

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, JUNE 19, 2019, PETERSEN BOARD ROOM, ADMINISTRATION BUILDING, LARAMIE COUNTY COMMUNITY COLLEGE

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

Board Excused: Secretary Bob Salazar

Staff Present: President Joe Schaffer, Vice Presidents Clark Harris and Judy Hay; Associate Vice President Brady Hammond; Executive Director Tammy Maas; Administrator, Faculty and Staff Caitlin Mackenna, Jayne Myrick, Nola Rocha, and Bill Zink, and Legal Counsel Tara Nethercott

Visitors: None

1. **CALL TO ORDER** of the June 19, 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 June 19, 2019, Board Meeting of the Laramie County Community College District Board of Trustees at 6:00 p.m.

2. **RECESS BOARD MEETING AND CONVENE AN EXECUTIVE SESSION TO DISCUSS A PERSONNEL MATTER** – Board Chairman Jess Ketcham

Trustee Lyttle moved and Trustee Soto seconded,

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

DISCUSSION: None

MOTION CARRIED unanimously.

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

Board Chairman Jess Ketcham reconvened the June 19, 2019, Board Meeting at 7:12 p.m.

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

Trustee Soto moved and Trustee Erickson seconded,

MOTION: That the Board of Trustees tables the action until a later date.

DISCUSSION: none

MOTION CARRIED unanimously.

5. **MINUTES** – Approval of the [May 15, 2019, Board Minutes](#) – Board Chairman Jess Ketcham

Trustee Merrell moved and Trustee Lyttle seconded,

MOTION: That the Board of Trustees approves the May 15, 2019, Board Minutes as written.

DISCUSSION: None

MOTION CARRIED unanimously.

6. **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

ACC – The framing is up, the roof is on, and the project is on schedule. Stucco and block work is planned for next week. The September 14th completion date is still good. The ACC will be ready for students by August 15th.

Residence Hall – A check for unstable soil is taking place. This requires drilling down 20 ft. and filling the hole with gravel followed by a soil action test. The drilling will take place 350 times throughout the building site beginning next week. An August 2020 completion date is still intact.

EEC – Sampson Construction crew members out of Albany County have the walls up. Employees should be moving into their respective areas by mid-August. The landscape will be torn up, while a sprinkler system is installed.

Andrikopoulos Business and Technology Building – Sampson Construction was also awarded the contract for the Andrikopoulos Business and Technology Building façade replacement. That project will begin tomorrow, June 20th, with removing the concrete bans around the outside of the building and cutting in windows. The interior work will be completed prior to the start of the fall semester.

Fine Arts Building – Additional re-design has been done that solved numerous budgetary issues and brought the project within budget. Construction drawings will be ready on July 11th, following which the project's full permit will be received. The College has a grading permit, so digging will begin soon.

Director Zink stated for Trustee Lyttle that the only changes made since the last meeting she attended were mechanical on the renovation side, and that the auditorium still has 400 seats.

D. Pathways Update – Vice Presidents Clark Harris and Judy Hay

Vice President Hay reported a Pathways coaching visit will take place next Wednesday and Thursday, June 26th and 27th. Dr. Linda Garcia is the Assistant Director of College Relations at the Center for Community College Student Engagement (CCCSE) and is the College's Pathways coach. She and Nathan Venske, Associate Dean of Student Services from Jackson College in Michigan, will present the latest CCCSE research that includes Growth Mindset (<https://www.ccsse.org/NR2019/Mindset.pdf>) and three other factors that together can make a difference in how and what our students learn, as well as their overall success in their chosen programs. The College plans to infuse the revised COLS 1000 course with these practices and will also encourage faculty and staff across the College to use these to help ensure our students are assisted with the right kinds of encouragement and attitudes, as they engage with faculty and staff across campus.

7. PRESIDENT'S REPORT

President Schaffer gave a presentation on risk and change to 15 future community college presidents in Washington, D.C. at the AACC campus on Monday. While in D.C., he had an opportunity to visit with David Baime, who is the Senior Vice President for Government Relations and Policy Analysis. Senator Enzi and his chief staffers along with his partner Lamar Alexander are leading the work on the Higher Education Reauthorization Act and are interested in having Wyoming assist with the legislative agenda.

