

## BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, APRIL 15, 2020, via Zoom

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

Staff Present: President Joe Schaffer, Vice Presidents Kari Brown-Herbst, Rick Johnson, and Melissa Stutz; Interim Associate Vice President Kelly Humphrey, Associate Vice President Lisa Trimble, and Executive Director Tammy Maas; Administrators, Faculty, and Staff Jonathan Carrier, Stephen Crynes, Sarah Hannes, Jill Koslosky, Stacy Maestas, Starla Mason, Brandi Payne-Cervera, Maryellen Tast, Rob Van Cleave, Bryan Wilson and Janet Webb, and Legal Counsel Tara Nethercott

Visitors: Kathryn Palmer (Wyoming Tribune-Eagle)

### Update on the Remote Delivery of Courses and Services

Academic Deans Jill Koslosky, Jonathan Carrier, Starla Mason, Maryellen Tast, and Bryan Wilson, and Student Services' Directors Stephen Crynes, Sarah Hannes, Stacy Maestas, and Brandi Payne-Cervera shared the teaching and student service innovations that have created new and successful learning environments and student support services.

### Student Services – Some Highlights

- Live chat was implemented. So far 40 interactions and increasing.
- Staff have alternating shifts between 9 and 3 to answer phones. The Admission's phone was transferred to Lenora Munoz's home phone.
- Orientation moved online with Pathways; one tweak made, so the orientation could take place on a student's phone.
- Students are being texted with information via the College's Navigate system. The deans are using Navigate to reconnect.
- Virtual information sessions have been created. Students can opt for individual sessions.
- Student Services and Public Relations are creating more photo galleries on the College's tour page that show students places to eat, live, recreate, and study.
- In advising, students are making appointments. The number of appointments is close to the same number this time last year.
- Advisors are providing students multiple sources on how to be successful.
- Some 550 students were emailed and asked their preference about commencement—cancel, virtual, don't care. So far the responses have shown a virtual commencement is preferred. A recommendation will be brought to President's Cabinet.
- The financial aid application process launched April 1<sup>st</sup> and is going well. Navigate was used to remind students to process their financial aid applications.
- CARES act legislation will allocate \$1.5 million to the LCCC campus. Of that \$1.5 million, \$750,000 will be dedicated to student emergency financial aid grants and \$750,000 will hopefully be dedicated for institutional use. These emergency financial aid grants are not considered Title IV aid. The grant availability will be announced through multiple communication sources, including the press and social media. Financial Aid Director Brandi Payne-Cervera has had a lot of administrative work to implement the grant process and will oversee the process. She does not anticipate any problems.

### **Deans of Schools**

Interim Academic Affairs Vice President Kari Brown-Herbst stated the deans are in day 27 of remote operations and have been tireless. The first remote operations were announced on March 13<sup>th</sup>. The deans are using Navigate to contact students and encourage them to come back. Following Interim Vice President Brown-Herbst's opening remarks applauding the accomplishments of deans and faculty, each dean shared what the faculty in their school are implementing to bring students into the virtual instruction format and to help them become comfortable with that format. The deans expressed their appreciation and amazement of their faculty's ability to adopt a virtual structure on short notice. Like the unprecedented spread of the coronavirus, their resourcefulness was also unprecedented. New and existing technologies are being used, and many creative solutions in the absence of technology are being invented. All of these are focused on student success and retention.

President Schaffer expressed his hope that the Board would feel proud of how the College's faculty and staff have implemented so much in so little time to help the College's students complete their semester courses. He also thanked the deans and directors, stating he is proud to be associated with them.

1. **CALL TO ORDER** of the April 15, 2020, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Jess Ketcham

Board Chairman Jess Ketcham called to order the April 15, 2020, Laramie County Community College District Board of Trustees meeting at 6:04 p.m.

2. **MINUTES** – The [January 31, 2020, Board Retreat Minutes](#) and [March 18, 2020, Meeting Minutes](#) – Board Chairman Jess Ketcham

Trustee Merrell moved and Trustee Thompson seconded,

**MOTION:** That the Board of Trustees approves the January 31, 2020, Board Retreat Minutes and the March 18, 2020, Meeting Minutes as written.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

Board Chairman Jess Ketcham asked the deans and directors to give their presentations. See transcription above.

