

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, JULY 15, 2020, CLAY PATHFINDER BUILDING, ROOM 108

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

Staff Present: President Joe Schaffer, Vice Presidents Kari Brown-Herbst, Rick Johnson, and Melissa Stutz; Interim Associate Vice President Clark Harris, Associate Vice President Lisa Trimble, and Executive Director Tammy Maas (Zoom); Administrators, Faculty, and Staff Linda Herget, Jayne Myrick, and on Zoom Nola Rocha, Troy Rumpf, Josh Thein; and Legal Counsel Tara Nethercott

Visitors: Kathryn Palmer (Wyoming Tribune-Eagle) (Zoom), Jennifer Pasqua,

1. CALL TO ORDER of the July 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 July 15, 2020, Board Meeting of the Laramie County Community College District Board of Trustees at 6:08 p.m.

2. RECESS BOARD MEETING to Conduct Annual Public Budget Hearing – Board Chairman Jess Ketcham

Board Chairman Jess Ketcham recessed the Board Meeting at 6:09 p.m.

3. ANNUAL PUBLIC BUDGET HEARING for the FY 2021 Budget – Board Chairman Jess Ketcham

A. STAFF PRESENTATION – Vice President Rick Johnson

- FY 2021 Budget Revisions Since 1st Reading – Vice President Rick Johnson
- FY 2021 Budget – Vice President Rick Johnson

Vice President Johnson stated the Board is being presented a second balanced budget. The budget presented on first reading on May 15th was also a balanced budget. However, much has changed since then with the Governor's July 13th announcement of cuts totaling more than \$250 million and the notification of additional cuts due to increased health insurance costs.

The four major themes guiding the FY21 budget determinations were:

- Continuing Investment in Our People
- Tightening Operating Expenses
- Accumulating Resources for the Future
- Preparing for Sudden Impacts and Changes

Vice President Johnson explained the State reductions and health insurance reimbursement shortfall reductions that took place since May 15th and totaled \$2.7 million in financial impacts to the Current Fund. He also explained how the revised balanced budget was achieved.

- Made full use of the \$816,000 in State one-time funds
- Captured unspent funds of \$1.032 million at year end
- Reduced budget allocations by \$115,000
- Paused implementation of the Compensation Plan, a cost of \$656,000

The resulting total estimated funds available for FY21 is \$1,384,008. Vice President Johnson further explained how these reduced funds will be distributed. He also showed how the distributions changed from the budget's first reading. The August recapture/redistribution will be affected by the Laramie County 2020 Valuation that increased by 7.3%. Because the Laramie County valuation increased, and other key community college districts' valuations are expected to decrease, the College's recapture will likely be negatively impacted.

In summary, the FY21 budget was balanced using one-time funds; i.e., funds that will not be available in the second year of the biennium. Therefore, the cuts for which these funds were used to offset will have to be duplicated in the second year of the biennium (FY22). At this time, the FY22 budget will be impacted by \$2.8 million in absolute reductions; more will likely be identified. President's Cabinet will determine how to curtail spending in FY21 for savings in FY22. Areas known at this time in which spending will be cut include:

- Restricting travel
- Substantially reducing many events and activities
- Reducing community sponsorships

Vice President Johnson stated the implementation plan for proposed budget reductions will be brought to the Board at their November 18th meeting. These cuts will have to be implemented in FY21 to get ahead of the cash flow.

Answers to Board Questions

- For Trustee Lyttle, the \$816,000 in one-time money coming to the College from the State is a separate allocation not subject to the 10% cuts mandated by Governor Gordon on July 13th. At the first reading of the budget on May 13th, the College was going to use half of the one-time money and save half of it. However, given the mandate for the 10% cut, the College will now be using all of it. President Schaffer stated the one-time funds are part of a \$10 million legislative appropriation funded out of SIPA (Strategic Investments and Projects Account) to be used at the determination of each community college district. LCCC's portion will be used to buy time to make strategic cuts for this biennium FY21-FY22. These funds are not subject to cut by the Legislature but are one-time funding.
- For Trustee Lyttle, the rise and fall of Laramie County valuations affect the one mill and the four mill; i.e., if the revenues from these mill levies decrease, then the College's allocations from these revenues will be impacted. Vice President Rick Johnson noted these funds cannot be forecasted.
- For Chairman Ketcham, Vice President Johnson stated the College has submitted a request for a portion of the \$1.25 billion in CARES (Coronavirus Aid, Relief, and Economic Security) Act funding. The request was based on predictions of what the cost will be to reopen in the fall. These funds must be used with strict compliance and cannot be used to replace lost revenues or increased costs.
- For Trustee Thompson, the funds for the one-time purchases not completed in FY20 will not be carried over for these purchases in FY21.

