

BOARD MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, DECEMBER 7th, 2022, 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, Carol Merrell, and Kathy Emmons; Legal Counsel Tara Nethercott

Staff Present: President Joe Schaffer; Administrators Senior Vice Presidents Kari Brown-Herbst, Rick Johnson (Zoom), and Melissa Stutz, and Vice Presidents Lisa Trimble, Dustin Eicke, and Nancy Olson; Faculty and Staff Linda Herget, Nick Colsch

Special Guest: Justice Lynn Boomgaarden

Visitors: Families of Trustee Merrell, Trustee Thompson, and Trustee Emmons

Dinner Work Item
College Community Center | Room 178/179
Dinner at 5:30 p.m. and Work Item at 6:00 p.m.

1. [TRADES AND TECHNOLOGY PATHWAY PROGRAM REVIEW PRESENTATION](#) – Caleb Perriton, Interim Dean, School of Business, Agriculture & Technical Studies, Trade and Tech Pathway Coordinator

Board Meeting
College Community Center (CCC) | Room 128
7:00 p.m.

1. **CALL TO ORDER** of the December 7th, 2022, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Wendy Soto

Board Chairman Wendy Soto called to order the December 7th, 2022, Board Meeting of the Laramie County Community College District Board of Trustees at 7:08 p.m.

2. **INSTALLATION OF NEW TRUSTEES**

A. Opening Remarks on Trusteeship – Board Chairman Wendy Soto

Board Chairman Wendy Soto shared the following remarks:

“While I am still Chair and before we move to the oath of office, I’d like to say a few words.

Each of us sitting in this office knows that it is an honor and a privilege to be selected by the voters of Laramie County to serve on this Board. We each bring our own unique perspective, our

knowledge and skills and our dedication to the success of LCCC, our students, faculty, staff and the administration.

We come together with those different skills to form one body, to do work that benefits LCCC and our community. And I think this group has done that work well. In a time in our society when there is so much discord and strife between people with differing perspectives, this Board has been a beacon of civility. We certainly have our disagreements, but we remain respectful to one another. We are also dedicated to the work and aware of our responsibilities to wade through our differences, make the best decision, and then speak with one voice.

Our mission at LCCC is to transform student's lives through the power of inspired learning. Thanks to the work of Dr. Schafer, his cabinet and all the hard working faculty and staff here, I know this happens every day in these halls....it happened to me. But to help put in perspective the significance of the work we do here I want to read something from our ACCT publication, Trusteeship in Community College.

America's community college trustees have been a critical part of the story of America's rise to economic preeminence and global influence throughout the 20th century and continuing into the 21st century. While the challenges and opportunities shift, community colleges continue to adjust and survive, in part based on the strength and dynamism of trustees

For me, those words put in perspective the significance of our responsibility, and I think we are up to the task.

I want to congratulate Trustees Thompson and Merrell, on their reelection, and I want to welcome Dr. Emmons to our group. I hope you find this work as rewarding as I have.

With that, please let me introduce Justice Lynne Boomgaarden to administer the oaths of office. "

B. Administering Oaths of Office – Justice Lynne Boomgaarden

- i. Dr. Kathy Emmons
- ii. Mrs. Carol Merrell
- iii. Mrs. Janine Thompson

Justice Lynne Boomgaarden administered the oaths of office to Trustees Carol Merrell and Janine Thompson, who were re-elected for another four-year term ending in 2026. Justice Lynne Boomgaarden also administered the oath of office for Trustee Elect, Kathy Emmons, who will also be serving a four-term ending in 2026.

C. Remarks by Newly Installed Trustees

Trustee Emmons, Trustee Thompson, and Trustee Merrell introduced their families present and shared remarks regarding their elected positions.

3. ELECTION OF OFFICERS FOR 2023 – Board Chairman Wendy Soto

Trustee Merrell reported the following 2023 officers were recommended by the Nominating Committee.

- A. Chairman Bob Salazar
- B. Vice Chairman Wendy Soto
- C. Secretary Janine Thompson
- D. Treasurer Don Erickson

Board Chairman Bob Salazar called for additional nominations and heard none.

Therefore, Trustee Merrell moved and Trustee Ketcham seconded,

MOTION: That the Board of Trustees accepts the nominations of the 2023 officers recommended by the Nominating Committee.

DISCUSSION: None

MOTION CARRIED unanimously. Newly-elected Chairman Bob Salazar continued with the meeting's agenda.

4. APPOINTMENT OF OTHER BOARD AND COMMITTEE MEMBERS – Board Chairman

Trustee Merrell reported the following were recommended by the Nominating Committee. (Note: The chairman serves on all committees.)

