

BOARD MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, SEPTEMBER 9, 2020, COLLEGE COMMUNITY CENTER, ROOMS 178/179

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; ACC Ex Officio Butch Keadle (Zoom) and Student Ex Officio Karyn Forbes (Zoom)

Staff Present: President Joe Schaffer, Vice Presidents Kari Brown-Herbst, Rick Johnson, and Melissa Stutz, Associate Vice President Lisa Trimble and Interim Associate Vice President Clark Harris; Executive Director Tammy Maas (Zoom); Faculty and Staff Teresa Authier and Linda Herget (Both Zoom); and Legal Counsel Tara Nethercott

Visitors: None

The public was asked to connect using the following Zoom link.

<https://lccc-wy.zoom.us/j/97080233362>

Connect by Phone: Dial +1 253 215 8782 US

Meeting ID for Phone Connection: 970 8023 3362

DINNER

1. WORK ITEM – LCCC Strategic and Master Planning Discussion

President Schaffer stated the College's Strategic Plan and Campus Master Plan will be retired this fall and will need to be updated. The majority of the Campus Master Plan (CMP) has been implemented. All community college campus master plans have a five-year duration per Commission rule.

Section 8.(c) Approving Capital Construction Projects. Each community college shall maintain a five-year master plan for its campus and other facilities, and it shall be submitted to the Commission whenever an existing plan is updated or amended or when the plan is completely re-written.

Although both plans are due to be updated, the impact of the pandemic and budget reductions on the update processes—cost and timing—should be considered. To satisfy the CMP's five-year-update requirement, the Plan could be submitted to the Commission with a change in the effective dates. Noting the cost to develop a new CMP, President Schaffer stated the monies for capital improvements are very slim. Knowing this, should the College re-visit updating the Plan when the timing for doing so has greater stability? Postponing the update would free-up the \$200,000 set aside for the Plan's update. President Schaffer would seek Commission approval for this, and if approved, would still keep the College's CMP's status in alignment with the Commission's rules.

Trustee Lyttle respectfully disagreed with postponing the Master Plan's update and stated the new master plan would serve as an historical benchmark, would mark the pandemic's occurrence, and would show some vision. Board Chairman Ketcham noted the College's capital construction projects will be paid in 2025. For Trustee Erickson, President Schaffer stated the other community colleges' timeframes for updating their campus master plans is not the same as the College's. Trustee Erickson suggested asking the Commission for a two-year extension. He noted the \$200,000 set aside for the Campus Master Plan's update would be freed up. Trustee Soto liked the idea of postponing the CMP's update until the Legislature's budget directives are better known.

As a refresher, President Schaffer shared some of the components of the CMP's content, which include a space utilization study, capacity and efficiencies, new buildings/facilities, and facilities assessment. The 2016 update to the 2011 plan did not include a substantial facilities assessment. The College's facilities' condition may have improved since that time, and if so, would be worth updating. Trustee Lyttle agreed a facilities condition study would be a good option. President Schaffer said the Legislature has messaged the need to focus on asset preservation, which may have an effect on the major maintenance piece. For Trustee Thompson, President Schaffer stated the RAC was included in the 2011 Campus Master Plan with a concentration on a capital construction project. A major maintenance component included the replacement of roofs and floors. Vice President Johnson said major maintenance monies have been significantly reduced, and so the major maintenance planning cycle has also been significantly affected. President Schaffer added major maintenance funds are received quarterly and are based on a percentage of the replacement value of the facility. The College's allocation from the last session was funded at five percent, almost \$4 million. Thus far, the State's Construction Division has opted not to release the major maintenance funds, which were to be funded at 50% from the State's Strategic Investments and Projects Account (SIPA) account.

Trustee Merrell believed the Campus Master Plan should include redoing the skin on buildings and updating the inside of buildings. President Schaffer pointed out the Arp Building has not been renovated and would like to have a plan for doing this. Board Chairman Ketcham asked about the use of major maintenance funds for infrastructure to which Vice President Johnson replied such use would be "pretentious."

