

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, JULY 8, 2019, PETERSEN BOARD ROOM, ADMINISTRATION BUILDING, LARAMIE COUNTY COMMUNITY COLLEGE

Board Present: Board Chairman Jess E. Ketcham, Vice Chairman Wendy Soto, Secretary Bob Salazar, Treasurer Don Erickson, Trustees Brenda Lyttle and Janine Thompson, and ACC Ex Officio Butch Keadle

Board Excused: Trustee Carol Merrell

Staff Present: President Joe Schaffer, Vice Presidents Clark Harris and Melissa Stutz; Associate Vice Presidents Brady Hammond and Lisa Trimble; Executive Director Tammy Maas; Administrators and Professional Staff Nola Rocha, Jayne Myrick, and Bill Zink; and Legal Counsel Tara Nethercott

Visitors: None

Executive Session

6:00 p.m.

1. **CALL TO ORDER** of the July 8, 2019, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Jess Ketcham

Board Chairman Jess Ketcham called to order the July 8, 2019, Board Meeting of the Laramie County Community College District Board of Trustees at 6:02 p.m.

2. **RECESS BOARD MEETING** and Convene an Executive Session to Discuss a Personnel Matter – Board Chairman Jess Ketcham

Trustee Soto moved and Trustee Lyttle seconded,

MOTION: That the Board of Trustees recesses the Board meeting to convene an executive session to discuss a personnel matter.

DISCUSSION: None

MOTION CARRIED unanimously.

Board Chairman Jess Ketcham recessed the Board meeting to conduct an executive session at 6:02 p.m.

3. **RECONVENE BOARD MEETING** – Board Chairman Jess Ketcham

Board Chairman Jess Ketcham reconvened the Board meeting at 7:41 p.m.

4. **ACTION ON EXECUTIVE SESSION** – Board Chairman Jess Ketcham

Trustee Soto moved and Trustee Lyttle seconded,

MOTION: That the Board of Trustees of Laramie County Community College directs Rob Jarosh to finalize Findings of Fact, Conclusions of Law, and Order consistent with the Board's decision to uphold the termination in Case No. 0AH Docket No. 18-098-307, affirming the termination of the employee in question and authorizing Board Chairman Jess Ketcham to sign the Findings of Fact, Conclusions of Law, and Order.

DISCUSSION: None

MOTION CARRIED unanimously.

Annual Public Budget Hearing *7:00 p.m.*

1. RECESS BOARD MEETING to Conduct Annual Public Budget Hearing

Board Chairman Jess Ketcham recessed the Board meeting to conduct the annual public budget hearing at 7:41 p.m.

2. ANNUAL PUBLIC BUDGET HEARING for the FY 2020 Budget – Board Chairman Jess Ketcham

A. STAFF PRESENTATION – President Joe Schaffer and Budget Director Jayne Myrick

- [FY 2020 Budget Revisions Since 1st Reading](#) – President Joe Schaffer

President Schaffer noted the following:

FY 2020 Budget Goals

- The budget's focus is on the College's people with \$1,444,947 allocated for employee compensation, including a two percent COLA, a significant investment in the Compensation and Classification's Phase 2B, market adjustments, performance incentives, employer retirement contributions, and educational advancements. Budget stability and flexibility to manage the unknown was also a focus.
- Guided Pathways' work and academic support will be funded from the One Mill Fund.
- The One Mill Fund increased to \$2 million, almost a million dollar increase.
- Operating expenses were decreased in areas that do not directly impact students.

Revisions – Unrestricted Operating Fund

- Carryover budget was increased from \$450,000 to \$1,368,265.
- Minor changes in salaries and benefits were made due to new hires filling vacancies.
- Changes were made to the FY 2020 Funds Available/Proposed Distribution. One of the changes increased the trustees budget by \$6,000 to cover the increase in WACCT dues.
- A charter bus services' expense of \$152,055 was added under Student Services.
- The net effect of \$130,513 reduced the \$437,037 Operating Reserve to \$306,524.

Revisions – One Mill Fund

- The estimated One Mill revenue was increased from \$1,892,008 to \$1,983,081.
- An operating reserve of \$41,000 was added, as was a carryover budget of \$538,701 to cover the cost of small maintenance projects not completed in FY 2019.

Other changes were made to the Auxiliary Fund, Restricted Fund, Endowment Fund, and Plant Fund. The 2018-2019 Budget columns now reflect the estimated actuals for these funds.

- [FY 2020 Budget](#) – President Joe Schaffer and Budget Director Jayne Myrick

Noting an in-depth presentation of the FY 2020 budget was given to the Board during the May 15th Board meeting, President briefly reviewed the anticipated revenues and their sources and the planned expenditures.

