

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, FEBRUARY 19, 2020, PETERSEN BOARD ROOM, ADMINISTRATION BUILDING, LARAMIE COUNTY COMMUNITY COLLEGE

Board Present: Vice Chairman Wendy Soto, Secretary Bob Salazar, Treasurer Don Erickson, Trustees Brenda Lyttle, Carol Merrell and Janine Thompson, ACC Ex Officio Butch Keadle (Zoom), and Student Ex Officio Trustee Karyn Forbes

Board Excused: Board Chairman Jess E. Ketcham

Staff Present: President Joe Schaffer, Vice Presidents Kari Brown-Herbst, Rick Johnson, and Melissa Stutz; Associate Vice President Brady Hammond (Zoom); Executive Director Tammy Maas; Administrators, Faculty, and Staff Cindy Henning, Janet Webb, and Rob Van Cleave; and Legal Counsel Tara Nethercott

Visitors: Kathryn Palmer (Wyoming Tribune-Eagle), Laura Dougherty and Jim Beal (Cushing Terrell Architects)

**1. CALL TO ORDER** of the February 19, 2020, Board Meeting of the Laramie County Community College District Board of Trustees – Board Vice Chairman Wendy Soto

Board Vice Chairman Wendy Soto called to order the February 19, 2020, Board Meeting of the Laramie County Community College District Board of Trustees at 6:49 p.m.

**2. MINUTES** – The [December 4, 2019](#), and [January 8, 2020](#), Board Meeting Minutes – Board Vice Chairman Wendy Soto

Trustee Merrell moved and Trustee Lyttle seconded,

**MOTION:** That the Board of Trustees approves the January 8, 2020, Board Minutes as written.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

**3. WORK ITEMS**

A. [Ag Master Plan \(Cushing Terrell Architects\) – 1<sup>st</sup> Reading](#) – Vice President Rick Johnson, Jim Beals and Laura Dougherty (Cushing Terrell Architects)

Highlights presented of the plan's draft included the data gathered, analysis performed, and conclusions drawn. Within these, the process used to gather data, such as visioning and listening sessions with key stakeholders, industry partners, college staff and students, and external advisory groups, was also shared. When asked what should be kept, tossed, and/or created, the responses were consistent across these groups. An assessment of the physical structures along with an examination of the existing mechanical, plumbing, and electrical in those structures resulted in a laundry list of items that should be replaced immediately or over the long-term. In addition, Mr. Beals and Ms. Dougherty along with LCCC staff and faculty toured the CSU facility. Mr. Beals and Ms. Dougherty also toured the facilities in Sheridan and Douglas. Faculty members were familiar with these facilities. Ultimately, the determination was that the buildings are sound and worth preserving.

Current and future enrollments and program needs were used to determine the necessary space for classrooms, indoor and outdoor arenas, and stalls. A potential horticulture program with 120 students (if

maxed out) presented a need for additional space for a greenhouse. The possibility of adding an eventing (equestrian) team would also have specific program needs and space. The latter had not been shared at the time data was being gathered. Some eventing teams are using the Archer Complex. Livestock for current and future programs would need a lot more space and different access paths that would accommodate the growing number of animals and assure no bio concerns would occur with different species utilizing the same access paths. Computer labs, classrooms, and animal labs are under-utilized. The animal labs are not located on campus and are not equipped for maximum utilization. A website at [www.LCCC-aequinemp.com](http://www.LCCC-aequinemp.com) was created for persons to share their input.

Another series of meetings were held with specific user groups—ag, equine, and rodeo. From these meetings, the information garnered determined another indoor arena would be necessary for future growth. The new indoor arena would be located to the north of the Flex-Tech Building where the current outdoor arena resides. The square footages for the two arenas were validated and would be close to the same. Based on the analysis, both arenas would be 100% utilized from day one. As stated before, the site plan provides separation for bio security. The new arena would not have seating like the current arena; it would have a hay storage barn. The number of horse stalls and turn-out pens would be increased to accommodate a multi-use livestock facility necessary for added enrollments and programs. The horse stalls would be both covered and have space for an open run. The site would still provide space for trailer parking and water hookups, a traffic plan of one-way-in and one-way-out, and points of emergency access.