3. **REPORTS TO THE BOARD**

- A. [Staff Senate](#) – Janet Webb, President

President Schaffer and HR Executive Director Tammy Mass attended the last Staff Senate meeting and answered answers and provided clarifications. The Staff Senate was very appreciative of their time. The Staff Senate voted to retain the current officers through the end of summer. A decision on the summer staff retreat is pending further COVID-19 direction. However, planning for this event continues. One or two senators will be sponsoring weekly coffee hours.

- B. Faculty Senate – Rob Van Cleave, President

Faculty Senate has been meeting with President Schaffer and Interim Vice President Brown-Herbst on a fairly regular basis. President Van Cleave stated the communication during these meetings has been absolutely exceptional and that President Schaffer always provides quick responses. He commended President Schaffer and the rest of the administration for their work and communication.

Referring to Policy 6.12 Employee Residency Requirement, President Van Cleave stated the Faculty Senate vote unanimously against the approval of this policy. They objected to the policy, because they viewed it as a roadblock that could potentially eliminate best candidates from applying. They also agreed that if assuring an administrator must be on call in the event of an emergency, then the College should make that a job requirement rather than place a residency restriction on their employment. Board Chairman Ketcham reiterated his belief that employees should live in the district, so that they can vote on elected officials and issues that would affect the College. Trustee Lyttle noted the policy grandfathers in current employees. President Van Cleave apologized for bringing the Faculty Senate's position at this time, but believed sharing the Faculty Senate's formal position was important. President Schaffer stated, as a point of order, that the conversation about the policy should continue when the item comes up on the agenda.

C. Construction Update – Vice President Rick Johnson

- Andrikopoulos Business and Technology Building – The project has been completed with the exception of landscaping. The landscaping company is making great progress and should have the landscaping finished soon.
- Residence Hall – The contract workers and supply chains are being impacted by COVID-19. The crew sizes have been diminished by persons who report they are feeling ill, and that has impacted the schedule. The plant manufacturing the sinks is shut down. FCI has been trying to reach the manufacturer to find out when their manufacturing of sinks will resume but has been unsuccessful so far. FCI furnished an updated master schedule last week. The College has been planning on 297 beds being completed in early August. However, due to COVID-19, the number of beds to be completed by early August is now 237. The loss of 60 beds for the year would be a hit of \$275,000.
- Fine Arts Building – COVID-19 is having a major impact on this project, too. This project is not having FCI's labor issues but rather is being hindered by significant supply chain issues. For example, the plant manufacturing metal siding for the auditorium is shut down as is the manufacturer of the seating. Trane, the HVAC manufacturer, has been directed by President Trump to produce medical facility equipment. The delivery of the HVAC equipment was scheduled for May. However, the best-case scenario at this time estimates the delivery around the end of June or beginning of July. A Certificate of Occupancy cannot be issued without the HVAC air-handling equipment installed, balanced, and operational. GH Phipps is not confident about Trane's best-case scenario based on previous experience.

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

A. Notification of Perkins Award

The Board was apprised of the Perkins award in the amount of \$288,000 and the College's acceptance of that award as requested by the Wyoming Department of Education.

Coronavirus – Today marks four weeks for that the College has been functioning in a virtual environment. The College remains focused on three goals:

- 1) minimize exposure, transmission, and spread of the coronavirus
- 2) keep the campus operating by doing the following:
  - focus on students – provide the support they need to complete their spring semester
  - focus on full-time and part-time employees – assist them in transitioning to a virtual environment and assure no interruption in pay. The College has some flexibility to utilize federal dollars to pay students. Paying part-time employees with variable hours has been a challenge.
- 3) maintain business continuity

The College is prepared to continue the virtual environment into the summer. The College has limited campus hours from 9 to 3. Employees needing to come to campus must clear their doing so with their

Cabinet member and are to spend as little time on campus as possible. Campus Safety is keeping track of the employees who come to campus. Physical Plant, custodial, Campus Safety, and HUB employees are regularly on campus. Some 20 students are in the residence hall. Welding and diesel programs received an exception from city/county health to hold classes on campus with approved protocol.