Trustee Erickson moved and Trustee Soto seconded,

MOTION: That the Board of Trustees directs President Schaffer to ask the Commission if the College can receive a two-year waiver and to report back to the Board on the Commission's decision.

Trustee Erickson added the Board's guidance on how to move forward with the College's Campus Master Plan would be based on the Commission's response.

DISCUSSION: Board Chairman Ketcham noted Trustee Lyttle stated the Campus Master Plan should include a facilities condition assessment and asked her if she would like to make a friendly amendment. Trustee Lyttle was not sure how to word an amendment, so President Schaffer suggested he include in his report back to the Board that he bring a slate of options: 1) delay the Campus Master Plan update for two years with the Commission's approval, 2) update the areas in the master plan not previously addressed that would be a priority, such as the facilities condition assessment, and 3) produce a full-fledge new master plan. Trustee Erickson stated he would consider President Schaffer's suggestion a friendly amendment.

Trustee Lyttle offered a friendly amendment to include the options suggested by President Schaffer. Trustee Erickson withdrew his motion, stating Trustee Lyttle's friendly amendment should be considered a substitute motion. Trustee Soto agreed and offered a second.

Trustee Lyttle moved and Trustee Soto seconded,

NEW MOTION: That the Board of Trustees directs President Schaffer to bring back a slate of options: 1) delay the Campus Master Plan update for two years with the Commission's approval, 2) update the areas in the master plan not previously addressed that would be a priority, such as the facilities condition assessment, and 3) produce a full-fledge new master plan.

DISCUSSION ON NEW MOTION: For Trustee Salazar, who asked the purpose for the facilities condition assessment/inventory, President Schaffer stated the assessment is more for the use of the College in prioritizing major maintenance projects each year. The resulting major maintenance projects are placed on a form that is submitted to the State Construction Division for approval. Vice President Johnson added the FCI (Facilities

Condition Indices) feeds into the Commission's CapCon model that in times of competing projects drives the priority decisions. He also pointed out that if the College were to develop a completely new Campus Master Plan, because of COVID restrictions on space utilization, that part of the master plan would be skewed, because the College is not running a full campus. President Schaffer summarized that if the motion passes he will bring a slate of the three options included in the motion.

MOTION CARRIED unanimously.

Referring to strategic planning, President Schaffer stated he would like to push that process back with the completion of the plan in late spring or summer before the end of the fiscal year. The Board voiced no objection to this.

BOARD MEETING AGENDA

1. **CALL TO ORDER** of the September 9, 2020, Board Meeting of the Laramie County Community College District Board of Trustees.

Board Chairman Jess Ketcham called to order the September 9, 2020, Board Meeting of the Laramie County Community College District Board of Trustees at 6:04 p.m.

2. **MINUTES** – Approval of the [July 15, 2020, Board Meeting](#), and [July 22, 2020, Special Board Meeting](#), and [August 19, 2020, Board Retreat](#) Minutes – Board Chairman Jess Ketcham

Trustee Erickson moved and Trustee Merrell seconded,

MOTION: That the Board of Trustees approves the July 15, 2020, Board Meeting, July 22, 2020, Special Board Meeting, and August 19, 2020, Board Retreat minutes as written.

DISCUSSION: None

MOTION CARRIED unanimously.

3. **REPORTS TO THE BOARD**

A. Staff Senate – Linda Herget, President

- The Faculty Senate and Staff Senate held a round table meeting on August 21st and had a fabulous discussion about plans for the year, the College's budget, and the R2B plans.
- The Staff Senate met again separately and discussed a couple of ideas to replace the annual fundraiser for the Randy Miller scholarship that goes to students. Discussion will continue at a later time.
- In lieu of the holiday door decorating contest held in December, a Halloween door decorating contest will be held. Volunteers to judge the contest will be requested.