A. Student Advising Success & Update

President Schaffer stated Student Success and Planning Director Stephen Crynes and advisors have met their goals evidenced by the student advising survey ratings. The advising focus has been on assessing how their services are impacting students. With that in mind, the survey addressed the areas of Advising Basics (returning calls/emails, availability, and knowledge), Helping (resolving issues and finding resources) and Social (understands and takes interest in the student). The Spring 2019 survey responses show significant improvement over those of Spring 2018 in both the number of student responses and student satisfaction ratings.

B. Update on Applied Bachelor's Degree Planning

The trustees received an invitation to the Bachelor of Applied Science Degree Advisory Board meeting on Wednesday, July 10th, from 7 to 9 a.m., in the Clay Pathfinder Building, Room 409. If more than four trustees attend the meeting, a public meeting notice will need to be published. School of Business, Agriculture, and Technical Studies (BATS) Department Chair and Economics Instructor Jeff Shmidl accepted a three-year interim appointment to manage five Bachelor of Applied Science programs. He will be in charge of developing the curriculum and shepherding the programs through the appropriate accreditation process. Someone will be assigned in Health Sciences to work on the healthcare management and administration component. (POSTSCRIPT TO MINUTES: Danielle Opp was appointed Interim Program Director of Health Sciences AS/BAS degrees.)

At the Commission retreat in Riverton, the president of the Community College Baccalaureate Association and individuals from the HLC shared the steps necessary to process a baccalaureate degree by the community colleges. The HLC staff has interest in working with Wyoming's community colleges this summer to assist in the application process for Bachelor of Applied Science Degree programs. LCCC's target date for the start of the BAS programs is Fall 2020. Central Wyoming College, the only other community college interested in providing baccalaureate programs, may be targeting an earlier start for their BAS program.

C. Vice President Search Updates

President Schaffer recognized retiring Vice President of Student Services Judy Hay for her accomplishments during her tenure and shared his appreciation for her long-term commitment to the College and the success of its students.

The College's new Vice President of Student Services Dr. Melissa Stutz starts next Monday, June 24th. She will have an opportunity to work with Vice President Hay, as their time on campus will overlap. The application period has closed for the Vice President Of Administration And Finance position search. The Administration and Finance staff continue to do great work in the absence of a vice president.

President's Cabinet will hold a retreat off campus on June 25th.

D. June 13th WCCC Meeting – Riverton

The Commission and the community college presidents took the opportunity during the WCCC meeting to say goodbye to presidents Paul Young and Karla Leach. They both have great successors coming on board—Dr. Timothy Dale at WWCC and Dr. Walt Tribley at NWCCD. President Schaffer passed the gauntlet as president of the Presidents' Council to NWC President Stefani Hicswa, whose appointment will begin on July 1st. Assignments to the Commission's various councils that fall under the Commission's purview were also made. The current Wyoming Works programs and student grants for those programs were topics of discussion.

The State Building Commission will meet on July 11th to consider the community colleges' capital construction projects. The Recreation and Athletic Complex will be on that agenda, and President Schaffer plans to be in attendance to support that project. The Commission ranked the community college capital construction projects, creating a priority list by chronological order by date the project was first submitted and then further by year. The rationale is that the longer the projects are in the queue, the higher the construction costs and the greater a building's deterioration. The RAC is priority two in 2019, which equates to priority six in the total list of projects. The total request for community colleges will be between \$25 and \$27 million, which is a fairly small number for a budget session's consideration. The first big test will be what is included in the Governor's proposed budget.

E. August Retreat and Setting Fall Meeting Dates

The Board will decide on their fall meeting dates during their July 8th board meeting.

F. President's Evaluation

President Schaffer asked the Board to please complete the 360 feedback. Those who have not completed this request should have received a reminder. The system generates the feedback but does not show him who has or has not responded. President Schaffer uses the 360 feedback to develop his fiscal year goals.

