

BOARD MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT,
STATE OF WYOMING, HELD WEDNESDAY, NOVEMBER 16TH, 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 Brenda Lyttle; Student Ex Officio Raeth Tolman
- Board Excused: Legal Counsel Tara Nethercott and Ex Officio Trustee Todd Feezer
- Staff Present: President Joe Schaffer; Administrators Vice President Lisa Trimble, Senior Vice President Dr. Kari Brown-Herbst, Senior Vice President Dr. Melissa Stutz, Senior Vice President Rick Johnson (Zoom), Vice President Dr. Dustin Eicke and Vice President Nancy Olson (Zoom); Staff Members Linda Herget, Nick Colsch, Zeke Sorenson, Ezras Tellalian, Bill Zink and Rick Evelo
- Visitors: Brit Morgan and Karen Moon from Plan One Architects; Michelle Bolkovatz and Brandon Urray from Blue Federal Credit Union; LCCC Students Jessica Shutty and Sunshine Ewing Thornton; Chance Kirkeeng from Wyoming Game and Fish

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

1. **WYOMING GAME AND FISH PRESENTATION** – Chance Kirkeeng, Fisheries Biologist, Wyoming Game and Fish

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

1. **CALL TO ORDER** of the November 16th, 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 November 16th, 2022, Board Meeting of the Laramie County Community College District Board of Trustees at 7:04 p.m.

1. **MINUTES** – Approval of the [October 19th, 2022 Board Meeting Minutes](#) – Board Chairman Wendy Soto

Trustee Ketcham moved and Trustee Merrell seconded,

MOTION: That the Board of Trustees approves the October 19th, 2022 Meeting Minutes as written.

DISCUSSION: None

MOTION CARRIED unanimously.

2. REPORTS TO THE BOARD

A. Staff Senate – President Linda Herget

The Trunk or Treat was hugely successful on October 30th, as was the concert in the SPA afterward. The holidays are almost upon us, and that means the Door Decorating Contest is almost upon here. There are 26 door entries right now. Trustees are invited to participate in the contest judging – it would be held on Tuesday, December 19th. Officers for Staff Senate are coming together and coming up with goals for the Staff Retreat in June 2023.

B. Faculty Senate – President Nick Colsch

Tracy Perko won Faculty of the Month in September for Excellence in Teaching, and Andrew Brasille won in October for Service to LCCC. The Professional Clothing Bank will be open on Friday, December 2nd. Faculty Senate is planning a big luncheon, and they will be collecting donations, both clothing and monetary. They are looking for women's and men's clothing, so they may serve a wider range of students.

3. PRESIDENT'S REPORT

- Board Retreat Scheduling and Planning

The Board Retreat will occur Friday, January 6th @ 12pm in CCC 128.

- National First-Generation College Student Celebration

On November 8th, the inaugural National First-Generation College Student Celebration was held. There were 130 students who participated in the program. Dr. Danielle Jensen Ryan's passion and enthusiasm for the project has made this a very successful program.

- Aspen Institute/CCRC Unlocking Opportunity Update

Laramie County Community College has submitted an application to be accepted into this program, but there are only ten colleges admitted. We should find out soon if we are one of the ten community colleges selected.

- AACC Fall Meeting Report

The AACC Fall Meeting includes the meeting of all of the community college commissions. As the commissions made their reports, three things kept coming up: enrollment decreases, providing mental health resources for students, and faculty, staff and workforce recruitment and retainment. The joint legislative agenda was approved at this meeting. A split congress should be good for community colleges, and ACCT and AACC worked well together on a joint agenda to take to the legislature. The economic impact study says that 1 out of every 18 jobs in the US is supported by a community college student. There is only one place that the government spends money that has a positive return – college education. The AACC Annual Conference will be held in Denver, CO on April 1st-4th, 2023.

- Legal Services for LCCC RFP

The College's contract for legal services will end in June 2023. An RFP will be put on the street in mid-March. In the past, there have always been a couple of Trustees on the review committee along with key staff members.

4. WORK ITEMS

- [Board Room Renovation Design Update](#) – Britt Morgan, Vice President at Plan One Architects

Furniture samples were supplied for everyone to try. The plan for the project is to go out for bid in December, and begin renovations in January.

- [Diversity Statement](#) – Dr. Melissa Stutz, Senior Vice President of Student Services, Zeke Sorensen, Coordinator, Student Engagement and Diversity

5. APPROVAL ITEMS

- [Naming Tribute – Blue Federal Credit Union](#) – Lisa Trimble, Vice President of Advancement

Staff Recommendation: That the Board of Trustees approves the naming of the Recreational and Athletics Complex, the Blue FCU Recreation & Athletics Complex.

Blue Federal Credit Union has had a long history in the community, and has helped many individuals. The mission and purpose of LCCC and Blue FCU are very aligned, and there is great synergy and a natural progression of the work done together.

Pending approval of the naming opportunity, there will be a press conference held on Tuesday, November 29th. It will be open to the campus and the community. More information to come!