B. Faculty Senate – Teresa Authier, President

- As reported by Staff Senate President Herget, the faculty and staff senates participated in a round table discussion August 21st.
- The Faculty Senate met again on August 28th. Dr. Marie Yearling, and instruction Pathways team members, presented a draft of the new student course questionnaire. The Faculty Senate recommended the questionnaire be piloted the first year, allowing for tweaks, because COVID-19 had caused a fundamental change in pedagogy and faculty did not design their courses with the survey's questions in mind. The questionnaire will become part of the teaching portfolio. A few comments were posted

on a discussion board, and those comments were sent to Dr. Yearling. Both President Schaffer and Interim Vice President Brown-Herbst are supportive of the questionnaire and the Faculty Senate's recommendations.

- Speech Language Pathology Program Director Sue Torney was elected to fill a faculty-at-large, two-year term on College Council. The ballot included eight faculty members.
- A Faculty Senate survey was distributed last Friday, September 4th, asking how the Faculty Senate can support faculty and what the Faculty Senate's focus should be this academic year. The survey also requested faculty input on the Phase II Operations Plan; for example, whether the Plan provided appropriate guidelines for faculty and student safety. The survey also asked what type of online teacher training the faculty would like to receive. The survey closes tomorrow, September 10th. Survey responses will be shared with the Faculty Senate and the Board of Trustees.

C. Construction Update – Vice President Rick Johnson

- **Residence Hall** – Construction of the residence hall and the e-Gaming Center are on track to complete by November 9th. The construction cost is running a little under budget.
- **Auditorium** – The completion date remains at November 23rd. Scaffolding has been taken down. Rebricking the outside walls of the north and west sides will begin October 1st. The rebricking with full dimension brick should resolve the waviness in the precast brick façade. Fabcon, the precast manufacturer, is paying for this.
- **Fine Arts Building** – The addition of metal on the north side of the building between the Gallery and the Library will hopefully be added to the scope of the project. GH Phipps is negotiating a reduction in the pricing that has been received for this. The color of the metal will be the same as on the Gallery.

Trustees Lyttle and Thompson expressed an interest in a tour of the auditorium after the scaffolding is removed. Dallas Bacon will reach out to the trustees for a day and time for the tour. (POSTSCRIPT TO MINUTES: A tour of the residence hall and the auditorium will take place on October 13th at 10 a.m.)

Trustee Lyttle shared that she is again on the committee to decide on artwork for the entryway into the Fine Arts Building. The artwork chosen will hang freestyle in the glass corner of the entryway. The committee has narrowed the selection to five artists, including one from Wyoming. Chris Wineman with Semple Brown Architects also serves on the committee.

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

A. August 27th Community College Sustainable Funding Workgroup Meeting

President Schaffer shared the following for the Board's awareness.

- A report was given from the State's Needs Subcommittee. The report was a fair one and focused on better articulation of the State's needs and interests and had some grounding in community college statute.
- The most interesting report was the one from the group looking at taxation or other funding options that would help bring funding stability to community colleges. Although the Legislature's Revenue Committee has been opposed to taxation options, the Joint Education Committee is looking at regional comparison data provided by the Legislative Service Office (LSO). A legislative task force on community college funding and governance also exists and will meet again in October.
- The Commission's Community College Sustainable Funding Workgroup continues to move forward. Subcommittees will meet over the next couple of weeks.
- Some conversation was held about in-district and out-of-district tuition. Former Commissioner Brown was adamantly opposed to different tuition rates. However, the current Gillette College conversations have garnered some interest in different tuition rates.

