

BOARD MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, SEPTEMBER 21<sup>st</sup>, 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 (Zoom), Trustees Jess Ketcham, and Brenda Lyttle; Legal Counsel Tara Nethercott

Board Excused: Trustee Carol Merrell

Staff Present: President Joe Schaffer; Administrators Senior Vice Presidents Kari Brown-Herbst, Rick Johnson, and Melissa Stutz, and Vice Presidents Lisa Trimble, Dustin Eicke, and Nancy Olson; Faculty and Staff Linda Herget, Nick Colsch, Kimberly Freimuth, Sheridan Hanson, Justin Gorman, Stacy Maestas, Trista Wood, Mark Puev, Sarah Smith, Danielle Adams, and Melissa Gallant

Visitors: Don Day, Kathy Mawford, Barry Sims, Mary Garland, Sam Weinstein, Sandra Surbrugg, Larry Walters, Donnie Heiduck, Jera Likely, Stig Hallingbye, Jeff Collins, Dershie Barber, Del Lummis, Jeri Griego, Billie Addleman, Ed Mosher, Edie Mosher, Ray Angel, and Amanda Angel

**Dinner Work Item**  
**Clay Pathfinder Building (PF), Room 109**  
**Dinner at 5:30 p.m. and Work Item at 6:00 p.m.**

1. **JOINT DINNER WITH THE LCCC FOUNDATION BOARD** - Clay Pathfinder Building (PF), Room 108 – *Dinner will be catered*
  - a. [FY23-25 Development Priorities](#) – President Schaffer
  - b. [Foundation Update & Progress on Development Priorities](#) – Lisa Trimble, Vice President of Advancement

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

1. **CALL TO ORDER** of the September 21, 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 September 21<sup>st</sup>, 2022, Board Meeting of the Laramie County Community College District Board of Trustees at 7:22 p.m.

1. **MINUTES** – Approval of the [July 20<sup>th</sup>, 2022 Meeting Minutes](#), [August 17<sup>th</sup>, 2022 Board Retreat Minutes](#), and [August 25<sup>th</sup> Special Board Meeting Minutes](#) – Board Chairman Wendy Soto

Trustee Ketcham moved and Vice Chairman Salazar seconded,

**MOTION:** That the Board of Trustees approves the July 20<sup>th</sup>, 2022 Meeting Minutes, August 17<sup>th</sup>, 2022 Board Retreat Minutes, and August 25<sup>th</sup> Special Board Meeting Minutes as written.

**DISCUSSION:** Trustee Erickson would like to amend the July 20<sup>th</sup>, 2022 Meeting minutes. Under the Board Reports for the WACCT Meeting Update agenda item, he would like to strike the phrase “such as four mills to eight mills” as this was referring to the conversation of five mills going from four years to eight years.

Trustee Erickson moved and Trustee Ketcham seconded,

**MOTION:** That the July 20<sup>th</sup>, 2022 Meeting minutes are amended to remove the phrase “such as four mills to eight mills” under the Board Reports, WACCT Meeting Update agenda item.

**MOTION CARRIED** unanimously.

## 2. REPORTS TO THE BOARD

### A. Staff Senate – Vice President Melissa Gallant

Staff Senate met once since the semester started and welcomed seven new staff members in August! They are planning for their annual crockpot cookoff scheduled for Friday, October 7<sup>th</sup> at 11:30 a.m. to 1:00 p.m. in CCI 130. This is a fundraiser for the Randy B. Miller scholarship. Additionally, they are working on goals for next academic year and for their annual retreat in June. They will have the holiday door decorating contest and may be reaching out to Trustees to help judge.

### B. Faculty Senate – President Nick Colsch

Faculty Senate is working on a Professional Clothing Closet for students. They received Cabinet approval and secured three rooms to use as storage and dressing rooms. They will be reaching out to companies next week for clothing drives and donations. They’re also working on establishing a list of committees to track service to the College for new faculty to find ways to connect.

Congratulations to Mr. Ed Mosher for Emeritus status!

### C. [Construction Updates](#) – Rick Johnson, Senior Vice President of Administration and Finance

**Greenway Connector:** The tunnel went in under College Drive and the College has an obligation to connect the greenway from the tunnel. The west entrance will be closed during this time and should be complete by mid-October.

**Autobody/Auto Tech:** Complete and within budget!

**Advanced Manufacturing:** Well under way! They are experiencing supply chain issues, particularly with glass and fan coil units. This will now complete by the end of January. Reminder, Manufacturing Day is October 7<sup>th</sup>!

**Clay Pathfinder Building Renovation:** This project is out for bid for the second time, and all bids will be in by next Friday. They still plan to start this project January 23<sup>rd</sup> and complete in early May.

**Board Room Renovation:** Design work is well under way! Board Chairman Wendy Soto and Vice Chairman Bob Salazar have agreed to sit on the design committee with several others from the College. Design work will take a couple weeks and then will go out to bid in November/December.