- The College's overall FY 2020 budget is substantially higher—Total Budget = \$90,648,438.
- Local appropriations remained static.
- The College's State appropriations increased, due in part, to an uptick of one-half percent from performance funding.
- An increase in local funds is anticipated, which means an increase in the One Mill and Four Mill funds.
- An increase in tuition and fees is a result of the movement of the tuition cap to 15 credit hours and an increase in tuition from \$94/credit to \$99/credit. The effect of the increase on affordability for students will be of interest.
- 70% of expenditures are invested in the College's employees—2% COLA, Phase 2B of Classification and Compensation Model, and market-based adjustments.

Trustee Erickson stated the budget has been thoroughly reviewed by the Finance and Facilities Committee and by the Board in a special meeting, during which Board questions were answered. He added that although the Finance and Facilities Committee did not have the opportunity to meet on the changes presented this evening, budget revisions are brought forward each year. He added the Board received an excellent review of the specific changes this evening, and he did not have any additional questions.

B. CALL FOR PUBLIC COMMENT/QUESTIONS – Board Chairman Jess Ketcham

Board Chairman Ketcham called for public comment and hearing no requests moved the discussion to the next agenda item.

C. BOARD DISCUSSION – Board Chairman Jess Ketcham

No additional discussion was held.

3. ADJOURNMENT OF THE ANNUAL PUBLIC BUDGET HEARING – Board Chairman Jess Ketcham

Trustee Soto moved and Trustee Lyttle seconded,

MOTION: That the Board of Trustees adjourns the annual public budget hearing.

DISCUSSION: None

MOTION CARRIED unanimously, and Board Chairman Ketcham adjourned the annual public budget hearing at 7:54 p.m., as so moved.

4. RECONVENE BOARD MEETING – Board Chairman Jess Ketcham

Board Chairman Ketcham reconvened the Board meeting at 7:55 p.m.

Board Meeting

Upon Adjournment of the Public Budget Hearing

1. **MINUTES** – Approval of the June 19, 2019, Board Meeting Minutes will take place in August – Board Chairman Jess Ketcham

2. **REPORTS TO THE BOARD**

- A. Staff Senate – Janet Webb, President – No Report
- B. Faculty Senate – President TBD – No Report
- C. Construction Update – Physical Plant Director Bill Zink
 - [ACC1](#), [ACC2](#), [ACC3](#)
 - **EEC (Education & Enrichment Center)** – The final punch list walk through is scheduled for August 2nd. Painting is taking place now; carpet will be installed next week. Mid-August is the target for having everyone moved into their new offices.
 - **Andrikopoulos Business and Technology Building Exterior** – The eyebrow around the building has been removed and holes are being cut into the windows. The interior part of the project is going well and is on time for completion by August 21st, the start of the semester.
 - **Albany County Campus** – The project is on time and on budget. The project's contractor Elk Ridge is doing excellent work and has been a pleasure to work with. Currently, the construction team is laying block, the exterior sheeting is up, the drywall is taped and mudded, and the sprinkler systems are charged in the new additions.
 - **Residence Hall** – This afternoon's storm dropped an inch of rain in about 30 to 40 minutes. The footers being dug were washed out. The additional moisture is requiring the basement to be pumped out every day. The contractor is generating a master schedule, and progress is being made despite the inclement weather.
 - **Fine Arts Building** – Meetings are taking place on a daily basis. The hope is "shovels will be in the ground" by the third week in July. The construction drawings are to be completed by this Thursday.
- D. Pathways Update – Vice President Clark Harris

Vice President Clark Harris stated the Pathways project is going great and that many aspects of the project are moving along really well. He cited general education, noting the priority classes are to be finalized by the end of July. A recent Guided Pathways retreat in a "sprint" format was well-attended and focused on governance structure—maintaining function and project leadership. Another topic was building community for students, faculty, and staff as the seven pathways are built. The discussion did not result in any conclusions. However, President Schaffer was given the charge to bring back a couple of ideas for the group's consideration.

3. **PRESIDENT'S REPORT**

President Schaffer introduced the College's new Vice President of Student Services Dr. Melissa Stutz, who is relocating to Wyoming from Wisconsin. Dr. Stutz stated she is happy to be here and is excited about where the institution is going. She has been in education about 20 years, serving in many different roles and most recently with the University of Wisconsin. Prior to her tenure at the University of Wisconsin, she was employed by Roosevelt University for several years and at McHenry Community College in Illinois, affording her both two-year and four-year college experience. Her "passion" is helping students achieve success in reaching their institutional goals. She cited the Pathways model as the best for doing this.

A. [August Retreat and September, October, November, and December Board Meeting Dates](#)

The Board agreed on the following dates:

- **August 21** (3rd Wednesday) – Board Retreat
- **September 18** (3rd Wednesday) – The LCCC Board and Foundation Board will hold a joint dinner.
- **October 30** (5th Wednesday) – Tentative ELC Visit
- **November 20** (3rd Wednesday) – November 27-29 is Thanksgiving break.
- **December 4** (1st Wednesday) – Board officers are elected consistent with the beginning of their term of office, which is by statute the first day in December.

