

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, MAY 11, 2022, COLLEGE COMMUNITY CENTER, ROOM 128, LARAMIE COUNTY COMMUNITY COLLEGE

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

Board Excused: Board Chairman Wendy Soto and Legal Counsel Tara Nethercott

Staff Present: President Joe Schaffer, Vice Presidents Rick Johnson, and Melissa Stutz, Executive Director Tammy Maas and Associate Vice President Lisa Trimble; Administrators, Faculty, and Staff Linda Herget, Jennifer DeRouchey, Starla Mason and Damien Kortum

Visitors: Jameson Beckwith and Lindsay Beckwith

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

1. **Pathfinder Renovation Presentation** – Dr. Melissa Stutz, Vice President of Student Services

Board Meeting
7:00 p.m.
CCC 128

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

Vice Chairman Bob Salazar called to order the May 11th, 2022, Board Meeting of the Laramie County Community College District Board of Trustees at 7:02 p.m.

2. **MINUTES** – Approval of the [April 20th, 2022 Meeting Minutes](#) – Board Chairman Wendy Soto

Trustee Erickson moved and Trustee Merrell seconded,

MOTION: That the Board of Trustees approves the April 20th, 2022 Board of Trustees Meeting Minutes.

DISCUSSION: None

MOTION CARRIED unanimously.

3. **REPORTS TO THE BOARD**

A. Staff Senate – President Linda Herget

The June meeting will be the election of officers for the upcoming year. Melissa Gallant will go one more year of Vice president, Morgan Koenig as secretary and Amber Holen as Treasurer. June 23rd is the Staff Retreat. There will be one session in the morning and one in the afternoon. Staff Senate wants to say thank you to the Board for the consideration of the employee compensation!

B. Faculty Senate – President Jennifer DeRouchey

There was a Faculty Senate meeting last Thursday to ensure a smooth transition to next year. New officers for next year include Nick Colsch as President and Susan Hibbs as Vice President.

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

Auto Tech bid out well and will begin renovations in early June, and should be finished in August in time for Fall semester. Manufacturing will go out for bid, and start renovation in June and will finish in mid-December. The Pathfinder Hub renovation will come back for 2nd reading and approval in the June Board Meeting. The renovation will start in early September and end in December. The RAC project is over budget. The subcontractors have been given the design development drawing and they are drawing out their cost estimates, and hopefully costs will be lower. Renovations will start in early September and finish in December of 2023.

4. PRESIDENT’S REPORT

A. AACC Annual Convention Report

This was the first live convention since COVID. Lisa Trimble, Dr. Melissa Stutz and Dr. Kari Brown-Herbst also attended. There was some conversation with the ACCT Executive Committee, and President Schaffer sat down with the current and incoming Chair. Moving forward, this will be an opportunity to tighten the connection between the two organizations and to push Wyoming into the spotlight. Joe will be the new Chair of the AACC Board of Directors starting July 1st.

B. Trustee’s Elected Official Thank You Reception

One of the outcomes of the Sustainable Funding committee of the Board is a reception to thank the legislators, city council and the county commissioners in June.

C. [June 10th Annual Employee Picnic](#)

D. [Draft ACC Purpose and Operational Plan 2022-2027](#)

Damien Kortum, the ACC Dean of Academic Affairs, went over the Draft ACC Purpose and Operational Plan. This plan will be in place from 2022-2027.

E. [Commencement Activities Overview](#)

5. WORK ITEMS

A. [FY2023 Budget](#) – 1st Reading – President Joe Schaffer, Vice President Rick Johnson and Director of Budget Shaun Ziegler

i. [LCCC FY2023 Budget Presentation](#)

6. APPROVAL ITEMS

A. 2nd Reading: Echocardiography AAS and Echocardiography Certificate – President Joe Schaffer, Starla Mason

i. [New Program Proposal](#)

Staff Recommendation: That the Board of Trustees approves the Echocardiography Associates of Applied Science degree program and the Echocardiography Certificate program as presented and directs the president to advance these for approval to the Wyoming Community College Commission.