B. August 28th WCCC Special Meeting

The special meeting dealt with pending budget issues, emergency rules about CARES Act funding for scholarships, and rules for facilitating a request for a new community college district, specifically Gillette College. During the special meeting, the Commission approved emergency rules for the process of considering the creation of new community college district. Campbell County has since submitted a request for a community college district for Gillette College. The Commission will conduct a needs assessment. The request will then go to the Legislature, who will have to approve the creation of the district. A two-year process to award candidacy and regional accreditation will follow. For Trustee Lyttle, President Schaffer stated Gillette College's pursuit of its own community college district was triggered by Northern Wyoming Community College District's closing of all athletics. In addition, the Gillette community, who has substantial insulation, local investment, and funding, had no voice in the decision and were caught unaware. Because the statutes to facilitate the creation or annexation of a community college district are not well-written, and because the Speaker of the House is from Campbell County, the community college statutes will likely be examined. When that happens, proportionate local taxation to access State funding through the Commission's allocation funding model may also become a conversation. Currently, every district has to assess four mills to become a district. Interest exists in not requiring counties to necessarily assess the four mills in order to have access to State funds. This would require substantial statutory and rules changes. Further, Campbell County voters would probably pass some millage support, short of the statutorily-required four mills. At the full four mills, their local valuations would likely be so substantial that their State funding, much like that for Laramie County, would be reduced.

President Schaffer shared with the Albany County Campus Advisory Board today that the existence of service area campuses without district taxation is becoming more frequently questioned. These include the Albany County Campus (LCCC) in Albany County, Gillette College in Campbell County, Central Wyoming College in Teton County, and Eastern Wyoming College in Converse County. Trustee Salazar pointed out that should one of these service areas become part of the associated community college district, all the current trustees would have to re-run for election.

C. Greenway Underpass

The Lummis Family has expressed an interest in connecting the Sweetgrass Project to LCCC, since the project began. The Lummis Family along with key partners from the College, the City, and the County have met to consider the creation of an underpass via the Greenway, that would connect the College to the Sweetgrass project across the street. The Lummis Family has paid for all the design work for that underpass and has submitted a federal transportation grant that would cover up to \$500,000 of the estimated \$1.7 million project cost. The City will eventually reach out to all partners on entering into an formal agreement on cost sharing. President Schaffer has asked questions about when that might happen and also shared the College's current budget constraint and reduction status. The construction would begin in Fall 2021.

Trustee Erickson said the Metropolitan Planning Organization composed of federal, city, and county government representatives, develops plans for streets around the metropolitan area. A plan exists to T-off College Drive as it goes east. As a result, some acreage will be available for use. President Schaffer said utilities have already been located in this area and can be seen when driving east and then turning north on College Drive. Eventually, a "connector" will provide access to South Greeley Highway and I-80 that would go through the Sweetgrass development. The College has received no commitment, but in discussion with the Lummis Family, a parcel of land that would be excavated from the re-routing would become LCCC's, which President Schaffer believed would make the most sense. Of concern is the entrance to LCCC would be moved away from the east gateway in which LCCC has invested a great deal of money. WYDOT has stated monies may be available to mitigate the cost associated with the relocation of that east entrance.

D. COVID-19

President Schaffer's update included the following on the COVID cases in the Residence Hall.

- Residence Hall students were tested last Thursday and Friday and again on Monday and Tuesday.
- Some 50 tests are still being processed. Test results received so far found ten students have tested positive. Of those ten, eight are quarantined on campus, one is a UW online student and the other an LCCC student who returned home. The College learned the student, who returned home, tested positive after the student left campus.
- Having students locate according to family groups, such as Resident Assistants, Athletes, etc., is proving a successful way to isolate and quarantine cases.
- Of the cases tested so far, only one had any symptoms. This is why the College is pushing the mantra of testing frequently and broadly and is diligently following protocols.
- Some hiccups have occurred with the City/County Health Department, State Health Department, and LCCC's contracted provider. Those are being worked out.
- Some 220 students, including Highway Patrol students, are in the Residence Hall. At peak, the College has some 800 students on campus on any given day in class activities.

E. Foundation Mission, Vision, Value Session – Associate Vice President Lisa Trimble

The Foundation had originally planned to hold a mission, vision, and value session in April, during which goals would be set. With the onset of COVID-19, that session was re-scheduled to September 21st from 1 p.m. to 5 p.m. Elevate Wyoming out of Casper will help facilitate that discussion. The trustees were invited to participate in the discussion from 2:30 p.m. to 3:00 p.m. in the ANB Bank Leadership Center. The Foundation Board was asked to RSVP, so Associate Vice President Lisa Trimble asked the trustees to also RSVP, so that the meeting's set-up can be adjusted for social distancing. Of the three LCCC Trustee non-voting members on the Foundation Board, Board Chairman Ketcham and Trustee Merrell said they are available; Trustee Thompson is out of town. A Zoom link will be provided.