8. WORK ITEMS

A. [FY 2020 Budget – Trustee Questions](#) – President Joe Schaffer

President Schaffer thanked Comptroller Nola Rocha, Budget Director Jayne Myrick, and Physical Plant Director Bill Zink for their assistance in answering the Board's questions about the FY 2020 Budget and asked the Board for guidance on how to review. Trustee Erickson noted questions one through nine were his. Since the answers were provided to all trustees and linked to the agenda, he did not believe any further review was necessary. Trustee Thompson, however, re-stated her questions, because she wanted to make sure the Board was advised of the answers. In summary, President Schaffer reiterated his answers as follows:

- The College's General Fund (operating dollars) has not been used for major capital construction. In rare circumstances, such as with the Flex-Tech Building's re-routing of the north loop road, monies from the fund balance—the One Mill Fund (not capped) and the reserve account (capped)—were used.

- Leases through the Building Authority do not have a balloon payment. If the Building Authority's investments do well, more funds become available. At this time, the Building Authority has adequate reserves to cover the \$600,000 owed to the College.
- The College's payroll is at 79% of the College's budget. This is common in the service sector and higher education. As a comparison, the State's payroll percentages are at 80% and 90%.

9. APPROVAL ITEMS

A. [FY 2019 Budget Amendment](#) – Budget Director Jayne Myrick, President Joe Schaffer

Trustee Erickson stated the budget amendments were reviewed during the Finance and Facilities Committee meeting held this morning. He asked, though, for the benefit of the other trustees, that Budget Director Myrick identify five amendments being brought forward.

Following her review of the amendments denoted in the linked memo, Trustee Erickson moved and Trustee Thompson seconded,

MOTION: That the Board of Trustees approves the amendments to the FY2019 Annual Budget as presented.

DISCUSSION: None

MOTION CARRIED unanimously.

B. [Consideration of Naming College Spaces](#) – President Joe Schaffer

President Schaffer reviewed the recommendation.

Trustee Merrell moved and Trustee Soto seconded,

MOTION: That the Board of Trustees approves the naming of the Laramie County Community College Auditorium the Surbrugg/Prentice Auditorium.

DISCUSSION: None

MOTION CARRIED unanimously.

C. [Purchase of Assessment Technologies Institute \(ATI\) Services for the Nursing Program](#) – Vice President Clark Harris, Nursing Director Caitlin Mackenna

ATI is a tool that assists students in their first semester with preparation for the RN national licensure exam. LCCC's nursing students have performed slightly above the national average, which is necessary for the College's nursing program to maintain its accreditation. The ATI is also used by faculty in the areas of active learning strategies in the classroom and clinical sites. Student course and program fees are utilized to pay for the ATI services, in lieu of students paying for these services outside of their education cost.

Trustee Lyttle moved and Trustee Merrell seconded,

MOTION: That the Board of Trustees approves the expenditure of \$70,000 for ATI (Assessment Technologies Institute), a national RN licensure exam preparation company. The entire amount is currently available from the nursing budget from course and program fees the students are assessed.

DISCUSSION: None

MOTION CARRIED unanimously.

10. BOARD REPORTS

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

Board members had no updates.

B. June 12th WACCT Meeting – Riverton – Trustees Erickson and Salazar

Each community college will have a \$6,000 increase in their membership fee, increasing that fee from \$14,500 to \$20,500 per year. The community colleges agreed to the increase to provide additional compensation for Executive Director Erin Taylor. An advocacy committee will be established to develop a year-round plan; two community colleges presidents will be included in the committee's membership. The WACCT's fall conference will be held September 24 (icebreaker) and 25 (conference and legislative panel) at Northwest College in Powell. The conference theme is bachelor of applied science degree. The Joint Education Committee will be meeting in Cody on September 26 and 27. The JEC members will be invited to the conference. Trustees may also attend the JEC meeting.

C. Forward Greater Cheyenne Update – Board Chairman Jess Ketcham

No information update had come forward to report.

D. Finance and Facilities Committee (June 19th Meeting) – Trustees Don Erickson and Janine Thompson

The Finance and Facilities Committee was presented with a review of construction projects and the budget amendments. Also noted was the contract for an athletic charter bus with Arrow Bus Company has moved forward. The current bus will be sold. However, the market for used buses will likely only generate about \$20,000 for the bus's sale. The contract will save money in the long haul and help with liability insurance cost.

