

BOARD MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, JULY 20, 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, Trustee Brenda Lyttle, Legal Counsel Tara Nethercott

Board Excused: Trustee Carol Merrell

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, Nick Colsch

Visitors: None.

Dinner Work Items
Dinner at 5:30 p.m. and Work Item at 6:00 p.m.
CCC 178/179

1. [Success Coach Model & Enrollment Services Restructure](#) – Melissa Stutz, Vice President of Student Services, Sarah Hannes, Director of Enrollment Services, Blake Paintner, Manager of Student Success

Annual Public Budget Hearing
7:00 p.m.
CCC 128

1. **CALL TO ORDER** of the July 20, 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 July 20, 2022, Board Meeting of the Laramie County Community College District Board of Trustees at 7:09 p.m.

2. **RECESS BOARD MEETING** to Conduct Annual Public Budget Hearing – Board Chairman Wendy Soto

Trustee Ketcham moved and Trustee Lyttle seconded,

MOTION: That the Board of Trustees recess their July 20, 2022 Board Meeting.

DISCUSSION: None

MOTION CARRIED unanimously.

Board Chairman Wendy Soto recessed the Board Meeting at 7:09 p.m.

3. ANNUAL PUBLIC BUDGET HEARING for the FY 2023 Budget – Board Chairman Wendy Soto

A. [STAFF PRESENTATION](#) – Senior Vice President Rick Johnson

- FY 2023 Budget Revisions Since 1st Reading – Vice President Rick Johnson
- [FY 2023 Budget](#) – Vice President Rick Johnson

Senior Vice President Johnson walked through the linked staff presentation.

President Schaffer recognized Senior Vice President Johnson and the College's Budget Director, Shaun Ziegler, for all their work on a very comprehensive budget and budget process.

President Schaffer added the College did use what they were hoping to carry in the enrollment reserve on the general fund, fund 10, to pick up some other areas. Due to the indication of stronger tuition revenue and a strong One Mill, the lower number in the enrollment reserve is still at a comfortable level. One exciting piece of the budget is the employee compensation plan!

B. BOARD DISCUSSION – Board Chairman Wendy Soto

Trustee Erickson commented that he has reviewed budget documents of other colleges and noted that the budget documents for LCCC excel beyond the others!

C. CALL FOR PUBLIC COMMENT/QUESTIONS – Board Chairman Wendy Soto

No public comment.

4. ADJOURNMENT OF THE PUBLIC HEARING – Board Chairman Wendy Soto

Trustee Ketcham moved and Trustee Erickson seconded,

MOTION: That the Board of Trustees adjourn the annual public budget hearing.

DISCUSSION: None

MOTION CARRIED unanimously.

Board Chairman Wendy Soto adjourned the annual public hearing at 7:27 p.m.

Board Meeting

Upon Adjournment of the Public Budget Hearing

CCC 128

Board Meeting Agenda

1. RECONVENE BOARD MEETING – Board Chairman Wendy Soto

Board Chairman Wendy Soto reconvened the Board Meeting at 7:27 p.m.

2. MINUTES – Approval of the [June 15th, 2022 Meeting Minutes](#) – Board Chairman Wendy Soto

Trustee Ketcham moved and Trustee Thompson seconded,

MOTION: That the Board of Trustees approves the June 15, 2022 Board Meeting minutes as written.

DISCUSSION: None

MOTION CARRIED unanimously.

3. REPORTS TO THE BOARD

A. Staff Senate – President Linda Herget

Staff Senate had a very successful staff retreat held on June 23rd, which included a guest speaker and an escape room activity. They had about 45-50 staff attend and received very positive comments.

Thank you to the Board of Trustees for their approval of the budget for the continuation of the classification and compensation package!

B. Faculty Senate – President Nick Colsch

Faculty Senate has created two committees. One is the Transition Experience Committee, which is a course for students where they can receive help in transition from a community college to a four-year institution or into the workforce. The other committee, In-Service Committee, will be taking feedback from last in-service to make changes to the fall 2022 in-service.

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

Auto Tech: This project is on track to complete by the fall semester. Lighting has been delayed but will arrive in time to get new lighting installed. Additionally, a power washing unit is in significant market delay and may not be here until next September, but is not very critical.

Advanced Manufacturing Program: The Facilities and Finance Committee has been receiving monthly reports from Maryellen Tast. The start date is August 1st and will complete in December. This project is on

track and on budget. October 7th has been declared Manufacturing Day and will include a tour and lunch. More details to come!

Pathfinder Renovation: This project went out to bid a couple months ago and received one very high bid, in which they decided to pause the project. They will re-bid in September, plan to start the renovation in January 2023, and will last approximately four months.