The site's development would take place in three phases of 3 years, 5 years, and 10 years—each would address immediate needs for chutes, programs, and new growth. **Phase I-New Indoor Arena** will be the biggest and will include the new indoor arena, hay storage barn, 2/3's of trailer parking, site drainage, and improved road circulation at a cost of \$39.8 million. One of the big issues is ground water and sub-surface in the current arena. Monies have been allocated to deal with this. The new arena will take some of the pressure off the existing arena. **Phase II-New Multi-use Livestock Facility** would be about stimulating ag growth in the current programs and include a new multi-use livestock facility, new entry and student lounge, and 52 new horse stalls and pens, 22 new trailer parking stalls, 27 new parking stalls, and 29 replacement parking stalls—cost \$11.8 million. **Phase III-New Horticulture Program** would locate the horticulture program's greenhouse and parking on the east end of the complex near the multi-use livestock facility—cost \$6.6 million. The College's long-range master plan was used to determine the location of the buildings. The Ag plan fits into the priorities of that long-range plan. A 6% per year escalation in costs is projected for Phase I; 5% per year for Phase II; and 3.5% per year for Phase III. Maintenance costs in the report include what has been deferred and what needs replaced with respect to the current facility. These are not ongoing maintenance costs. The current arena's construction consists of pre-cast concrete and steel structural systems—they're basically bunkers.

The Ag Master Plan will undergo further internal review with the Board's input and will be brought to the Board either in March or April for 2<sup>nd</sup> Reading and approval.

- B. [LCCC Golden Eagle Athletics DRAFT Plan – 1<sup>st</sup> Reading](#) – President Joe Schaffer and Interim Executive Director of Athletics, Recreation, and Exercise Science Dr. Cindy Henning

The “Soaring into the Future” plan is for the period 2020-2025 and includes a Mission, Purpose, and Recruiting Philosophy statements. The plan's two critical components are “Pillars of Excellence” and “Strategic Priorities.” A Strategic Planning Committee was formed to assist in developing the plan for LCCC's Golden Eagle Athletics. Dr. Henning shared additional information about the five strategic priorities. She explained for Trustee Thompson that the plan's focus is the College's athletic teams and does address campus recreation. President Schaffer added intercollegiate athletics often start from club sports, such as e-Sports, which is a club at LCCC. Trustees Erickson, Salazar, and Soto were members of the committee and all stated the final draft is a good summary of the committee's discussions and determinations.

President Schaffer stated the draft will now go through the finalization process and that Public Relations will prepare the final layout. Knowing this, he asked that final comments and suggestions be sent to him as soon as possible. The plan will be brought back for 2<sup>nd</sup> Reading at the Board's March 18<sup>th</sup> meeting.

#### 4. REPORTS TO THE BOARD

##### A. Staff Senate – Janet Webb, President

President Webb thanked Trustees Soto, Thompson, and Forbes for their help with the December Decorate the Door contest. She reported on the joint Faculty Senate/Staff Senate round table that focused on the Pathways Initiative, stating one takeaway was that some staff who have not been intimately involved in the Pathways process, did not where they fit within the work. This year's staff retreat held in June will focus on the concept Pathways and will be titled, "What is Your Piece in the Pathways' Puzzle?"

President Schaffer will attend the lunch to answer questions. The staff's spring break social will have a menu serving coffee, donuts, and fruit, and will take place in the morning and will have a Staff Senate recruitment theme. Numerous senators are rotating off the membership. The ice cream social usually held during spring break may be held in April. Function planning and assessment are being used to change the language of the Staff Senate bylaws and to simplify the Staff Senate's mission and purpose. The Staff Senate continues to reach out to the other community college staff senate associations with the goal of learning how these associations can collaborate statewide.