Trustee Erickson moved and Trustee Thompson seconded,

MOTION: That the Board of Trustees approves the naming of the Recreational and Athletics Complex, the Blue FCU Recreation & Athletics Complex.

DISCUSSION: None

MOTION CARRIED unanimously.

6. BOARD REPORTS

A. Board Committee Reports – Board Chairman Wendy Soto

- i. ACCT Leadership Congress 2022 Report – Board Chairman Wendy Soto, Board Vice Chairman Bob Salazar, Trustees Janine Thompson, Brenda Lyttle, and Jess Ketcham

Trustee Soto – One of the programs Trustee Soto attended was about what we can do to amplify single mothers' voices in learners' pathways. There was a program specifically designed for single parents, but mainly single mothers. This program helped them find resources and training for the group, and it was also a gathering place for the students. Single parents need a support system to be successful, and this center was a place they could gather, network and establish friendships. It reminded Trustee Soto of the First-Generation program that LCCC has in place.

Trustee Thompson – Trustee Thompson attended a session called 'Leveraging Board Member Connections', and it was about governance policy. She is really interested in looking at the Board of Trustee policies again, many of which were written 10 years ago. She would like to open the conversation to examine each policy. Another session she attended was called 'Timely MD', and it had to do with mental health issues and challenges that community colleges face.

Trustee Salazar – Trustee Salazar attended a session called 'Growing Talent from Within', and it is important to be thinking about talent development within an institution and presidential succession. The session called 'Building the Bench' was about how to get Millennials, Gen Z and Gen Y to run and become board members and run for office. The idea of mentorship is important when it comes to new membership, and should be implemented where possible.

Trustee Ketcham – Trustee Ketcham attended 'Growing Talent from Within' with Trustee Salazar, and he thought it was more about growing leadership within a Campus, rather than plans for presidential succession. He also learned more about the Trustees getting more involved with ACCT at the National level, especially since the Aspen Prize is part of the College's Strategic Plan.

Trustee Lyttle – This is the last National meeting Trustee Lyttle attended as the Wyoming State Coordinator. There was the election of new officers and members of the National ACCT Board. Erin Kilwright from Sheridan College will be replacing Brenda as the Wyoming State Coordinator. She will be a great addition! The 2023 Legislative Summit will be in February, and this is a great place to find out what the National agenda is for our legislators. Having a student there to meet with Congresspeople is so important, and Mr. Raeth Tolman would be a great addition to Trustee Erickson's attendance in February.

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

The Support Funding Committee has done a great job supporting WACCT. This committee will be dissolved as of Wednesday, November 16th.

iii. Facilities and Finance Committee Report (November 16th Meeting) – Trustee Erickson, Trustee Thompson

- [Current and Auxiliary Fund Balance Sheet Reports as of October 2022](#)
- [Current and Auxiliary Fund Budget Reports as of October 2022](#)
- [Contract and Procurement Reports as of October 2022](#)
- [Enrollment Summary](#)

Trustee Thompson moved and Trustee Erickson seconded,

MOTION: That the Board of Trustees approves the following:

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

DISCUSSION: None

MOTION CARRIED unanimously.

7. EX OFFICIO TRUSTEE UPDATES

- Laramie Campus Advisory Board Ex Officio Trustee – Mr. Todd Feezer

Mr. Feezer is currently in Hawaii, and his first meeting will be in December.

- Student Ex Officio Trustee – Mr. Raeth Tolman

Raeth Tolman is the President of SGA. SGA is trying to build up numbers in student government, so it's been tough to get the ball rolling on different projects. The main focus this year will be student engagement, and involvement on Campus. They have had a few people come talk to student government about feedback for online courses. Some students feel they do not have face-to-face options in their program, for example the Education program. Mr. Tolman will gather some more information on this, bring it to Dr. Schaffer and bring an update to the next Board meeting.

8. NEW BUSINESS – Board Chairman Wendy Soto

- Appointment of Nominating Committee

Trustee Soto is appointing Trustee Ketcham and Trustee Merrell to serve on this committee.

- 2022 Board Self Evaluation

Trustee Soto, Trustee Salazar and Trustee Merrell will serve on this committee.

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

- College Closed – Thanksgiving Break – November 23rd-25th
- Joint LCCC Board and LCSD#1 Board Gathering – Thursday, December 1st - CCI 129/130
- Holiday Celebration – December 2nd – Clay Pathfinder Building
- Board Meeting – December 7th – CCC 128

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

- Recognition of Outgoing Board Members – Board Chairman, Wendy Soto and President Joe Schaffer

Thank you, Trustee Lyttle, for your 16 years of loyal service to LCCC!

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. ADJOURNMENT of the November 16th, 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 November 16th, 2022, Board of Trustees meeting.

DISCUSSION: None

MOTION CARRIED unanimously, and Chairman Wendy Soto adjourned the Board meeting at 9:17 p.m.

Respectfully submitted,
Alexa Temte
Board Recording Secretary