

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, JUNE 15, 2022, COLLEGE COMMUNITY CENTER, ROOM 128, LARAMIE COUNTY COMMUNITY COLLEGE

Board Present: Board Chairman Wendy Soto, Vice Chairman Bob Salazar, Secretary Janine Thompson (Zoom), Treasurer Don Erickson, Trustees Jess Ketcham, Carol Merrell, and Brenda Lyttle

Board Excused: Legal Counsel Tara Nethercott

Staff Present: President Joe Schaffer, Vice Presidents Rick Johnson, and Melissa Stutz, Associate Vice President Lisa Trimble; Faculty, and Staff Linda Herget, Nick Colsch, Sarah Smith, and Sarah Hannes

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

1. [Enrollment Monitoring Methodology and Reports](#) – Sarah Smith, Director of Institutional Research, Melissa Stutz, Vice President of Student Services, Sarah Hannes, Director, Admissions & Academic Advising

**Board Meeting**  
**7:00 p.m.**  
**CCC 128**

**One Mill Levy Public Budget Hearing**

1. **CALL TO ORDER** of the June 15<sup>th</sup>, 2022, Public Hearing of the Laramie County Community College District Board of Trustees on the reauthorization of the One Mill Levy – Board Chairman Wendy Soto

Board Chair Wendy Soto called to order the June 15, 2022, One Mill Public Hearing of the Laramie County Community College District Board of Trustees at 7:15 p.m.

A. [STAFF PRESENTATIONS](#)

- i. One Mill Levy Reauthorization – President Joe Schaffer, Vice President Rick Johnson

President Schaffer walked through the linked presentation.

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

No public comment or questions.

C. **BOARD DISCUSSION** – Board Chairman Wendy Soto

The details regarding how the funds will be spent are included in the FY 2023 budget that will be approved at the July 20<sup>th</sup> Board Meeting.

2. **ADJOURNMENT** of the June 15<sup>th</sup>, 2022, One Mill Public Hearing of the Laramie County Community College District Board of Trustees – Board Chairman Wendy Soto

Trustee Ketcham moved and Trustee Merrell seconded,

**MOTION:** That the June 15, 2022, One Mill Public Hearing of the Laramie County Community College District Board of Trustees be adjourned.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

Board Chair Wendy Soto adjourned the June 15<sup>th</sup>, 2022, One Mill Public Hearing of the Laramie County Community College District Board of Trustees at 7:24 p.m.

## **Board Meeting Agenda**

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

Board Chair Wendy Soto called to order the June 15<sup>th</sup>, 2022, Board Meeting of the Laramie County Community College District Board of Trustees at 7:24 p.m.

4. **MINUTES** – Approval of the [May 11<sup>th</sup>, 2022 Meeting Minutes](#) – Board Chairman Wendy Soto

Trustee Ketcham moved and Trustee Merrell seconded,

**MOTION:** That the Board of Trustees approves the May 11, 2022 Meeting minutes.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

### **5. REPORTS TO THE BOARD**

- A. Staff Senate – President Linda Herget

Staff Senate held their elections and elected the following:

- Secretary - Morgan Koenig
- Treasurer – Amber Holen
- Vice President of Classified Staff - Melissa Gallant
- Vice President of Professional Staff - Kevin Yarbrough
- President – Linda Herget

- B. Faculty Senate – President Nick Colsch

Nick Colsch is an Economics and Public Policy instructor at LCCC and also writes economic reports for Laramie county. He does a lot of work with Cheyenne LEADS and previously authored a report with President Schaffer.

Faculty Senate held their elections and elected the following:

- Vice President - Susan Hibbs
- Secretary – Amanda Brown
- President – Nick Colsch

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

**Auto Tech:** The College is renovating the Auto Tech building in order to move the Autobody program to that area. They have run into a few supply chain issues but are working through them. This project is well under way and will be complete in early August and ready for the fall semester.

**Advanced Manufacturing:** The Manufacturing program will be going into the Autobody area. They have three bidders, with the low bid being acceptable at about \$300,000 more than what the architect originally projected. They just awarded the bid and will complete in December, barring any supply chain issues.

**Pathfinder Renovation:** They only received one bid, even with three who initially attended the pre-bid. However, the one bid they received was exorbitantly high. They decided to pause this project and rebid mid-winter.