B. BOARD DISCUSSION – Board Chairman Jess Ketcham

The Board had no further questions.

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

No requests were made for further comment.

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

Trustee Soto moved and Trustee Erickson seconded,

MOTION: That the Board of Trustees adjourns the July 15, 2020, Public Budget Hearing.

DISCUSSION: None

MOTION CARRIED unanimously.

Board Chairman Jess Ketcham adjourned the annual public hearing at 6:46 p.m., as so moved.

**Board Meeting
Upon Adjournment of the Public Budget Hearing**

1. RECONVENE BOARD MEETING – Board Chairman Jess Ketcham

Board Chairman Jess Ketcham reconvened the Board Meeting at 6:47 p.m.

2. MINUTES – Approval of the [June 17, 2020](#), Board Meeting Minutes and the [July 1, 2020](#), Special Board Meeting Minutes – Board Chairman Jess Ketcham

Trustee Soto moved and Trustee Merrell seconded,

MOTION: That the Board of Trustees approves the June 17, 2020, Board Meeting minutes and the July 1, 2020, Special Board Meeting minutes.

DISCUSSION: None

MOTION CARRIED unanimously.

3. REPORTS TO THE BOARD

A. Staff Senate – President Linda Herget – Introduction

Newly-elected Staff Senate President Linda Herget stated she has been the public service specialist for the Ludden Library and Learning Commons for seven years as of today.

B. Faculty Senate – President Teresa Authier – No Report

C. Construction Update – Vice President Rick Johnson

- Fine Arts Building – No significant issues have been encountered and move-in is scheduled for the last week in July. The HVAC testing delayed the move-in by a couple of weeks.
- Auditorium – The November 23rd completion date remains intact.
- Residence Hall and Gaming Space Build-out – The sinks for the north wing have not been received. If the delay continues, the November 9th completion date could be affected.
- Parking Lots – The Arp and residence hall parking expansions are going well. The soil issue for the north side of the Arp parking lot is being addressed. The high water table in that area has necessitated the contractor adding ply ash to the soil to stabilize it. Both parking lot expansions should be done the end of July or early August.

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

A. [R2B Phase II Plan Discussion](#)

President Schaffer brought forward the R2B Phase II Plan for discussion just in case the Board had any further comments, questions, or feedback, noting so far the Plan has been well-received. The College is now developing area operations plans that will identify how the areas will function this fall, while adhering to the protocols in the overarching R2B Phase II Plan. The individual area operation plans are due August 14th and will likely vary by area.

The Board had no comments, questions, or feedback.

B. August Retreat and September, October, November, and December Board Meeting Dates

The Board agreed to the highlighted dates below.

- **August 19** (3rd Wednesday) – Board Retreat
- **September 9** (2nd Wednesday) or September 16 (3rd Wednesday) – The LCCC Board and Foundation Board dinner, originally schedule for September 16th will not be held due to COVID-19 restrictions.
- October 21 (3rd Wednesday) – (POSTSCRIPT TO MINUTES: The October 21st date was later moved to **October 28**—4th Wednesday)
- **November 18** (3rd Wednesday) – November 25-27 is Thanksgiving break.
- **December 2** (1st Wednesday) – Newly-elected Trustees' Administered Oath of Office

President Schaffer asked Board Recording Secretary Vicki Boreing to reach out to the trustees to determine the time for the August 19th retreat. (POSTSCRIPT TO MINUTES: The retreat was held from 5:30 to 9:30 p.m.)

C. August Board Retreat Agenda Items

President Schaffer asked the trustees to send him discussion topics for the retreat. The following were spontaneously suggested by President Schaffer and the trustees:

- Professional development – Utilize someone externally
- Budget cuts and reductions – This should be a priority discussion.
- Title IX changes – Counsel Tara Nethercott
- Rules and responsibilities of the Board – Counsel Tara Nethercott
- Potential revenue opportunities at the local level
- WACCT retreat summary of discussions and actions – Trustee Erickson and Trustee Salazar

D. [President Schaffer's FY21 Goals](#)

President Schaffer stated his FY21 goals are before the Board this evening in their formal format.

Trustee Erickson moved and Trustee Merrell seconded.

MOTION: That the Board of Trustees approves President Schaffer's FY21 goals.

DISCUSSION: Trustee Merrell thanked President Schaffer for keeping the number of goals to five.

MOTION CARRIED unanimously.

For the Record: Board Chairman Ketcham clarified that the Board previously voted on his contract, not his goals.

5. BOARD REPORTS

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

No updates were needed.

