

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, MARCH 16, 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, Brenda Lyttle, ACC Ex Officio Butch Keadle (Zoom) and Legal Counsel Tara Nethercott

Board Absent: Trustee Carol Merrell

Staff Present: President Joe Schaffer, Vice Presidents Kari Brown-Herbst, Rick Johnson, and Melissa Stutz, Associate Vice President Lisa Trimble and Executive Director Tammy Maas (Zoom); Administrators, Faculty and Staff Linda Herget, Jennifer DeRouchey

Visitors: Jameson Beckwith

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

1. NLS Conference Report – Trustee Brenda Lyttle

Board Meeting
7:00 p.m.
CCC 128

1. CALL TO ORDER – Board Chairman Wendy Soto

Board Chairman Wendy Soto called to order the February 16, 2022, Board Meeting of the Laramie County Community College District Board of Trustees at 7:00 p.m.

2. MINUTES – Approval of the [February 16th, 2022 Board Minutes](#) – Board Chairman Wendy Soto

Trustee Ketcham moved and Trustee Lyttle seconded,

MOTION: That the Board of Trustees approves the February 16th, 2022 Board Meeting Minutes.

DISCUSSION: None

MOTION CARRIED unanimously.

3. REPORTS TO THE BOARD

A. Staff Senate – President Linda Herget

On Thursday, April 14th, Staff Senate will hold their Ice Cream Social to benefit the Randy B. Miller Scholarship fund. Also, there has been lots of planning going on for the Staff Retreat in June.

B. Faculty Senate – President Jennifer DeRouchey

There is a new Vice President for Faculty Senate, Nick Colsch, since Troy Amick had to step down. The February Faculty of the Month winner was Melissa Adkins, and there will be one more winner for the month of April. Faculty Senate would like to invite everyone to attend Talon Talks on Wednesday, April 27th.

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

[RAC Project Presentation](#)

Vice President Rick Johnson gave a presentation on the current standing of the RAC project.

4. PRESIDENT'S REPORT

A. Legislative Update

The legislative session has ended for the year. The priorities that came out of the session that will have impact on community colleges include employee compensation, funding for inflationary and fixed costs, Wyoming's Tomorrow appropriation and capital construction for colleges who have current projects.

B. February WCCC Meeting Recap

For the February Wyoming Community College Commission meeting, the governor joined us here on Campus with the new superintendent. There were additional programs approved for Wyoming Works and there was a great presentation on the manufacturing initiative and the AMMC.

5. WORK ITEMS

A. Capital Improvement Plan – Board Chairman Wendy Soto, Trustee Erickson

Trustee Soto has asked Trustee Erickson to bring his idea of a capital improvement plan to the Board for discussion. There is currently a capital improvement plan in place at the College, but Trustee Erickson would like a multi-year plan that would be approved and modified as necessary. The purpose would be to prioritize what projects are the most important without considering where funding would come from.

President Schaffer and Trustee Erickson will bring the Board additional research addressing the following questions: what is a capital improvement plan, how does it differ from other plans that exist at the College and will it be beneficial to decision making?

6. BOARD REPORTS

A. Board Committee Reports – Board Chairman Wendy Soto

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

Several Trustees attended the WACCT Breakfast during the legislative session, and showed up at the legislature. The Trustees would really like to maintain positive relationships with legislators throughout the year, not just when money is needed for the College.

Facilities and Finance Committee Report (March 16th Meeting) – Trustee Erickson, Trustee

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

5) One-Time Funding

Trustee Erickson moved and Trustee Ketcham seconded,

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

DISCUSSION: Trustee Thompson notes that the Enrollment Summary link is very interesting.

MOTION CARRIED unanimously.

7. EX OFFICIO TRUSTEE UPDATE (*Standing Agenda Item*)

A. ACC Ex Officio Trustee – Mr. Butch Keadle

Mr. Keadle notes that President Schaffer and members of President's Cabinet were over in Laramie at the ACC on March 10th to go over the Campus' '5 Goals'. Meetings like this will help strengthen communication between Laramie and Cheyenne and build morale. There are three key leadership positions open at the ACC, and the sooner they are filled the sooner work can begin on the Campus' goals.

This will be Mr. Keadle's last meeting. He is officially resigning as an Ex Officio of the Board of Trustees because he is looking to spend more time in Arizona. He would like to share his appreciation for the Trustees, as they have made his experience very rewarding. He is optimistic we can work to get the Albany County Campus sustainable in regard to funding.

B. Student Ex Officio Trustee – Jameson Beckwith

The Student Government Association has been busy with committee events like Fake Patrick's Day and the Square-Dancing Class that will take place on Sunday, March 27th. SVAC has begun, and there will be three different days for presentations and then funds will be allocated.

8. NEW BUSINESS

No new business.

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

- Friday, March 18th, 2022 – Spring Break – College Closed
- Friday, March 18th – Sunday, March 20th – LCCC Spring Roundup – *LCCC Arena*
- Wednesday, April 20th – April Board of Trustees Meeting – *CCC 128*
- Friday, May 6th – Employee Recognition Reception – *MPR*
- Friday, May 13th – Nurse's Pinning Ceremony – *SPA*
- Saturday, May 14th – LCCC Graduation – *RAC 133*

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

LCCC was just notified that we will be a recipient of a Reach Award at the Phi Theta Kappa's Catalyst event!

12. ADJOURNMENT of the March 16th, 2022, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman

Trustee Ketcham moved and Trustee Lyttle seconded,

MOTION: That the Board of Trustees adjourns the March 16th, 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 February 16, 2022, meeting at 9:17 p.m., as so moved.

Respectfully submitted,

Alexa Temte
Board Recording Secretary