5. BOARD REPORTS

A. Board Committee Reports – Board Chairman Jess Ketcham

1) Finance and Facilities Committee (September 9th) – Trustee Erickson, Trustee Thompson

Trustee Erickson stated the following were shared during the Finance and Facilities Committee meeting this morning:

- A construction update was provided.
- A second iteration of a risk management policy's draft was presented. The draft policy was received by legal counsel today for review. The draft policy will be brought to the Board during their October 28th meeting.
- The Committee was updated on the CARES applications submitted to the Governor. These were reviewed at the last Board meeting. Trustee Erickson asked Mrs. Boreing to send the COVID information dated 9/8/20 to the trustees. (POSTSCRIPT TO MINUTES: The information was emailed to the trustees.) The Attorney General denied the College's request for \$280,000 to help offset the Children's Discovery Center's revenue reduction. However, the Governor is very concerned about childcare and is considering funding the College's request for the \$280,000 from the Governor's Emergency Education Relief (GEER) fund.

From other discussion about the numerous groups that have been organized to bring forward solutions to community college funding, Trustee Erickson suggested the trustees should also brainstorm solutions on ways to generate revenue. Board Chairman Ketcham and President Schaffer will discuss an opportunity to do that.

Trustee Erickson stated he was delighted to see under potential solicitations on the Procurement and Contract report “electronic doors access” because the Legislature has denied funding this project. The staff found a way for this project to be funded by the CARES Act by submitting it under a no-touch environment.

Trustee Erickson moved and Trustee Lyttle seconded,

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

- a. [Current and Auxiliary Fund Balance Sheet Reports as of August 2020](#)
- b. [Current and Auxiliary Fund Budget Reports as of August 2020](#)
- c. [Procurement and Contracting Report as of August 2020](#)

DISCUSSION: None

MOTION CARRIED unanimously.

Trustee Lyttle moved and Trustee Erickson seconded,

MOTION: That the Board of Trustees and President's Cabinet find a way to come together to develop a cohesive plan for increasing revenue that could be proposed to the other community colleges and the Legislature.

DISCUSSION: At Trustee Thompson’s suggestion, President's Cabinet will be included in the discussion. President Schaffer, Board Chairman Ketcham, and Board Vice Chairman Soto will discuss an opportunity for this conversation.

MOTION CARRIED unanimously.

6. APPROVAL ITEMS

- A. 2020 ACCT Leadership Congress – Group Registration? – Board Chairman Jess Ketcham

President Schaffer recommended the trustees register as a group. The Board concurred.

- B. [2020 ACCT Leadership Congress – LCCC’s ACCT Voting Delegate](#)

Trustee Erickson moved and Trustee Soto seconded,

MOTION: That the Board of Trustees appoints Trustee Brenda Lyttle as LCCC’s voting delegate

DISCUSSION: None

MOTION CARRIED unanimously.

7. EX OFFICIO TRUSTEE UPDATE (*Standing Agenda Item*)

- A. ACC Ex Officio Trustee – Mr. Butch Keadle

President Schaffer attended the ACC Advisory Board meeting today along with some 12 Advisory Board members and shared most of his State of the College presentation. Also in attendance were UW Vice President of Enrollment Management Kyle Moore and WyoTech Vice President of Development Beth Jones, who were voted onto the ACC Advisory Board. Community college budget challenges and cuts were at the forefront of the ensuing discussion followed by an update from Dr. Harris on cooperative work

with LCSD No.1, a BOCES, and educational programs that will hopefully be ready for the Fall 2021 semester—craft brewing and culinary. Programs with UW are also being considered and include the 1+3 program where UW students would take all of their first-year, gen ed courses at the ACC and the following three years at UW. Another topic of discussion focused on WyoTech's increased enrollment and a partnership between ACC and WyoTech to establish a pathway for an associate's of applied science in technical studies and a bachelor's degree in automotive repair or similar. Dr .Harris added WyoTech offers a degree authorized by a national accrediting organization, which is different than that of the College's regional accrediting organization. This led to the conversation about WyoTech students taking courses that would satisfy both WyoTech's and the College's associate's degree requirements and would be a precursor to obtaining a bachelor's degree from LCCC. Moving the ACC to an online campus continues to be researched.