B. Finance and Facilities Committee (July 15th) – Trustees Don Erickson and Janine Thompson

Trustee Erickson stated the full meeting was a thorough precursor for this evening's discussions and actions.

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

DISCUSSION: None

MOTION CARRIED unanimously.

6. APPROVAL ITEMS – Board Chairman Jess Ketcham

A. Approval of FY 2021 Laramie County Community College Budget – President Joe Schaffer, Vice President Rick Johnson

Trustee Soto moved and Trustee Merrell seconded,

MOTION: That the Board of Trustees approves the FY 2021 Laramie County Community College District Budget as presented.

DISCUSSION: None

MOTION CARRIED unanimously.

B. Declaration of Financial Emergency – Board Chairman Jess Ketcham

- [Budget Cuts Approved by Governor Gordon Total More Than \\$250 Million](#)

President Schaffer stated the College's FY21 budget was balanced on borrowed and one-time funds. Having done so, the College will have time to strategically determine budget cuts necessary for the FY22 10% less in funding mandated by the Governor. He emphasized the declaration of the financial emergency is not a declaration of financial exigency that would be notice the College is financially unstable. The Board's approval of a financial emergency allows him to enact portions of the College's policies and procedures to navigate the budget reductions, as a result of the withdrawal/reduction of State funding. He added as of this afternoon there is reason to believe the community college State funding will be further reduced by furlough amounts equivalent to that of the State agencies, which would mean a total reduction of more than 10%. The total amount of contingency cuts now stands at \$3.5 million—the total of \$2.8 million (10% cut) plus another \$700,000.

Trustee Erickson moved and Trustee Soto seconded,

MOTION: That, pursuant to Board Policy and Administrative Procedure, the Board of Trustees declares a financial emergency as a result of the withdrawal/reduction of State funding by the Wyoming Legislature and the directive of the Governor.

DISCUSSION: President Schaffer stated the linked document should have been the Governor's press release. That press release was later linked to these minutes.

MOTION CARRIED unanimously.

C. Budget Reduction and Reallocation for FY21 – President Joe Schaffer, Vice President Rick Johnson

Trustee Erickson moved and Trustee Soto seconded,

MOTION: As a result of withdrawal of funds from the State of Wyoming, the Board of Trustees directs the President to prepare a budget for FY22 that is at least \$2.8 million less than the FY21 budget, and prepare an additional \$700,000 in additional reductions should they be required as a result of further funding reductions.

DISCUSSION: None

MOTION CARRIED unanimously.

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

A. [Communication from LCCC Foundation on Budget Reduction](#) – Associate Vice President Lisa Trimble

Associate Vice President Trimble stated the Foundation thanks LCCC and the LCCC Board for their continued partnership and support of the Foundation. The Foundation would like to help offset the College's budget cuts by declining the FY21 escalator of \$8,238 set out in the College's and the Foundation's Memorandum of Understanding and by offering a decrease in the Foundation's FY21 distribution of \$5,000 for a total decrease of \$13,238. Associate Vice President Trimble noted an amendment referencing the elimination of the FY21 escalator will need to be made to the MOU. President Schaffer asked Counsel Nethercott to draft that amendment.

Trustee Erickson moved Trustee Soto seconded,

MOTION: That the Board of Trustees approves and accepts the total decrease of \$13,238.

DISCUSSION: No additional discussion

MOTION CARRIED unanimously.

8. **NEXT MEETINGS/EVENTS**

- August 5-25 – Filing for Office Dates for Trustees
- August 18 – Primary Election
- November 3 – General Election

- 9. 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 public comment was requested.

- 10. EXECUTIVE SESSION** – Personnel Matter – Board Chairman Jess Ketcham

Prior to recessing the Board meeting, Trustee Soto moved and Trustee Merrell seconded,

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

DISCUSSION: None

MOTION CARRIED unanimously.

Board Chairman Ketcham recessed the meeting while all attendees, but the trustees, Counsel Nethercott, and Human Resources Executive Director Maas, left the room and ended their Zoom connection.

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

Trustee Soto moved and Trustee Merrell seconded,

MOTION: That the Board of Trustees recesses the July 15, 2020, Board Meeting of the Laramie County Community College District Board of Trustees to conduct a personnel meeting.

DISCUSSION: None

MOTION CARRIED unanimously, and the Board Meeting was recessed at 7:25 p.m., as so moved.

Following the adjournment of the executive session,

Trustee Merrell moved and Trustee Soto seconded,

MOTION: That the Board of Trustees adjourns the July 15, 2020, Board meeting.

DISCUSSION: None

MOTION CARRIED unanimously, and Chairman Ketcham adjourned the Board meeting at 7:50 p.m.

Respectfully submitted,

Vicki Boreing
Board Recording Secretary