##### B. Faculty Senate – Rob Van Cleave, President

President Van Cleave stated one of the overriding concerns after doing the function assessment was in the area of shared governance, which should be a priority of the Faculty Senate. Specifically, communication to and from faculty, attendance at meetings (Board, President's Cabinet, Learning Leadership Team, and College Council), and working with Center for Excellence in Teaching to provide training. President Van Cleave emphasized the importance of Faculty Senate reviewing of all policies and procedures and providing their feedback to President Schaffer. President Van Cleave also spoke to the College Council's membership including only three faculty. President Schaffer is open to revising College Council Procedure 1.1.5P. This procedure is one of the few that reside with the Board, so changes to the procedure, after going through the approval process, would have to have Board approval. College Council's membership makeup is not intended to be a limiting factor, rather a functional conduit of a constituency voice.

##### C. Construction Update – Vice President Rick Johnson

- Auditorium – All precast is up; the building's shape is now better-defined. Steel is being set on the interior. The project remains on schedule, which means a Certificate of Occupancy should be received by the end of November. A testing period will follow.
- Residence Hall – Some 297 beds should be completed by early August; still 60 some beds short. An agreement with a nearby hotel will hold double rooms to accommodate 60 students. The College will be allowed to withdraw the request without penalty. The residence hall should be dried in by March 5<sup>th</sup>; weather will no longer be factor. The 297 number could increase during the spring.
- Residence Hall Parking – A report on the number of parking spaces was share at the Finance and Facilities Committee meeting. The design for parking last June is now 50 stalls short based on 297 students. Full occupancy would result in 90 stalls short. Three or four solutions have been identified that may necessitate bringing forward a spending authority request to the Board in March.

##### D. Pathways Update – In lieu of update, See **BOARD REPORTS/UPDATES** Below

**5. PRESIDENT'S REPORT – President Joe Schaffer**

A. [President's Progress Update on FY20 Goals](#)

Trustees had no questions for President Schaffer. Trustee Erickson commented the update was quite comprehensive and thorough.

B. Legislative Update (*standing agenda item through the 2020 legislative budget session*)

President Schaffer updated the Board on House and Senate action on the legislation dealing with community college funding, the Wyoming Works' program, employee compensation, gun control or not, BOCES, and capital construction. Community college funding has mirror amendments in the House and Senate. Wyoming Works would provide additional monies for student grants regardless if a student has already received this funding. A two percent increase for employees failed in the House. All gun bills died without introductory votes. Capital construction funding for all community college projects is moving through the process well. A bill for a statewide mill levy (BOCES) was not introduced. All eyes are on the budget at this time.

**6. [POLICY 6.12 EMPLOYEE RESIDENCY REQUIREMENT – 1<sup>st</sup> Reading](#) – Board Vice Chairman Wendy Soto**

Trustee Erickson moved and Trustee Thompson seconded,

**MOTION:** That the Board of Trustees tables 1<sup>st</sup> Reading of Policy 6.12 Employee Residency Requirement.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

The policy's 1<sup>st</sup> Reading will be brought forward at the March 18, 2020, Board Meeting.

Trustee Lyttle will send a comment to President Schaffer that she will voice during the policy's 1<sup>st</sup> Reading in March.

**7. BOARD REPORTS/UPDATES – Board Vice Chairman Wendy Soto (*Standing Agenda Item*)**

A. Finance and Facilities Committee (February 12<sup>th</sup> Meeting) – Trustees Don Erickson and Janine Thompson

Trustee Erickson reported an annual investment presentation was given by Interstate Bank, during which a review of national and international trends with the stock market and federal government as of December 1. Current investment market value is \$5,345,422. The Board's FY 21 trustee budget was reviewed. Included in the budget are monies for trustee election costs and an annual increase to the Foundation's contract. Professional development and travel budgets remain the same.

Trustee Merrell moved and Trustee Erickson seconded.

**MOTION:** That the Board of Trustees approves the trustee's FY 21 budget as reported by Trustee Erickson.

**DISCUSSION:** Trustee Erickson stated for Trustee Salazar the Legal Services line was not increased. For Trustee Lyttle, he stated her out-of-state travel necessitated by her WACCT position will be paid from the trustees' out-of-state travel line. Any costs exceeding the amount allocated in that line item will be covered by the Board's Professional Development line.