B. August Board Retreat Agenda Items

The Board suggested the following for the August retreat agenda.

- Warm-up exercise
- Flow of information to and from college employees
- Board's role and expectations
- Items not covered during previous retreat
- Current legal issues – Title IX, investigations, handling conduct issues
- Initiatives out of the last legislature; e.g., Wyoming Works
- Community service within the College
- Equity and gaps in higher education – Will Pathways help close the gap?

President Schaffer asked the trustees to share any additional thoughts with him and/or Board Chairman Jess Ketcham.

C. Agriculture and Arena Master Plan Update

The Ag and Arena master plan is being updated. Some small safety enhancements will be introduced in the arena. These are not as a result of risks or injuries, as the arena facility poses no eminent risk or danger to students or animals.

D. Applied Bachelor's Degree Updates – Advisory Board Meeting July 10th, HLC Workshop July 23rd

Some of the trustees along with a significant number of community members will be attending the advisory board meeting this Thursday. The Commission is to be commended for its work to bring HLC staff to the Commission retreat. Central Wyoming College will be “first one out of the gate” with the introduction of a Tribal Leadership Bachelor of Applied Science program. At LCCC Jeff Shmidl will be leading the applied management side, and Danielle Opp will be his counterpart leading the healthcare administration side.

E. [President's FY19 Self-Evaluation](#)

President Schaffer's self-evaluation is attached for the record.

F. Athletics, Recreation, and Exercise Science – Discussion Added

President Schaffer stated Interim Executive Director of Athletics, Recreation, and Exercise Science Cindy Henning will report directly to him. President Schaffer will hold a meeting tomorrow with Interim Executive Director Henning and department staff to “set the stage” for forthcoming changes. A full slate

of individuals will develop a “Strategic Direction for LCCC Athletics” plan, including Trustees Soto, Salazar, Erickson, Foundation members, and Friends of Golden Eagles Booster Club members. The finalized plan will be brought to the trustees for endorsement.

4. APPROVAL ITEM

A. [FY 2020 Laramie County Community College District Budget](#)

Trustee Erickson moved and Trustee Lyttle seconded,

MOTION: That the Board of Trustees approves the FY 2020 Laramie County Community College District Budget as presented.

DISCUSSION: No additional discussion took place.

MOTION CARRIED unanimously.

5. BOARD REPORTS

A. Board Member Updates – Board Chairman Jess Ketcham (*Standing Agenda Item*)

B. Finance and Facilities Committee (No meeting was held in July.) – Trustees Don Erickson and Janine Thompson

Trustee Erickson suggested the Finance and Facilities Committee hold their next meeting in September, since the Board will not be holding a regular meeting in August.

(POSTSCRIPT TO MINUTES: The next Finance and Facilities Committee meeting will be held September 11th at 11 a.m. in the Administration Conference Room.)

6. EX OFFICIO TRUSTEE UPDATES (*Standing Agenda Item*)

A. ACC Advisory Board Example Officio Trustee – Mr. Butch Keadle

Trustee Keadle reported a meeting will be held on Monday, July 15, with the Albany County School District No. 1 Board to further the effort of establishing a BOCES. Mr. Keadle was cautiously optimistic about the progress to date.

7. NEW BUSINESS – Board Chairman Jess Ketcham

No new business was brought forward.

8. ADDITIONAL ITEMS – Information Only

A. [Board Correspondence – ACSD1](#)

B. [Historical List of Board Motions](#)

9. NEXT MEETINGS/EVENTS

- **August 21** (3rd Wednesday) – Board Retreat
- **September 18** (3rd Wednesday) – The LCCC Board and Foundation Board Dinner and Meeting
- **October 30** (5th Wednesday) – Board Meeting – Tentative ELC Visit
- **November 20** (3rd Wednesday) – Board Meeting
- **December 4** (1st Wednesday) – Board Meeting and Election of Board Officers

- 10. PUBLIC COMMENT** (Public comment may be made on anything not on the agenda. Comments will be limited to five minutes.) – Board Chairman Jess Ketcham

Board Chairman Ketcham called for public comment and heard no requests.

- 11. ADJOURNMENT** of the July 8, 2019, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Jess Ketcham

Trustee Soto moved and Trustee Lyttle seconded,

MOTION: That the Board of Trustees adjourns the July 8, 2019, Board Meeting of the Laramie County Community College District Board of Trustees at 8:29 p.m.

DISCUSSION: None

MOTION CARRIED unanimously.

- 12. EXECUTIVE SESSION** – An executive session may be held to discuss President Schaffer's evaluation.

This discussion was held during the earlier executive session.

Respectfully submitted,

Vicki Boreing
Board Recording Secretary