Recreation and Athletics Complex (RAC): This project is \$3 million over budget but they are working on a plan to address. This still does not include the price for the exterior skinning, which is about another \$3 million. Due to lack of interest from Wyoming companies, GH Phipps reached out to companies in Northern Colorado, and have three companies that are interested in the project, along with one Wyoming company. Plan One will have 100% construction documents, which will allow them to participate in the project with the sub-contractors. They will present the guaranteed maximum price (GMP) on September 16th. The start date is roughly October 1st and will still plan to complete December 2023.

4. PRESIDENT'S REPORT

A. [President's FY2022 Self-Evaluation and Proposed FY2023 Goals](#)

President Schaffer explained performance is evaluated based on functional performance, behavior-based performance, and objective-based performance. These are all lined out in the linked memorandum.

President Schaffer conducts a 360 Review for himself and Cabinet members every year. This year, he invited 44 individuals who had meaningful interaction with President Schaffer to weigh in on his performance. The detail of his 360 Review is linked above and will be published to the President's website.

Going forward, it was asked that the Trustee feedback be on a separate report.

Trustee Erickson moved and Trustee Thompson seconded,

MOTION: That the Board of Trustees approves President Schaffer's FY2022 self-evaluation and proposed FY2023 goals.

DISCUSSION: None

MOTION CARRIED unanimously.

B. [August Board Retreat Agenda Review](#)

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

C. Transition from Zoom to MS Teams

President Schaffer noted that due to the significant increase in the cost of Zoom subscriptions, the College will be transitioning to Microsoft Teams and away from the use of Zoom. Trustees will be scheduled for Teams trainings in the near future.

D. Committee for Board Room Renovation

Based on the Board's direction, a committee will be pulled together for the Board Room renovation project and will tentatively meet at the end of August. Board Chairman Wendy Soto and Board Vice Chairman Bob Salazar have agreed to participate on the committee.

It was suggested to have another gathering with the LCCC Board and the LCSD#1 Board after the election.

E. LCSD#1/LCCC Executive Teams Meeting

Based on conversations with Superintendent Crespo with LCSD#1, at her recommendation, the College's executive team met with their executive team, and will continue to meet on a quarterly basis. They had a productive conversation identifying areas to collaborate, comparing strategic plans, discussing an easier transition for students, and a potential opportunity for BOCES.

5. WORK ITEMS

A. [DRAFT Alternative Work Arrangements Policy](#) – President Joe Schaffer, Executive Director Tammy Maas

President Schaffer is starting this policy at the Board level as it needs to originate from the Board of Trustees in support of alternative work arrangements. This will still go through the process of developing an administrative procedure, Cabinet approval, consultative feedback, College Council, etc.

Alternative work arrangements have been listed under Goal 4 in the Strategic Plan and has been one of the first priorities to complete.

There are two very important components including, 1) recruiting and retaining the very best talent, and 2) alternative work arrangements will not compromise high quality education and services to the stakeholders.

Linda Herget and Nick Colsch confirmed that this policy coming from the Board of Trustees would be very important for staff and faculty. Linda suggested sending a survey regarding alternative work schedules to staff and bringing those results back to the Board of Trustees.

Through discussion, the Board would like legal counsel, Tara Nethercott, to review the linked policy. Additionally, Trustees will send feedback or guidance to President Schaffer and legal counsel. Board Chairman Bob Salazar asked for President Schaffer to review alternative work arrangement policies from institutions who have won or have been in the running for the Aspen Prize. This will be brought back to the Board of Trustees at their September meeting.

6. APPROVAL ITEMS

A. Approval of FY 2023 Laramie County Community College Budget – President Joe Schaffer, Vice President Rick Johnson

President's Recommendation: That the Board of Trustees approves the FY 2023 Laramie County Community College District Budget as presented.

Trustee Ketcham moved and Trustee Lyttle seconded,

MOTION: That the Board of Trustees approves the FY 2023 Laramie County Community College District Budget as presented.

DISCUSSION: None

MOTION CARRIED unanimously.

B. First Amendment to President's Employment Contract – Board Chairman Wendy Soto

A comment from Board Chair Wendy Soto:

"Dr. Schaffer has shepherded the college through two budget reductions in the last six years, due to reductions in state funding. He has seen us through to near completion of the Building Forward plan that, if I remember correctly, was already in place when he was hired. He has seen us through the development and implementation of the Guided Pathways. He guided us through the effects and fallout from a global pandemic, and so much more. We know that there are many on campus who have worked tirelessly and are responsible for our successes in the last 10 years, Dr. Schaffer has been their leader, and this is his team. Much of this work has been joyful, and some of it has been very difficult. I want to acknowledge that because of the financial constraints of the 2016 budget reductions, Dr. Schaffer did not ask for nor receive a salary increase when the 2018 contract was negotiated. It seems only fitting, now that we are able to implement the next two steps in our compensation plan and give every employee an increase that we do the same for Dr. Schaffer by giving him this 4% increase, which is consistent with the salary increases that have been given. "

Board Chair's Recommendation: That the Board of Trustees approves the first amendment to the President's 2018 contract.