**MOTION CARRIED** unanimously.

Speaking to the financial reports, Trustee Erickson stated replacement of the dining hall tables and chairs (the expenditure listed under Potential Solicitation) is necessary to improve student seating and allow more students to sit and have a meal. The furniture arrangement will take on a new look to accommodate this. Vice President Johnson said the old tables will go to surplus. The chairs that are in better shaped will be re-purposed for the Fine Arts Building. Tuition revenue is a “tad” higher than usual; however, some students may default decreasing that revenue.

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

- 1) [Current and Auxiliary Fund Balance Sheet Reports as of December 31](#)
- 2) [Current and Auxiliary Fund Budget Reports as of December 31](#)
- 3) [Procurement and Contracting Report January 2020](#)
- 4) [FY21 Trustees Proposed Budget](#)

B. Pathways Report from February 7<sup>th</sup> Academic Affairs and Student Services Ad Hoc Committee Meeting – Trustees Lyttle, Merrell, Soto, Thompson, and Forbes

Trustee Lyttle, who is the chair of the Academic Affairs and Student Services Ad Hoc Committee, asked Trustee Soto and Trustee Thompson to share their report on the meeting. Both trustees were thoroughly impressed with the number of persons in attendance representing the Pathways Co-Leads teams and numerous other areas on campus. Ex Officio Forbes, too, was in awe of the number present and the detail shared about the scope of their jobs. Their general excitement was also very impressive. Trustee Thompson was excited to learn how much effort has been put into developing the College’s Pathways Initiative. Trustee Soto stated she no longer had a concern that the Pathways process would provide too narrow an opportunity for students. Institutional Research Director Mark Perkins’ research showed students, who change their majors, more often than not chose a new program of study within the narrow scope of the program originally chosen. Trustee Merrell commented the teamwork and enthusiasm with no dissention voiced was inspiring. She commended Trustee Salazar for his participation on the Academic Management Plan Steering Committee, which was a prelude to the Pathways Initiative. Trustee Salazar responded those involved in the development and implementation of Pathways have done a great job of following the rules set for the process. Trustee Lyttle was pleased that all questions were answered regarding, for example, faculty input and student guidance. She also noted the strong and passionate leadership evident in the room. All attendees were committed to student success. Trustee Erickson a number of persons have worked at 250% at all levels to assure the Pathways Initiative is a success and that he was sorry he did not attend the meeting. He added that he is looking forward to President Schaffer’s explanation of how the College will pay the one-half to three-quarters of a million dollars for the seven Pathways Coordinators. President Schaffer responded the College is in a “world of re-allocation,” taking vacancies and re-purposing them. He also shared that adjustments after the Pathways implementation in the fall will need to take place with ceded authority and underlying management structure.

C. February 9-12, 2020, National Legislative Summit — Trustee Brenda Lyttle

Trustee Lyttle reported the main conversation on the national level focused on the re-authorization of higher education act that is two years overdue. Community college demographics are changing throughout the United States; e.g., students are older, students have families, students are incarcerated or released from incarceration. The issue, then, is the need for more flexibility in a perspective student’s eligibility for a Pell grant. The re-authorization is causing tension between two- and four-year colleges, because four-year colleges do not want two-year colleges to get “a larger piece of the pie.”

Trustee Lyttle along with other Wyoming trustees had the opportunity to visit Wyoming’s delegation— Senator Enzi, Senator Barrasso, and Congressman Cheney. All three had recently been on LCCC’s campus. Senator Enzi noted the new construction and the Clay Pathfinder Building. Senate Enzi is

strong proponent of the Higher Education Act. Senator Barrasso spoke to how the Higher Education Act would help a BOCES for the College.

The ACCT is strongly advocating for students to attend the next National Legislative Summit. The ACCT strongly believes students have the biggest impact. Trustee Lyttle will advocate for an LCCC student to attend next year's Summit with her.