A. WACCT Board Members (two voting members)

- 1) Trustee Salazar
- 2) Trustee Erickson

B. Foundation Board Members (three non-voting members)

- 1) Trustee Ketcham
- 2) Trustee Merrell
- 3) Trustee Emmons

C. Finance and Facilities Committee (two members)

- 1) Trustee Erickson

2) Trustee Thompson

D. Board Self-Evaluation Committee (three members)

- 1) Board Chairman Salazar
- 2) Trustee Merrell
- 3) Trustee Soto

E. President's Evaluation/Performance Review Committee (two members)

- 1) Trustee Ketcham
- 2) Trustee Merrell

F. Emeritus Committee (three members)

- 1) Trustee Soto
- 2) Trustee Merrell
- 3) Trustee Emmons

Chairman Salazar called for additional nominations and heard none.

Therefore, Trustee Merrell moved and Trustee Ketcham seconded,

MOTION: That the Board of Trustees accepts the nominations of the 2023 committee members as recommended by the Nominating Committee.

DISCUSSION: None.

MOTION CARRIED unanimously.

5. **MINUTES** – Approval of the [November 16th, 2022 Board Meeting Minutes](#) – Board Chairman

Trustee Ketcham moved and Trustee Erickson seconded,

MOTION: That the Board of Trustees approves the November 16th, 2022 Meeting Minutes as written.

DISCUSSION: None.

MOTION CARRIED unanimously.

6. **REPORTS TO THE BOARD**

A. Staff Senate – President Linda Herget

Staff Senate recommends to the Trustees to walk around campus to view all door decorating and holiday spirit decorations! Trustee Merrell, Trustee Thompson, and Trustee Soto have volunteered to participate as the door decorating judges. There is a link for voting monetarily and

funds will go towards the Randy B. Miller Scholarship. The Senates will also hold their joint meeting in January.

B. Faculty Senate – President Nick Colsch

Faculty of the Month for November is Carole Boughton. Professional clothing bank opened! They have eight racks of clothes and are working on getting more men's clothes before becoming operational in January!

C. Construction Updates – Rick Johnson, Senior Vice President of Administration and Finance

RAC: Demolition has started! This project is still set to complete January 2024.

Autobody Building Renovation for Advanced Manufacturing: Supply chain issues are softening out and this will complete toward the end of January 2023.

Clay Pathfinder Lobby Renovation: This will start in January 2023 and will complete in May 2023

Board Room Design: Design continues to move forward with Plan One Architects. They are in the processing of putting together construction documents to put out for bid and get an accurate cost estimate.

Respiratory Therapy Program: This program launches in Fall of 2024. This will be a renovation of an existing computer lab in Health Sciences and will complete sometime in May 2023.

7. PRESIDENT'S REPORT

A. Proposed Dates for 2023 Meetings

- i. Friday, January 6 – Board Retreat
- ii. February 15 (third Wednesday)
- iii. March 15 (third Wednesday)
- iv. April 12 (second Wednesday – President Schaffer will be out of the office on the third Wednesday)
- v. May 10 (second Wednesday – 1st Reading of Budget)
- vi. June 14 (second Wednesday – President Schaffer will be out of the office on the third Wednesday)
- vii. July 19 (third Wednesday – 2nd Reading of Budget)
- viii. Wednesday, August 16 – Board Retreat
- ix. September 20 (third Wednesday – Joint Dinner with Foundation Board)
- x. October 18 (third Wednesday)
- xi. November 15 (third Wednesday)
- xii. December 6 (first Wednesday by Statute)

B. January Retreat Topics

President Schaffer noted the topics will include:

- Presentation of Strategic Enrollment Management (SEM) Plan
- Trustee Orientation and Governance Review

- Results of Board Self-Evaluation

Final agendas can be found on the [Board Meetings and Minutes](#) webpage.

C. Election Update – Erin Taylor, Executive Director, Wyoming Association of Community College Trustees (WACCT)

The Wyoming Association of Community College Trustees (WACCT) is comprised of two Trustees from each of the eight community colleges. Trustee Erickson and Board Chairman Bob Salazar have served on the WACCT Board for a number of years. They are a C6 organization so they advocate for community colleges and they work very closely with the Wyoming Community College Commission (WCCC). WCCC coordinates and allocates funding and puts forth the budget in front of the appropriators and legislature.

Mrs. Taylor gave a brief election update, highlights of the election below.

- Wyoming become an even more conservative in the Wyoming legislative space. Wyoming is now the most conservative legislature in the country.
- With the redistrict, the Senate gained one seat and the House gained two seats.
- There are three brand new Senators and republicans move from 28 to 29, with two democrats.
- All committees have been released and are public.
- With the redistrict, the House gained two new seats with one in Laramie County and one in Natrona County.
- There are 26 new members of the House. Republicans moved from 51 to 57. Democrats dropped from 7 to 5 in the House.
- No third party in the House.

WACCT holds a webinar in January that walks through election updates, college by college, who is new, etc.

Mrs. Taylor walked through the [WACCT Advocacy Platform](#) handout.

8. APPROVAL ITEMS

- A. Annual Academic Program Review – Dr. Dustin Eicke, Vice President of Performance and Planning
- i. [Annual Academic Program Review Presentation](#)
 - ii. [Annual Academic Program Review Report](#)

Staff Recommendation: That the Board of Trustees accepts the annual program review report, including individual reports as presented during the Board’s dinner meeting on December 7, 2022, into the formal record of proceedings.