**RAC:** The previous report noted this project was about \$850,000 over budget, not including the skinning. GH Phipps would like to reach out to subcontractors to get better estimates. As they approached the mechanical subcontractors in Wyoming, only one had any interest in this project. However, the price the subcontractor submitted was quadruple what it should be. Currently, GH Phipps is researching prices for mechanical subcontractors in northern Colorado. This project is now \$3.1 million over budget, not including the skinning.

## 6. PRESIDENT'S REPORT

A. June 1<sup>st</sup> Joint Education Interim Committee Meeting Update

This was a two-day meeting in Casper, with the second day primarily focused on hearing from community college representatives, predominately Dr. Sandy Caldwell and her staff at the Wyoming Community College Commission (WCCC), and Erin Taylor, Executive Director at Wyoming Association of Community College Trustees (WACCT). Discussions ranged from sustainable funding to mechanisms used for allocating funds. The two most salient points that came out of this meeting are 1) general interest in continuing to explore aspects of sustainable funding for community colleges, and 2) looking at the current funding model for community colleges (House Bill 80). There are a few challenges with the latter regarding the recalibration every four years and distance delivery or online courses.

Trustee Erickson added that the Joint Education Committee created a work group to look at increasing the construction requirement approval by WCCC from \$100,000 to \$500,000.

Trustee Salazar mentioned there's still reluctance to move forward as aggressively as WCCC and WACCT would like to.

B. June 9<sup>th</sup> WCCC Meeting Update

Hats off to Dr. Kari Brown-Herbst who presented the LCCC Echocardiography Program to WCCC and received kudos for what they were presenting. The program was approved by the commission and will now go through the accreditation process. The College also received affirmation for the Wyoming Works funding for the start of the respiratory therapy program. The commission also passed their capital construction rankings that include four LCCC projects as the top four projects submitted to the State Building Commission. These projects are the reskinning of the CCI building, reskinning of the Administration building, reskinning of the Training Center building, and south entry for the Fine Arts building. If built into the Governor's budget and passed through the legislature, the College will receive half of the funding for those projects.

Trustee Salazar noted to keep an eye on the number of baccalaureates offered at community colleges. If more than two are offered, the accreditation body (Higher Learning Commission) would require a Mission change, however, state statute does not have a limit.

Trustee Erickson added the commission put together a rule committee for Wyoming Tomorrow and has asked Trustee Erickson to represent WACCT on that committee.

As for the WACCT meeting, they held a half-day advocacy workshop with the WACCT Trustees, the college Presidents, and the WCCC Commissioners and Staff. They covered where they've been with advocacy, where they are currently, and where they want to be. Linden Marketing representatives were there and discussed focusing more on student testimonials from each community college throughout the state and creating an orientation booklet for those candidates running for office.

C. [Phi Theta Kappa CC Smart Campaign and Wyoming](#)

Phi Theta Kappa is the honor society for America's two-year colleges. One of the things they are really interested in looking into is overcoming the community college stigma. They've worked with some funders to develop a campaign called CC Smart and will work with three states to pilot the campaign that include Iowa, Alabama, and Wyoming.

D. Cabinet Searches and Title Changes

President Schaffer plans to make changes to the titles of the President's Cabinet members. Within the compensation and classification structure, they are trying to find ways to fully utilize some of the levels, specifically at the Administrator level, and address the compression at the Dean level. Some of these changes include the Chief Technology Officer changing to the Chief Information Officer, who will now report to President Schaffer and be a member of President's Cabinet, current Vice Presidents will now be Senior Vice Presidents, Associate Vice President of Institutional Advancement will now be Vice President of Advancement, Executive Director of Human Resources will now be Vice President of Human Resources, and Associate Vice President of Institutional Effectiveness will now be the Vice President of Performance and Planning.

E. Board Retreat August 17<sup>th</sup>

- i. Preference Criteria for Wyoming Residents in Closed Programs
- ii. Auxiliary Enterprises Analyses

- iii. Progress Update on 2030 LCCC Strategic Plan

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

## 7. WORK ITEMS

- A. FY23 Proposed Budget Updates
  - i. Changes to Anticipated Revenue

At the first reading of the FY 2023 budget at the May Board Meeting, the Board was presented with a document called, Estimated Funds Available. This document will have a few changes added at the second reading and approval of the budget in July, including a decrease in State Aid, increase in Tuition and Fees, increase in August Recapture and Redistribution, and a decrease in Enrollment Reserve. The projected revenue for the One Mill will increase, as well as College Insurance, and Operating Reserve.