B. Student Ex Officio Trustee – Karyn Forbes

Ex Officio Forbes stated she is attending this meeting but did not know if she would continue in this position the rest of the semester. She will update the President's Office on any changes. (POSTSCRIPT TO MINUTES: Ms. Forbes will continue in the role of Student Ex Officio Trustee.) Her report shared the following:

- Five senators were re-elected. However, one of those five transferred out of LCCC.
- An informational video will be sent to students. Three of the re-elected senators will serve on College Council.
- The SGA requested Pathways Coordinators assist the SGA in reaching out to students, because the SGA has limited interactions with students.
- Applications for senate elections are due September 17th. Elected senators will be announced on September 28th, and the first official SGA meeting will be held on October 2nd. All meetings will be held in a virtual format.

Ms. Forbes thanked Residence Hall Director Diana Wilson and Dean of Students James Miller for their leadership this semester.

8. NEW BUSINESS – Board Chairman Jess Ketcham

Trustee Merrell is serving on the Time Capsule Committee along with members Bill Zink, Linda Herget, Mike Smith, Jason Pasqua, Amber Holen. She distributed copies of the applications that will be sent to campus requesting items for the time capsule that is 30 by 12 by 36 inches. A book with pictures representing LCCC at this time will be assembled. Letters from President Schaffer and the SGA President Cole Church will be placed in the front of the book. The time capsule will be opened in 2058 during the College's 100th anniversary celebration.

Trustee Erickson noted all Wyoming's community colleges are geographically named except for LCCC, which in some cases has caused some confusion about where the college is located. He proposed, as examples, the College and the ACC be named Southeast Community College – Cheyenne and Southeast Community College – Laramie, identifying the location of the campuses in Cheyenne and Laramie. He was not suggesting the names be changed but rather proposing a change in the names be examined. President Schaffer agreed that questions about the name, "Laramie County Community College," have been voiced and opinions about whether the College's name should be changed have been expressed.

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

- October 28 – Board Meeting – 5:30 p.m. Dinner; 6 p.m. Meeting – Both in CCC 178/179
- November 3 – General Election

- ADDED: November 4 – Special Board Meeting – Budget Reduction Discussion – Details TBA.
- November 18 – Board Meeting – 5:30 p.m. Dinner, CCC 178/179; 7 p.m. Meeting, UP Centennial Room – Budget Reduction Approval
- December 2 – Board Meeting – 5:30 p.m. Dinner; 6 p.m. Meeting – Both in CCC 178/179 – Officer Elections, Oaths of Office

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

None

11. EXECUTIVE SESSION – An executive session will be held to discuss a naming opportunity. – Board Chairman Jess Ketcham

Board Chairman Ketcham called for a motion to move into executive session, stating the donors want their financial donations to remain anonymous.

Trustee Soto moved and Trustee Merrell seconded,

MOTION: That the Board of Trustees convenes an executive session to discuss a naming opportunity.

DISCUSSION: None

MOTION CARRIED unanimously.

12. ADJOURNMENT of the September 9, 2020, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Jess Ketcham

Following the adjournment of the executive session,

Trustee Merrell moved and Trustee Soto seconded,

MOTION: That the Board of Trustees adjourns the September 9, 2020, Board meeting.

DISCUSSION: None

MOTION CARRIED unanimously, and Chairman Ketcham adjourned the September 9, 2020, Board meeting at 8:11 p.m., as so moved.

Respectfully Submitted,

Board Recording Secretary
Vicki Boreing