In addition, Agriculture Program Director Bruce Nisley and Head Rodeo Coach Seth Glause reported on the cost for upgrading the bucking chutes and back pens and asked that the estimated minimal cost of this project at \$60,000 be included in the FY 2020 budget. A rodeo team fundraising account could fund additional cost, if needed.

The Ag/Arena Master Plan will delineate priorities for the facility, the chutes (12 years old), and back pens will likely be the highest priority. Trustee Erickson stated the Finance and Facilities Committee's recommendation is to endorse the project and move it forward. Trustee Thompson noted that Director Nisley and Head Coach Glause went directly to Procurement and Contract Director Jamie Spezzano following the Finance and Facilities Committee meeting to begin the RFP process. Trustee Erickson asked President Schaffer if a motion should be made to include the request in the FY 2020 budget. President Schaffer suggested that in lieu of making a motion to include the request in the FY 2020 budget, that the trustees hear Counsel Tara Nethercott's concerns.

Counsel Nethercott noted the budget request did not follow the proper lines of approval and questioned why the request was being approached differently, adding the approval of a such request should take place only under an extraordinary set of circumstances. Trustee Erickson confirmed the request did not follow the College's policy governing the budget planning process but believed eminent safety expressed by Head Coach Glause necessitates the request's inclusion in the College's next fiscal year budget. Counsel Nethercott cautioned that the way in which the budget request was presented was abnormal, could set a precedent, and could send a message to other entities about how they might seek funding outside of the proper procedure for doing so. President Schaffer explained for Trustee Soto the consideration of one-time requests is part of the annual budget's comprehensive process that includes the Budget Resource Allocation Committee's review and scoring of the these requests. The process produces a prioritized list for funding consideration that is further reviewed by College Council, who recommend for President's Cabinet which projects should be funded. The prioritization recommendation then goes to President's Cabinet to assist in framing their funding decisions based on funding available and the budget's strategic emphasis for the year. The one-time expenditures approved during the budget building process (mostly over \$60,000) are included in the budget book under Planned Expenditures. He explained further that requests over \$60,000 that come forward after the College's budget has been approved are typically due to extenuating circumstances. These are brought to the Board by him after the request has been fully vetted, so that he can speak in favor of the request. He added that he is very cognizant of the legal issues to which Counsel Nethercott referred. He went on record stating he does not believe the trustees were circumventing the process but rather the College has some well-meaning and enterprising employees who have leveraged their relationships to try to move this project forward outside of the full budget process. He stated further that he shared this message with these employees, who he believes have a genuine concern for the ag facility's needs. President Schaffer also shared his concern for the precedent, equity, and legal issues that would occur with the project's inclusion in the FY 2020 budget through this abnormal process. He advised that should the trustees decide to include this project in the FY 2020 budget they will be asked to approve on July 8th that the One Mill Fund has an adequate reserve to cover the cost of this project. Any cost incurred over the \$60,000 would have to come out of the department's fundraising accounts. Therefore, the question is should the budget include this project in the list of planned projects over \$60,000. In response to Trustee Erickson's previous question about whether he should make a motion to build this request into the FY 2020 budget, he stated that would be the Board's prerogative. Board Chairman Ketcham clarified no request was made for funding by Director Nisley and Head Coach Seth Glause. Trustee Lyttle said she was uncomfortable with a funding recommendation not going through President Schaffer and also expressed her concern that a request coming forward outside of policy could set precedent for seeking funding outside of the College's process. President Schaffer stated had the request been routed through the proper process he was fairly certain that he would have brought the same recommendation that was presented by Trustee Erickson. The process is what generated the caution advised by Counsel Nethercott. At this point in the discussion, President Schaffer suggested that in lieu of including the request's funding in the soon-to-be approved FY 2020 budget, that an RFP for the project be generated, and a recommendation be brought to the Board for funding the project based on the RFP responses.

Counsel Nethercott advised that if student safety is the impetus, then pursuit of a more immediate approach for funding the request should be pursued. She added that a discussion to assure this does not happen again should follow.