D. February 12, 2020, WACCT Board Meeting and Conference – Board Vice Chairman Wendy Soto

The WACCT Board elected new officers: Ernie Over (CWC), president; Regina Clark, vice president (WWCC); Don Erickson, Treasurer (LCCC); and Judith Bartmann, secretary (EWC). The trustee education conference focused on the WCCC's request for \$30 million on behalf of the community colleges and a presentation on "if you want political clout, you have to build grass roots" by Wyoming Rural Electric Association Director Shawn Taylor (WACCT Executive Director Erin Taylors' husband). A committee has been organized to develop a strategic advocacy plan; Trustee Salazar is a member of that committee. Of note, was the need for all 47 trustees to attend the trustee education conference and to be visibly present at the Legislature to demonstrate solidarity and strength in numbers. Trustee Salazar distributed copies of the WACCT Wyoming Community Colleges 2020 Legislative Budget Session brochure.

During the February 12<sup>th</sup> WACCT Awards Ceremony and Legislative Reception, Bob Womack received the Foundation Volunteer award.

E. February 13, 2020, WCCC Meeting – President Joe Schaffer

The Commission approved the College's STEM Pathways program and other community college proposed Applied Bachelor of Science degrees. A group will be formed to explore sustainable funding models. President Schaffer will be a member of that group that will also include trustees, community college presidents, WCCC commissioners, and others. Outreach and Workforce Development Dean Maryellen Tast working with NWC and EWC to create a consortium for a non-credit CDL program funded by the Wyoming Works Program. The program will rotate between LCCC, NWC, and EWC. NWC has a mobile simulator. LCCC will be renting a semi-truck and partnering with Pepsi to utilize a CDL course at their location. A meeting took place in Casper last week to work out the details. The consortium is a good example of collaboration between the colleges.

- F. Ex Officio Karyn Forbes reported the SGA's committee on recycling determined a program would not be cost effective. UW's student government organization runs a recycling program and is struggling to keep it going. The SGA will instead promote the idea of reduce and reuse materials. The SGA is currently accepting new coats for children through March. SFAC committee conducted a successful review of the College's club's requests for SFAC monies. SGA has new service hours—one hour at the SGA desk and five hours in the Western States Bank Food Pantry. A senator representing the Arts and Humanities Division resigned. The SGA is in the process of filling that position first from Arts and Humanities students. If unsuccessful, the position will be opened up to any student. The Club Rush did not have a big turnout; the SGA officers were in attendance.

8. **NEW BUSINESS** – Board Vice Chairman Wendy Soto

None

9. **ADDITIONAL ITEMS** – Information Only – Board Vice Chairman Wendy Soto

- A. [LCCC Paragon Award](#)
- B. [PTK REACH Award](#)



**10. NEXT MEETINGS/EVENTS** – See Google Calendar for details.

- March 18 (Wednesday) – Board Meeting
- April 15 (Wednesday) – Board Meeting
- April 16 (Thursday) – WCCC Meeting, EWC
- May 13 (Wednesday) – Board Meeting – Budget 1<sup>st</sup> Reading
- May 16 (Saturday) – Ceremony Day – The following have been added to the Board’s Google Calendar.



**Commencement** – 10 a.m. – **Storey Gym**

Arrive in LCSD Board room no later than 9:30 (Students start arriving at 8:30. You are welcome to mingle in regalia and wish them well.)



**Lunch** – Noon – LCSD Meeting Room off of Storey Gym

Travel so South High School, 1213 W. Allison Rd. – Remember to take your regalia, as you will need it for the HSEC ceremony.



**Nurses’ Pinning** – 1:30 p.m. – **South High School** (NOTE change in location)



**HSEC Ceremony** – 3:30 p.m. – **South High School** (NOTE change in location)

- June 4 (Thursday) – WCCC Meeting, WWCC
- June 17 (Wednesday) – Board Meeting
- July 15 (Wednesday) – Board Meeting – Budget Approval
- August 5-25 – Filing for Office Dates for Trustees

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

No requests for public comment were made.

**12. ADJOURNMENT** of the February 19, 2020, Board Meeting of the Laramie County Community College District Board of Trustees – Board Vice Chairman Wendy Soto

Trustee Merrell moved and Trustee Lyttle seconded,

Board Vice Chairman Wendy Soto adjourned the February 19, 2020, Board Meeting of the Laramie County Community College District Board of Trustees at 9:44 p.m.

Respectfully submitted,

Vicki Boreing  
Board Recording Secretary