**Recreation and Athletics Complex (RAC):** Originally, they planned to have the Guaranteed Maximum Price (GMP) by the contractor last Friday and would be brought to the Board of Trustees for final approval tonight. However, the estimated GMP was not confirmed because of issues with the mechanical subcontractor. They still plan to have a GMP by this Friday and will schedule a special board meeting for the Board's final approval. They will launch the project November 1<sup>st</sup>.

The linked document highlights the totality of the exterior renewal plan.

### **3. PRESIDENT'S REPORT**

#### **A. Introduction of New Vice Presidents at LCCC**

##### **Nancy Olson – Vice President of Human Resources:**

Nancy Olson is the Chief Human Resources Officer/Affirmative Action Officer at Southwest Minnesota State University (SMSU), starting her appointment in September 2015. She received her Bachelors of Science degree in Management from the University of Wyoming and Masters of Art in Organizational Management (HR emphasis) from Ashford University. Nancy is currently serving as a member of the system-wide Workday implementation on both the core human resources and talent management teams and is a member of the transition management team for the SMSU campus. Prior to her position at SMSU, Nancy was employed at the University of Wyoming (UW) Human Resources Department for over 16 years mainly in Talent Management along with employee relations. During her time at UW, she was instrumental on transitioning the application process from paper to online for both student and staff employment. During her time at UW, Nancy was active member in both Rocky Mountain CUPA-HR and Frontier Human Resources Association.

##### **Dustin Eicke – Vice President of Performance and Planning:**

Dustin Eicke, PhD has been a higher education professional for just over a decade. He has taught at various universities, primarily in the area of criminology. Additionally, Dr. Eicke has experience as a department chair and as an institutional statistical consultant at Texas Tech University (TTU). He earned his PhD in Higher Education Research from TTU and currently serves as the Director of Institutional Research at WNCC in Scottsbluff, NE.

#### **B. August 26<sup>th</sup> Wyoming Community College Commission (WCCC) Special Meeting Update**

The meeting was held at Central Wyoming College in Torrington. They prioritized and advanced a handful of supplemental budget requests. The first being additional state aid for employee compensation for a total of \$4.5 million for the community colleges. The second request, funding for the enterprise resource system (Colleague), may be denied as they will extend the current contract with Colleague for another four years. Lastly, they've asked for funds to help the capitol construction process and data system get up to speed.

C. October 19<sup>th</sup> Board Meeting and Rural Guided Pathways Reception

There will be a Rural Guided Pathways Institute in Cheyenne October 19<sup>th</sup>-21<sup>st</sup>. LCCC is not associated with this effort. Because of relationships LCCC has built over the years, the institute was looking for a rural community to hold a Guided Pathways event, and decided Cheyenne was the best location due to the rural nature, location to DIA, etc. There will be 160 senior individuals from 16 different community colleges all over the nation attending this event. Additionally, the Aspen Institute will be bringing some of their senior team as well as college CEO's they're working with. Events are hosted at Little America and they have invited the Board of Trustees to attend the opening reception on the evening of Wednesday, October 19<sup>th</sup>. After the reception, the Trustees will be holding their meeting at Little America. More details to come!

D. Wyoming Innovation Partnership (WIP) Update

The WIP held their retreat at the end of August. The primary focus of this retreat was reporting on progress on Phase I activities and discussion about Phase II. The Governor has awarded WIP \$27 million for Phase I and has another \$27 million at his disposal if they can come up with an appropriate Phase II plan. They did hire a new Executive Director to oversee WIP, Lauren Schoenfeld, who is currently a county commissioner in Sweetwater County.

#### 4. WORK ITEMS

- A. [Alternative Work Arrangements Presentation](#) and [DRAFT Policy](#) – President Joe Schaffer, Nancy Olson, Vice President of Human Resources, and Jesse Begin, Senior HR Generalist

Jesse Begin walked through the linked presentation.

Faculty Senate President, Nick Colsh, shared Faculty Senate would support a flexible work arrangement as it could help improve efficiencies.

Staff Senate Vice President, Melissa Gallant, shared a written statement of Staff Senate's support for a flexible work arrangement:

*"Staff Senate is in support of a policy for alternative work arrangements. We believe that not having a policy like this in place has been a detriment to the College and a disadvantage to us as employees. Goal number four of the strategic plan is to continue to cultivate an environment intentionally designed where employees can do the best work of their lives. Having a strong alternative work arrangement policy in place will assist us in achieving that goal and will help the College recruit and retain the best of the best so that we will become the preferred employer of choice in the region."*

The Board of Trustees agreed to move this policy through the policy/procedure creation process. This process includes President's Cabinet 1<sup>st</sup> Reading, Consultative Feedback, President's Cabinet 2<sup>nd</sup> Reading, College Council, and then back to the Trustees for 1<sup>st</sup> and 2<sup>nd</sup> Readings.

- B. [Annual Institutional Effectiveness Report](#) – President Joe Schaffer, Sarah Smith, Director of Institutional Research

President Schaffer walked through the linked presentation.

Items to note from the presentation:

- High School Graduate Trends: States in blue are those with the greater loss of high school graduates. The darker orange/red signals an increase in the number of high school graduates.
- The biggest competition to the College is the private sector/work place.
- Success After Transfer: Pre-pandemic, the rates of students transferring and completing a baccalaureate degree was high, which could mean the programs are better aligned.