Dr. Dustin Eicke walked through the linked presentation.

Trustee Ketcham moved and Trustee Soto seconded,

MOTION: That the Board of Trustees accepts the annual program review report, including individual reports as presented during the Board's dinner meeting on December 7, 2022, into the formal record of proceedings.

DISCUSSION: None.

MOTION CARRIED unanimously.

- B. LCCC FY 2022 Audit 2nd Reading – Trustee Thompson, Rick Johnson, Senior Vice President of Administration and Finance, Stephanie Pickering, McGee, Hearne & Paiz, LLP
 - i. [2022 LCCC Audit Committee Report](#)
 - ii. [2022 LCCC Financial and Compliance Report](#)

Staff Recommendation: That the Board of Trustees approves the acceptance of the Laramie County Community College District FY 2022 Audit.

Trustee Thompson moved and Trustee Merrell seconded,

MOTION: That the Board of Trustees approves the acceptance of the Laramie County Community College District FY 2022 Audit.

DISCUSSION: None.

MOTION CARRIED unanimously.

- C. Building Authority Recommendation for Approval to Appoint Mr. Ed Mosher to serve a two-year term beginning January 1, 2023 and expiring December 31, 2024.

Staff Recommendation: That the Board of Trustees appoints Mr. Ed Mosher to serve on the LCCC Building Authority Board for a two-year term beginning January 1, 2023, through December 31, 2024.

Trustee Erickson moved and Trustee Ketcham seconded,

MOTION: That the Board of Trustees appoints Mr. Ed Mosher to serve on the LCCC Building Authority Board for a two-year term beginning January 1, 2023, through December 31, 2024.

DISCUSSION: None.

MOTION CARRIED unanimously.

9. BOARD REPORTS

A. Board Committee Reports – Board Chairman

The Facility and Finance Committee did not meet this month.

10. EX OFFICIO TRUSTEE UPDATES

A. Laramie Campus Advisory Board Ex Officio Trustee – Tyler Valentine

Tyler Valentine, Chairman of the ACC Advisory Board, is standing in for the Todd Feezer, Laramie Campus Ex Officio Trustee.

They are starting to see renewed and increasing engagement in Laramie and Albany County towards the campus. Mary Garland, who has been appointed to the Foundation Board, Todd Feezer and Tyler Valentine are all meeting to determine their roles and how to advocate for the College in the Laramie community and lean on representatives from the College to ensure success and ability for the College to thrive in Albany County. They have changed the format of the meeting and making sure every member is contributing what they're seeing in their sphere of influence in Albany County and making sure they're communicating back to the College. The new superintendent of the school district in Albany county and is interested in working cooperatively and collaboratively with the College. The team at the Laramie campus have been really receptive to changes suggested by the Advisory Board.

B. Student Ex Officio Trustee – Mr. Raeth Tolman

President Schaffer noted appointing an SGA student to the residence hall task force, in which they have appointed a student and she will be joining their next meeting! For the next year, Vice President Jessica Shuttty, will be resigning as she has been accepted into the Dental Hygiene Program. President Tolman is still gathering information from students who have voiced issues with finding in-person classes. SGA will plan on participating in the legislative session. Lastly, they will be discussing at their next meeting ways to incentivize being in SGA.

11. NEW BUSINESS – Board Chairman

A. Board of Trustees 2022 Self-Evaluation Survey – Board Chairman

The Trustees will get an email shortly with the survey information. The survey is due January 1st!

The Board of Trustees will have an agenda item for discussion, Diversity Statement Policy, at a meeting in the near future.

12. FOR THE GOOD OF THE ORDER – Board Chairman

Trustee Soto acknowledged Dr. Danielle Ryan and Lisa Trimble who were nominated for a women's leadership award from the Chamber of Commerce. Danielle Ryan won!

President Schaffer thanked Dr. Melissa Stutz and her team for a wonderful holiday celebration event!

Trustee Ketcham noted he had Shawn Eby with Dining Services cater their son's confirmation and they did an awesome job! Mr. Eby mentioned they can't accept gratuity and Trustee Ketcham has asked that the College look at that so that Dining Services staff could maybe receive gratuity for their work.

Trustee Emmons thanked the Trustees for the smooth transition!

13. PUBLIC COMMENT (Public comment may be made on anything not on the agenda. Comments will be limited to five minutes.) – Board Chairman

No public comment.

14. ADJOURNMENT of the December 7th, 2022 Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman

Trustee Merrell moved and Trustee Soto seconded,

MOTION: That the Board of Trustees adjourns the December 7th, 2022, Board meeting.

DISCUSSION: None

MOTION CARRIED unanimously, and Chairman Bob Salazar adjourned the Board meeting at 9:08 p.m.

Respectfully submitted,
Dallas Bacon
Board Recording Secretary