for community colleges in the State to be included in public institutions.
- The legislature requires that WCCC adopt a statewide college system strategic plan which forms the basis for the budget requests. This is separate from the individual college strategic plans. The priorities have been defined by the legislature in terms of educational attainment along with committees and the UW Board of Trustees. The percentages are really more connected to WCCC, the colleges’ interests and driven by the local needs of the region and/or community.
- WCCC is very careful and thoughtful about tuition because the community colleges have the population with the least ability to pay. The Commissioners look at tuition as a framework and how Wyoming is ranked in terms of surrounding states, compared to similarly sized structures and the amount of funding that’s received. In addition, they did consider differential tuition for those non-taxing counties but they did not move forward with this idea. President Schaffer added that the expectation to look to students first for funding seems to be more directed at the community colleges than to UW who remains the lowest tuition rate for four-year institutions in the west and LCCC is now above the region.

Due to requests from the Trustees, Dr. Caldwell will send the WICHE Report to Dallas Bacon who can distribute to the Trustees.

### B. Legislative Outlook and WACCT Updates – Erin Taylor, WACCT Executive Director

Erin Taylor began by discussing the upcoming legislative session. With the challenges of the pandemic, states have been struggling to find the best way to hold the legislative session. They will gavel in on January 12 where the Governor will give his State of the State Address. They will then recess until March 1 and will attempt an in-person session. There are questions of what might be required of masks, vaccinations, etc. The final General Session Schedule can be found on the Wyoming Legislature [website](#).

Continuing on, she reported they held a virtual WACCT Advocacy Workshop earlier in the week on how to talk to policymakers and legislators, do's and don'ts, and legislative priorities. They had about 30 of the 49 Trustees attend along with two Presidents. She then shared a [slide](#) from the workshop presentation. She noted one of the best things to keep in mind when speaking with legislators is sustainable funding and provide a background of how the college's got to this point. President Schaffer recommends the Trustees meet with the delegation so they hear from their perspective and the voice they carry for the College's constituents. Tara Nethercott noted it would be helpful to make quick phone calls versus scheduling a meeting to walk through a packet of information. The full presentation, the recording of the session, Support the Solution video and Trustee Talking Points can be found on the [WACCT](#) website, under the Advocacy Tab.

7. **DRAFT RESOLUTION IN SUPPORT OF SUSTAINABLE FUNDING** – Trustee Erickson, President Schaffer

Trustee Erickson reported about two years ago, WACCT had a fall conference meeting in Casper, where a panel of legislators asked the colleges for their recommendations for funding. There was another conference in Powell where a panel of legislators, who are on the Education Committee for the House, asked the colleges for recommendations for funding. Because of this, WCCC and WACCT both have come up with a toolbox of various ideas. Trustee Erickson and President Schaffer walked through the items in the resolution. President Schaffer noted the intention is for LCCC to bring the resolution through to WACCT, the WACCT Board would approve as the framework and then they would distribute to the seven boards for approval. Throughout discussion, it was decided to remove item five (5) under the "Therefore" section. This item stated it would allow local optional sales and use taxes to be used for workforce training funding, if agreed upon by the district's municipalities and enacted through the vote of the electors of the community. In addition, the numbered list has been rearranged as follows and was discussed to group into three separate categories:

1. provide more tools in the toolbox to the community college Boards of Trustees through changes to statute that would provide the Trustees the authority to impose an additional mill levy, from one additional mill to two;
2. would increase the four-year statutory limitation to eight years on the additional five mills colleges may secure by the affirmative vote of the residents of the community college district, for the operations, capital projects, maintenance, etc. of the colleges;
3. enacts reasonable increases to existing tax rates that would generate additional revenue necessary to support the continued provision of services Wyoming citizens desire and the state requires for the benefit of its future;
4. incorporates a mechanism through which all 23 Wyoming counties who benefit from the state's community colleges provides financial support for these institutions through mechanisms such as ad valorem (property) taxes;
5. would add an additional one penny sales tax for the specific purpose of supporting Wyoming's education system, with a portion of these revenues guaranteed to be allocated to the unrestricted operations of Wyoming's community colleges;

6. support capital construction and major maintenance to allow the colleges to meet the needs of industry and maintain facilities to meet the needs of students;
7. establish and provide the initial investment into a Wyoming adult student financial aid program focused on addressing financial need and to encourage the enrollment/reenrollment of Wyoming's adults into post-secondary education or training; and
8. allow for a vote of the citizens of Wyoming to determine if they desire the inclusion of Wyoming's community colleges in the state constitution.

Erin Taylor will take the final resolution to the WACCT Board Meeting in February and recommend approval so that it can be distributed to the seven colleges to be approved at their February board meetings.

8. **DRAFT ACADEMIC MASTER PLAN** – President Schaffer, Interim Vice President of Academic Affairs Dr. Kari Brown-Herbst

President Schaffer shared the Draft Academic Master Plan 2021-2025 presentation which is a snapshot of how the plan is coming together and what it entails. In addition, he provided [scanning samples](#). In his presentation, he asked the Trustees if they would like an executive summary of a new program somewhere in the program development process. The Trustees agreed this would be beneficial for them to be aware, understand and give the nod to proceed.

9. **PLANNING FOR STRATEGIC PLANNING** – President Schaffer

President Schaffer walked through the steps of the strategic planning process which will take about 6-9 months. He would like to ask for two Trustees to be part of the strategic planning committee. If anyone is interested, please reach out to Board Chair Wendy Soto and she will appoint two Trustees.

10. **ADJOURNMENT** - Board Chair Wendy Soto

Trustee Merrell moved and Trustee Thompson seconded,

**MOTION:** That the January 8, 2021, Board Retreat of the Laramie County Community College District Board of Trustees be adjourned.

**DISCUSSION:** None

**MOTION CARRIED** unanimously, and the meeting was adjourned at 5:16 p.m., as so moved.

Respectfully Submitted,

Dallas Bacon  
Board Recording Secretary