Trustee Ketcham and Trustee Merrell seconded,

MOTION: That the Board of Trustees approves the Echocardiography Associates of Applied Science degree program and the Echocardiography Certificate program as presented and directs the president to advance these for approval to the Wyoming Community College Commission.

DISCUSSION: None.

MOTION CARRIED unanimously.

- B. [Request for Spending Authority](#) – iQ Picture Archiving & Communications System (PACS) – President Joe Schaffer, Starla Mason

Staff Recommendation: That the Board of Trustees authorizes the President to expend funds for the purpose of acquiring the iQ Picture Archiving & Communications System (PACS) as outlined in this memorandum, with the anticipation that these expenses will be fully supported by the Perkins grant and Echocardiography WIP allocation.

Trustee Ketcham and Trustee Lyttle seconded,

MOTION: That the Board of Trustees authorizes the President to expend funds for the purpose of acquiring the iQ Picture Archiving & Communications System (PACS) as outlined in this memorandum, with the anticipation that these expenses will be fully supported by the Perkins grant and Echocardiography WIP allocation.

DISCUSSION: Trustee Erickson noted that the Facilities and Finance Committee also reviewed the Spending Authority at their meeting earlier today.

MOTION CARRIED unanimously.

7. BOARD REPORTS

- A. Board Committee Reports – Board Chairman Wendy Soto
Sustainable Funding Committee Report – Board Chairman Wendy Soto, Trustee Erickson, Trustee Thompson

There will be a reception in June for legislators to thank them for their support. Zeke Sorenson will have students attend as well. The WACCT Workshop is coming up and Trustees Erickson and Salazar will attend.

Facilities and Finance Committee Report (April 20th Meeting) – Trustee Erickson, Trustee Thompson

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

Trustee Erickson moved and Trustee Thompson seconded,

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

DISCUSSION: None

MOTION CARRIED unanimously.

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

A. Student Ex Officio Trustee – Jameson Beckwith

SGA will come to the end of SVAC deliberations on Friday, April 22nd. The Employee of Excellence award will be decided on Thursday, April 21st. SGA is now accepting applications for next year for members. Jameson will not be continuing with SGA to pursue other extra-curricular activities next year.

9. NEW BUSINESS – Board Chairman Wendy Soto

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

- Friday, May 13th
 - Sonography Pinning @ 10:30am – *Leadership Center*
 - Children’s Discovery Center Graduation @ 2pm – *SPA*
 - Radiography Pinning @ 3:15pm – *Leadership Center*
 - PTAT Pinning @ 4:30pm – *Leadership Center*
- Saturday, May 14th – LCCC Commencement – *RAC 133*
 - Arts & Humanities, Math & Sciences @ 9am
 - BATS @ 11am
 - HSW @ 1pm
 - ACES @ 3pm
- B. Friday, June 10th – Annual Employee Picnic – *McIlvaine Plaza*
- C. Wednesday, June 15th – June Board of Trustees Meeting – *CCC 128*

11. 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.

12. FOR THE GOOD OF THE ORDER – Board Chairman Wendy Soto

Trustee Soto is an active participant in Habitat for Humanity, and wanted to recognize Lisa, Vince Gibson and Fernando Perez for helping clean up after their event.

LCCC are the National Champions in E-Sports in *Call of Duty: War Zone*.

Trustee Salazar shared that HOPE just went through their interview process, and ten students were awarded scholarships to come to LCCC.

13. ADJOURNMENT of the May 11th, 2022 Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Wendy Soto

Trustee Ketcham moved and Trustee Merrell seconded,

MOTION: That the Board of Trustees adjourns the May 11th, 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 April 20th, 2022, meeting at 9:04 p.m., as so moved.

Respectfully submitted,

Alexa Temte
Board Recording Secretary