

MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE
DISTRICT BOARD RETREAT, STATE OF WYOMING, HELD JANUARY 7, 2022, COMMUNITY
COLLEGE CENTER 128, LARAMIE COUNTY COMMUNITY COLLEGE

Board Present: Board Chairman Wendy Soto, Vice Chair Bob Salazar, Treasurer Don Erickson, Secretary Janine Thompson, Trustees Brenda Lyttle (Zoom), Carol Merrell, and Jess Ketcham, Legal Counsel Tara Nethercott, and Student Ex Officio Jameson Beckwith (Zoom)

Staff Present: President Joe Schaffer, Vice Presidents Rick Johnson, Melissa Stutz, Kari Brown-Herbst; Faculty and Staff Bill Zink, Beth Storer, Stacy Maestas

Visitors: Dan Odasz (President of Plan One), Sally Means (Architect at By Architectural Means)

WORK AGENDA

1. CALL TO ORDER - Board Chair Wendy Soto

Board Chair Wendy Soto called to order the January 7, 2022, Board Retreat at 12:30 p.m.

2. MINUTES – The December 1, 2021 Board Minutes will be approved at the February 16, 2022 Meeting.

3. WORK ITEMS

A. [Campus Master Plan](#) – 1st Reading – Rick Johnson, Vice President of Administration and Finance, Dan Odasz, President of Plan One Architects

Vice President Rick Johnson introduced Mr. Odasz and his colleague from the Cheyenne office and noted that Plan One Architect is a new architect firm being used by the College. Plan One has offices in Cody, Cheyenne, and Rock Springs.

The Board of Trustees were presented the 1st reading of the Campus Master Plan. They were also provided an agenda, a schedule of tasks that Mr. Odasz was asked to perform during the Master Plan update, a campus map of buildings or projects that were touched during the Master Plan, along with a hard copy of the presentation. Mr. Odasz walked through the linked presentation.

Additional information from the presentation include:

- Per State Statute, the College is required to update their Master Plan every five years.
- On the Task Schedule, new projects are in red, remodel projects are in the blue, and campus wide projects are in green. All tasks have been completed. They are building the final executive summary and a report with appendices that includes all the information in the next few weeks.
- Martin/Martin completed the campus wide parking analysis, along with an analysis of the condition of the parking lots, and identified new parking areas that could be developed in the future. Additionally, they designed three parking lot repair expansion projects, and performed a site assessment. The report will be added to the appendix as well.
- STUDIOPLAATS out of Fort Collins performed a campus wide landscape assessment. Overall, they believe the College is moving in a good direction in regards to landscaping.
- Martin/Martin performed a structural site assessment.
- Several teams performed an architectural/mechanical/electrical/plumbing building condition

assessment.

- A technology specialist out of Fort Collins, TCS, worked with Chad Marley to develop a set of IT standards.
- Vice President Rick Johnson noted that current storage space on campus is minimal and they are having to temporarily repurpose space in the Auto Tech building. Looking for a future storage option is ideal within the Master Plan.
- Plan One added additional costs to account for the College Drive road adjustment and how that affects the loop road on campus.
- The College has been working with Wyoming Game and Fish and the Laramie County Water District to look at the North Pond and the West Pond to better utilize those areas for community recreation. However, this is not part of the Campus Master Plan. The Board of Trustees would like to get an update on this project at their next meeting.

This will come back for the Board of Trustees' 2nd reading and approval at the February meeting.

B. [Children's Discovery Center \(CDC\) Level II Design](#) – 1st Reading - Rick Johnson, Vice President of Administration and Finance, Sallie Means, Architect at By Architectural Means

Vice President Rick Johnson introduced Sallie Means.

President Schaffer noted that the Campus Master Plan involves items tied to academic planning and strategic planning. The CDC conversations started around budget reductions last fall when discussions of scaling back took place. Last fall, they were discussing how the profitability of the infant rooms, specifically, haven't recouped due to the low number of students. This led to Vice President Rick Johnson and his team to do a comprehensive analysis looking at the size and current configuration of the CDC. They recognized the way it's configured and the space limitations hinders the ability to get to a threshold of economic return to be financially viable. This was the first nudge to scale back and offer less as a way to stay within the budget. Additionally, the demand and need for quality early childhood education coming out of the pandemic started to percolate as seen in the infrastructure bill that has passed in Washington, D.C. Because of these conversations, the College now has access to GEER funding in the Governor's office, and other funds that could come through the legislative process, that could assist with some of these challenges and expand the early childhood education program.

The Board of Trustees were presented the 1st reading of the Children's Discovery Center (CDC) Level II Design. Ms. Means walked through the linked presentation.

Additional information from the presentation include:

- Trustee Thompson was part of the Planning Advisory Committee.
- Staff and parents developed a "Kit of Spaces" during their hands-on planning activity.
- They have worked with Martin/Martin to assist with civil site plans.
- They also worked with a consultant to develop the cost projections.
- After a poll was sent to parents, Reign and Grace were the top options.

This will come back for the Board of Trustees' 2nd reading and approval at the February meeting.

RETREAT AGENDA

4. **STRATEGIC ENROLLMENT MANAGEMENT (SEM) PLANNING UPDATE** – Dr. Melissa Stutz, Vice President of Student Services
 - A. [SEM Overview](#)
 - B. [Key Enrollment Performance Indicators](#)
 - C. [SEM Project Charter](#)

Dr. Melissa Stutz walked through the linked SEM Overview, along with the Key Enrollment Performance Indicators document, for the Board of Trustees.

Additional information from the presentation include:

- The Key Performance Indicators are the ones the committee chose. This does not mean that the SEM plan will address every single one of them.
- Each subcommittee is to come up with three goals. They will be analyzing the data and looking at what's most important to the SEM plan with regards to the indicators.
- Dr. Stutz will present an update of the plan and then once each semester.
- The plan will be a living document that will be continually updated.

5. BOARD SELF-EVALUATION

- A. [Self-Evaluation Summary Results](#) and [Ranking](#) – Board Vice Chair Bob Salazar, President Schaffer

Board Vice Chair Salazar gave an overview of the linked self-evaluation results and rankings. This is a change of what's been done in the past in regards to self-evaluation and required a little more deeper thinking.

Trustees discussed which questions/answers stood out to them or resonated with them the most. One answer that deemed much discussion was on question three regarding the Delegation of Authority Policy 1.1.7. Trustee Lyttle suggested having a training on this policy at a public meeting as a training for the Trustees, employees of the College, and members of the public. Additionally, Ms. Nethercott holds a Trustee Governance training every year, in which all Trustees should be encouraged to attend. She suggested to include an annual review of the policies and if there's any that need additional discussion or updates, the Trustees can work with President Schaffer for the process of getting updated. Trustee Lyttle and President Schaffer provided a brief history on how the current policies came to be.

It was suggested to do a mid-year review after hearing the discussion and other Trustees' answers from the retreat.

- B. Discussion – Board Chair Wendy Soto, Board Vice Chair Bob Salazar

Trustee Ketcham would like a Performance Management Presentation for the Board of Trustees on how performance management is conducted at the College.

6. ADJOURNMENT - Board Chair Wendy Soto

Trustee Ketcham moved and Trustee Merrell seconded,

MOTION: That the Board of Trustees adjourns the January 7, 2022 Board Retreat.

DISCUSSION: None

MOTION CARRIED unanimously, and the Board Retreat adjourned at 4:51 p.m., as so moved.

Respectfully Submitted,
Dallas Bacon
Board Recording Secretary