Trustee Erickson moved and Trustee Ketcham seconded,

MOTION: That the Board of Trustees approves the first amendment to the President's 2018 contract.

DISCUSSION: None

MOTION CARRIED unanimously.

7. BOARD REPORTS

A. Board Committee Reports – Board Chairman Wendy Soto

i. ADDED: WACCT Meeting Update – Trustee Erickson, Trustee Salazar

The WACCT Board met virtually on July 13th, and included two new members from Gillette College. At their meeting, they approved a continuance of the Linden (marketing firm) contract, with an addition of an orientation booklet about the community colleges and community college system in Wyoming. Additionally, a motion was made and carried to pass and adopt a recommendation from the Executive Committee regarding the WACCT awards. They also approved formally retiring the evening function during the legislative session as it was not gaining any momentum, and focus on students only. Each college will select students and forward to

WACCT. WACCT will then ask a business partner to sponsor the awards and find the appropriate time and place to make the annual recognitions and will ask each college to build in travel and lodging into their budgets for the student awardees. Each college would use their own criteria to determine who the student of the year would be.

ii. Stabilization Funding Committee Report – Board Chairman Wendy Soto, Trustee Erickson, Trustee Thompson

The Stabilization Funding Committee has renamed to the Support Funding Committee. They would like to get SGA students and political science students involved in talking with legislators. The Trustees will educate the students on the policies. The Committee is looking into holding a forum with SGA for the election as well.

iii. Facilities and Finance Committee Report (July 20th Meeting) – Trustee Erickson, Trustee Thompson

- 1) [Current and Auxiliary Fund Balance Sheet Reports as of June 2022](#)
- 2) [Current and Auxiliary Fund Budget Reports as of June 2022](#)
- 3) [Contract and Procurement Reports as of June 2022](#)
- 4) [Enrollment Summary](#)

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 June 2022](#)
- 2) [Current and Auxiliary Fund Budget Reports as of June 2022](#)
- 3) [Contract and Procurement Reports as of June 2022](#)
- 4) [Enrollment Summary](#)

DISCUSSION: None

MOTION CARRIED unanimously.

8. NEW BUSINESS – Board Chairman Wendy Soto

Trustee Ketcham asked about the status of the Wingspan newspaper.

Senior Vice President Dr. Brown-Herbst, noted the mass media/multimedia program was put on hiatus spring 2020. In the last two academic years, they have taught out the students in that program. They have not had the conversation of returning to the program or reimagining the program. They've discussed the possibility of strategic communications degrees that would include some mass media/multimedia skillsets. Last year, Wingspan had some activity electronically as an online version. However, they no longer have the curricular structure they had previously to continue to create the publication. But, for the first time since creating pathways in 2020, they have a pressing need for increased STRT courses in the Communication and Creative Arts pathway.

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

- Wednesday, August 17th – Board Retreat – CCC 128 – 12:00 p.m.
- Filing for Office Dates for Trustees – August 10th-29th
- Primary Election – August 16th
- General Election – November 8th

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

Board Chairman Wendy Soto had her 10-year-old grandson on campus last week and they were able to do some fun activities such as the makerspace in the library and the tour of the residence hall and gaming lounge. It was all very wonderful and she thanks Meghan Kelly, Karen Jensen, and Dariia (nickname Dasha) Kasymova for their help!

Board Chairman Wendy Soto also mentioned seeing an article regarding the Child Care Assistance available to LCCC students through the Department of Family Services (DFS). Senior Vice President of Student Services, Dr. Melissa Stutz, added that DFS had some extra ARPA funds that they were unable to distribute. In collaboration with the Wyoming Community College Commission (WCCC), they decided this would be a great opportunity for students and distributed funds to all Wyoming community colleges. LCCC used an application and distribution model very similar to the application and distribution of CARES funds. They have about \$462,888, with about \$10,000 going to marketing. Students do not have to be using the Children's Discovery Center at LCCC in order to receive funds. The application will be open the first day of classes and will be first come first serve. They have until June 2023 to spend the money. Students can receive up to \$6,000.

Trustee Erickson noted he's on the committee for the Wyoming's Tomorrow Scholarship, in which Dr. Stutz is highly involved, and she has presented information that is very useful. He's very proud to be associated with her!

12. EXECUTIVE SESSION – An executive session may be called to discuss the President's 2021-2022 performance.

Not needed.

13. ADJOURNMENT of the July 20th, 2022 Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Wendy Soto

Trustee Ketcham moved and Trustee Thompson seconded,

MOTION: That the Board of Trustees adjourns the July 20, 2022, Board meeting.

DISCUSSION: None

MOTION CARRIED unanimously, and Chairman Wendy Soto adjourned the Board meeting at 9:18 p.m.

Respectfully submitted,
Dallas Bacon
Board Recording Secretary