President Schaffer stated funding for an Ag complex strategic plan is included in the FY 2020 budget because of the facility's challenges already identified. He added that at no time during the facility's assessment were assertions of student endangerment reported. He also noted that he has received no reports of students being injured due to the condition of the chutes. Board Chairman Ketcham stated for

Counsel Nethercott that no activity will be taking place in the bucking chutes this summer to which Counsel Nethercott then asked how she should advise the trustees. Trustee Erickson stated that given the extensive discussion and concerns expressed by other trustees, President Schaffer, and Counsel Nethercott, that he withdraws the Finance and Facilities Committee's recommendation he brought forward at the onset of the discussion. The trustees stated the chutes should not be used, and that was her advice, regardless of any decision on a financial expenditure. With that, President Schaffer stated the safety of the chutes will be further examined. Referring to the document distributed at the Finance and Facilities Committee meeting, President Schaffer stated the information presented that suggests the use of the facilities is inherently dangerous at that time is not based on an expert opinion. He added that the memo's language is a strategic use of rhetoric to encourage expeditious funding of the project. He also pointed out activities are planned through the end of July that will be utilizing the chutes (includes Cheyenne Frontier Days), and that these activities will take place prior to the recommended time of redoing the chutes in August. He suggested again that an RFP be generated and from the responses to that RFP, he could do three things: (1) include the project in the Ag master plan, because further examination shows the project can wait but will emerge later, (2) bring a recommendation to the Board during their July 8th meeting for using One Mill reserve funds to repair the chutes, so that the project can move forward in August, and (3) all operations are shut down because information garnered shows eminent danger exists for students and livestock, and a means for addressing the situation is immediately determined. The trustees asked President Schaffer to have the chutes examined by experts as to the safety of their use. President Schaffer stated he would have that done immediately. Counsel Nethercott then stated this is acceptable, because a decision will be made based on evidence; i.e., student safety as the priority and not finance. She noted further that this process will bring a recommendation to the Board through the proper chain of command with the necessary information pertaining to student and animal safety and integrity for the Board's consideration.

Trustee Erickson moved and Trustee Thompson seconded,

MOTION: That the Board of Trustees accepts and approves the following items:

- 1) [Current and Auxiliary Fund Balance Sheet Reports as of May 2019](#)
- 2) [Current and Auxiliary Fund Budget Reports as of May 2019](#)
- 3) [Procurement and Contracting Report May 2019](#)

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

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

Ex Officio Trustee Keadle told the Board little progress has been made on a BOCES and plans are to revisit the strategies for moving this forward in Albany County. Associate Vice President Hammond asked President Schaffer to reach out to the ACSD1 superintendent and the school district's board chair. President Schaffer will follow up on this request.

Associate Vice President Hammond reported that work continues on fermentation and distilleries' programming. Some law, licensure, and location complications are being further researched. Counsel Nethercott is assisting in the research of law practices dedicated to this nuance. The culinary project is moving forward. Laramie High School has professional grade equipment. Dr. Hammond will be attending the College of Business retreat at UW tomorrow, Thursday, June 20th. Hospitality programming and maximizing resources will be his focus.

B. Student Ex Officio Trustee – Mr. Austin Babcock – No report in the summer

12. NEW BUSINESS – Board Chairman Jess Ketcham

13. ADDITIONAL ITEMS – Information Only – Board Chairman Jess Ketcham

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

14. NEXT MEETINGS/EVENTS – See Google Calendar for details.

- July 8 (Monday) – Board Meeting – Budget Approval – An executive session to discuss President Schaffer’s evaluation will be held at 6 p.m. with dinner.

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

No request for public comment was made.

16. ADJOURNMENT of the June 19, 2019, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Jess Ketcham

Board Chairman Jess Ketcham moved and Trustee Merrell seconded,

MOTION: That the Board of Trustees adjourns the June 19, 2019, Board Meeting of the Laramie County Community College District Board of Trustees.

DISCUSSION: None

MOTION CARRIED unanimously.

Board Chairman Jess Ketcham adjourned the June 19, 2019, Board Meeting of Laramie County Community College District Board of Trustees at 9:07 p.m., as so moved.

Respectfully submitted,

Vicki Boreing
Board Recording Secretary