CARES Act and Funding – LCCC will receive just over \$1.5 million in two tranches. The first \$750,000 will be ready to disseminate as soon as the funds are received. The federal government has not provided guidance on how the College might use the second \$750,000. The College is hopeful to be able to use the funds to offset direct expenses and lost revenues. Talks have already begun about a stimulus four package. President Schaffer gave a shout out to Financial Aid Director Brandi Payne-Cervera for her swift implementation of guidelines for the distribution of the funds to students.

May 15<sup>th</sup> First Reading of Budget – The budget prepared may be moot by the time it is presented. The Legislature will hold a special session on the distribution of the \$1.4 billion stimulus funds. Because of the anticipated loss of revenue from the residence halls, President Schaffer is meeting with the Office of State Lands and Investments' staff on Friday to discuss pushing back the payment on the new residence hall for one year. So far, they have been supportive.

## 5. APPROVAL ITEMS

### A. [Spending Authority Request – Dining Hall Enhancements and Equipment](#) – Vice President Rick Johnson

The Finance and Facilities Committee has seen and vetted the request. A dining center is needed that can accommodate the increased number of students anticipated in the new residence hall. The College will procure the tables, chairs and cooking equipment. Upon delivery of these, Sodexo will reimburse the College for the amount expended—a total wash.

Trustee Erickson moved and Trustee Thompson seconded,

**MOTION:** That the Board of Trustees authorizes the President to expend up to \$175,000 for the purpose of acquiring equipment and/or conducting activities that enhance the dining services on the LCCC campus. It is understood that these will be funded by Sodexo in alignment with their contractual obligations to LCCC.

**DISCUSSION:** none

**MOTION CARRIED** unanimously.

## 6. [POLICY 6.12 EMPLOYEE RESIDENCY REQUIREMENT](#) – 2<sup>nd</sup> Reading – Board Chairman Jess Ketcham

Trustee Lyttle moved and Trustee Thompson seconded,

**MOTION:** That the Board of Trustees approves the residency policy 6.12 employee residency requirement

**DISCUSSION:** None

**MOTION CARRIED** with five yes votes from Trustees Ketcham, Lyttle, Merrell, Soto, and Thompson, and two no votes from Trustees Erickson and Salazar.

**7. BOARD REPORTS/UPDATES** – Board Chairman Jess Ketcham (*Standing Agenda Item*)

A. Finance and Facilities Committee (April 8<sup>th</sup> Meeting) – Trustees Don Erickson and Janine Thompson

For Trustee Erickson, Vice President Johnson provided some background information about Jesse Blair, who was hired as the College's Risk Manager. Trustee Erickson stated Mr. Blair is a good addition and asked the administration to develop a draft policy and procedure on risk management.

Referring to the Finance and Facilities Committee discussions, Trustee Erickson stated a review of the building projects and the possible purchase of a wayfinding information screen took place. CIO Chad Marley shared a wayfinding information screen had been previously installed by the cafeteria but was not used very often and so it was discontinued. As a result of this new information, a decision was made to keep the pursuit of a new information screen in abeyance. Trustee Erickson stated revenue and expense projections indicate tough financial information will be coming forward.

Trustee Erickson moved and Trustee Merrell seconded,

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

- 1) [Current and Auxiliary Fund Balance Sheet Reports as of March 2020](#)
- 2) [Current and Auxiliary Fund Budget Reports as of March 2020](#)
- 3) [Procurement and Contracting Report March 2020](#)

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

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

A. Student Ex Officio Trustee – Ms. Karyn Forbes

Ex Officio Forbes stated the SGA has not been able to meet but did report on the restocking and reopening of the food pantry, the completion of SAFAC presentation requests last Friday, and the receipt of 41 faculty excellence award nominations. Committee work has been suspended through the end of the semester. While the College's Western States Bank Pantry is being restocked and currently closed, students are being asked to visit the St. Joseph's and other community food pantries. Interim Vice President Brown-Herbst stated the faculty excellence scores have been compiled and the names are being held "under lock and key."