## 5. APPROVAL ITEMS

- A. [Emeritus Designation – Mr. Ed Mosher](#) – President Joe Schaffer, Senior Vice President of Academic Affairs, Dr. Kari Brown-Herbst

**Staff Recommendation:** That the Board of Trustees approves the award of emeritus designation on Ed Mosher for his years of service and contributions to LCCC and the community at large. Upon approval, he will be honored with the title of Faculty Emeritus at LCCC.

*This agenda item was moved to the beginning of the meeting.*

President Schaffer and Dr. Brown-Herbst made a quick introduction of Mr. Ed Mosher and his nomination for Faculty Emeritus status of Laramie County Community College. The status is granted under the [Emeritus Designation Policy and Procedure](#).

Several Trustees, staff, faculty, and meeting attendees shared memorable remarks of Mr. Mosher's impact during his time at the College.

Mr. Mosher accepted the nomination and thanked the Trustees, staff, faculty, friends, and family for their support.

Trustee Lytle moved and Trustee Erickson seconded,

**MOTION:** That the Board of Trustees approves the award of emeritus designation on Ed Mosher for his years of service and contributions to LCCC and the community at large. Upon approval, he will be honored with the title of Faculty Emeritus at LCCC.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

## 6. BOARD REPORTS

- A. Board Committee Reports – Board Chairman Wendy Soto
- August 26<sup>th</sup> Wyoming Community College Commission (WCCC) Special Meeting Update – Trustee Erickson and Trustee Salazar

Trustee Erickson noted that President Schaffer covered the meeting quite adequately in his President's Report.

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

The Support Funding Committee did not meet today.

- iii. Emeritus Committee Report – Board Chairman Wendy Soto

In the past year, the Emeritus Committee worked to revise the [Emeritus Policy](#) so that Emeritus status is now available to historic employees. The committee met this past week and created a list of individuals who they believe are deserving of Emeritus status. They are going to select a few from the list and send to Human Resources to confirm basic information. The committee will bring forth nominations if there are no other nominations submitted.

- iv. Facilities and Finance Committee Report (September 21<sup>st</sup> Meeting) – Trustee Erickson, Trustee Thompson

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

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

## **7. NEW BUSINESS** – Board Chairman Wendy Soto

No new business.

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

- Board Meeting – October 19<sup>th</sup> – Little America, more details to come!
- General Election – November 8<sup>th</sup>

## **9. PUBLIC COMMENT** (Public comment may be made on anything not on the agenda. Comments will be limited to five minutes.) – Board Chairman Wendy Soto

Mr. Ray Angel sent a letter to the Board of Trustees prior to their meeting. He is saddened that he has to use this platform to resolve this problem. He is advocating to remain a nursing student at the College and has requested a religious waiver for the COVID-19 vaccination. The current nursing program policy states that clinical sites require the COVID-19 vaccination and are no longer accepting waivers or exemptions. He shared his history in the nursing program. He did not pass his third semester due to severe test anxiety, in which he is seeking help. During that third semester, he did have a waiver, but after reapplying and being accepted, the

policy states he will need to receive the COVID-19 vaccination in order to remain a student at the College. He noted that all other Health Science programs state they will accept waivers and exemptions. He is asking why these policies are different and has been denied the waiver. He has not received a response from Director Bowen or the Dean of Health Sciences. He would like to see leadership in programs advocating for their students instead of letting external facilities dictate policy. He strongly encourages the Board of Trustees to advocate for change in the policy or apply rules fairly across the programs.

Mrs. Amanda Angel shared she has 22 years of healthcare experience and noted her husband, Mr. Angel, has worked really hard to get to where he's at and now new barriers are being presented. They are not willing to compromise their beliefs. In her research, she found that all colleges within a 90-mile radius provide religious and medical exemptions for vaccinations. She repeated Director Bowen's statement from an email to Mr. Angel, "our clinical facilities now require students to be fully vaccinated and cease to accept exemptions, religious or medical, for students." Mrs. Angel noted that all clinical sites have to follow federal and state law and allow exemptions for students and employees. In review of policies, she stated that three different policies she found are conflicting. She shared the number of LCCC nursing students employed in the community, the current nursing shortages, and the amount of nursing positions open in Laramie County, the College should not be turning nursing students away. Lastly, she shared that their daughter wants to be a nurse and would like to come the program at LCCC. However, it may not be an option for her if this policy stays in place.

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

No updates.

**11. ADJOURNMENT** of the September 21<sup>st</sup>, 2022 Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Wendy Soto

Trustee Ketcham moved and Vice Chairman Salazar seconded,

**MOTION:** That the Board of Trustees adjourns the September 21<sup>st</sup>, 2022, Board meeting.

**DISCUSSION:** None

**MOTION CARRIED** unanimously, and Chairman Wendy Soto adjourned the Board meeting at 9:31 p.m.

Respectfully submitted,  
Dallas Bacon  
Board Recording Secretary