- ii. Moving Forward with Compensation Notifications

The College will be moving forward with two steps in Phase III of the compensation plan. Contracts and letters will be sent out around June 15<sup>th</sup>.

- iii. FY2023 Budget Questions from Trustees

Questions were addressed at today's Facility and Finance meeting. One question from Trustee Erickson was regarding Plant Fund carryover and transfers on page 35 of the first reading budget book. This refers to the \$6.6 million that includes the \$1 million donation from the Foundation to the RAC project, \$4.5 million in major maintenance carrying forward, \$542,000 one-time bucket for Auto Tech renovation, and \$500,000 planned for the Pathfinder renovation project. There were transfers of \$8.4 million including \$6 million for the RAC revenue lease bonds proceeds, \$1 million in HEERF funding, and \$1.4 million from the sixth penny revenue.

## 8. APPROVAL ITEMS

- A. Reauthorization of the One Mill Levy and FY2023 One Mill Budget – President Joe Schaffer, Vice President Rick Johnson

**Staff Recommendation:** That the Board of Trustees approves the reauthorization of the one mill levy authorized by W.S.21-18-303(b) for an additional two-year period beginning July 1<sup>st</sup>, 2022, and ending June 30<sup>th</sup>, 2024.

Trustee Ketcham moved and Trustee Erickson seconded,

**MOTION:** That the Board of Trustees approves the reauthorization of the one mill levy authorized by W.S.21-18-303(b) for an additional two-year period beginning July 1<sup>st</sup>, 2022, and ending June 30<sup>th</sup>, 2024.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

B. [FY2022 Budget Amendments](#) – Vice President Rick Johnson

**Staff Recommendation:** That the Board of Trustees approves the amendments to the FY2022 Annual Budget as presented.

Trustee Ketcham moved and Trustee Lyttle seconded,

**MOTION:** That the Board of Trustees approves the amendments to the FY2022 Annual Budget as presented.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

C. Building Authority Recommendation for Approval to Appoint Dr. Martin Carroll to serve a two-year term beginning January 1, 2022 and expiring December 31, 2023.

**Staff Recommendation:** That the Board of Trustees appoints Dr. Martin Carroll to serve on the LCCC Building Authority Board for a two-year term beginning January 1, 2022, through December 31, 2023.

Trustee Erickson moved and Trustee Merrell seconded,

**MOTION:** That the Board of Trustees appoints Dr. Martin Carroll to serve on the LCCC Building Authority Board for a two-year term beginning January 1, 2022, through December 31, 2023.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

## 9. BOARD REPORTS

A. Board Committee Reports – Board Chairman Wendy Soto

i. Sustainable Funding Committee Report – Board Chairman Wendy Soto, Trustee Erickson, Trustee Thompson

No meeting this month, no updates.

It was noted at the WACCT meeting that the term sustainable funding may be derogatory and would encourage a name change such as stabilization funding. There's some interest from the Joint Education Committee to get some more funding for Wyoming Tomorrow. There's an opportunity for the JAC to consider the One Mill to move to Two Mills and increase the length of the Five Mill to an eight-year duration.

ii. Facilities and Finance Committee Report (June 15<sup>th</sup> Meeting) – Trustee Erickson, Trustee Thompson

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

Trustee Erickson moved and Trustee Ketcham seconded,

**MOTION:** That the Board of Trustees approves the financials through May 2022.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

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

Board Chairman Soto and Trustee Merrell will meet to discuss next steps in the Emeritus Nomination process.

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

- July 20<sup>th</sup> – July Board of Trustees Meeting – CCC 128
- Filing for Office Dates for Trustees – August 10<sup>th</sup>-29<sup>th</sup>
- Primary Election – August 16<sup>th</sup>
- General Election – November 8<sup>th</sup>

**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

Several members of the LCCC rodeo team made it to the College National Finals Rodeo in Casper and are all doing really well!

**14. ADJOURNMENT** of the June 15<sup>th</sup>, 2022 Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Wendy Soto

Trustee Merrell moved and Trustee Lyttle seconded,

**MOTION:** That the Board of Trustees adjourns the June 15<sup>th</sup>, 2022, Board Meeting of the Laramie County Community College District Board of Trustees.

**DISCUSSION:** None

**MOTION CARRIED** unanimously, and Board Chairman Wendy Soto adjourned the June 15<sup>th</sup>, 2022, meeting at 8:45 p.m., as so moved.

Respectfully submitted,

Dallas Bacon  
Board Recording Secretary