B. ACC Ex Officio Trustee – Mr. Butch Keadle

Ex Officio Keadle is having weekly meetings with Interim Kelly Humphrey and was pleased to say the ACC has moved seamlessly to a virtual environment. He thanked Dr. Humphrey for her exceptional efforts and dedication to the ACC. Ex Officio Keadle will continue to hold discussions about a BOCES and other discussions with the University and Albany County School District No. 1.

**9. NEW BUSINESS** – Board Chairman Jess Ketcham

WACCT Report – Trustee Erickson stated the board of directors met via zoom this morning. An internal annual review of the WACCT books will be conducted. Board Chairman Jess Ketcham will serve on the review committee. The WACCT's Education Committee on which Trustee Erickson serves will be discussing WACCT awards, the fall education conference, and the February 2021 trustees education conference and legislative reception and awards.

Trustee Merrell shared the recommendations developed by the Transforming Lives Committee (TLC) for the February 2021 awards and reception.

- 1 – Only one student from each college will be recognized.
- 2 – Selection process already in place at each college for the student award will continue as is.
- 3 – The nominating and selection process shall have no categories.
- 4 – Each of the seven award recipients shall speak for three to four minutes.
- 5 – The reception will continue; no sit down dinner.
- 6 – No special guests will speak, so that the attention stays on the students.
- 7 – Trustees should encourage each other and college staff to attend.
- 8 – Most students would prefer a scholarship, plaque, and letter from their president.
- 9 – Each college will develop their own criteria for nominating their student.
- 10 – Each college will be assessed a \$1,000 for the event; there will be no registration fees for individuals.

Trustee Erickson added some items will affect the College's budget. He will send the TLC recommendations to all of the trustees and President Schaffer for their observations.

Trustee Salazar reported on the Advocacy Committee's discussions. The general consensus was the committee had not been effective this year and has been put on hold until clear direction for the committee is determined. Trustee Erickson noted that when Erin Taylor's contract was negotiated, a year-round advocacy plan was to be developed. She is ready to do that. President Schaffer said the community college presidents are in agreement that a year-round advocacy strategy is needed.

WACCT Executive Director Taylor talked about the potential decline in revenue and that some community colleges may not be able to pay their dues. Trustee Erickson stated all community colleges must pay their dues and should have a line item in their FY 2021 budget for this.

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

- April 16 (Thursday) – WCCC Meeting – Zoom Link: <https://zoom.us/j/818944292>; Agenda Link: <https://communitycolleges.wy.edu/wp-content/uploads/2020/04/2020-04-16-WCCC-Agenda.pdf>
- May 13 (Wednesday) – Board Meeting – Budget 1st Reading – Zoom TBD  
how will we get the budget? President Schaffer will work with Rick, Jayne, and Vicki on how to get this done. hard copy dropped off – will be published online and linked to the agenda. 8:35
- May 21 (Thursday) – TRIO Graduation Gala
- 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
- August 18 – Primary Election
- November 3 – General Election

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

Trustee Erickson confirmed for Trustee Thompson that all trustees are welcome to participate in the Commission's Zoom meeting. Trustee Thompson asked what the trustees can do in addition to what is already being done to support faculty, staff, and students. President Schaffer responded the trustees' message was well-received and they should continue to show their support and provide opportunities to be connected. He added, we need to let the people who do the work, do that work.

**12. ADJOURNMENT** of the April 15, 2020, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Jess Ketcham

Trustee Erickson moved and Trustee Merrell seconded,

**MOTION:** That the Board of Trustees adjourns the April 15, 2020, Board Meeting of the Laramie County Community College District Board of Trustees.

**DISCUSSION:** None

**MOTION CARRIED** unanimously, and the meeting was adjourned at 8:39 p.m., as so moved.

Respectfully submitted,

Vicki Boreing  
Recording Secretary