

BOARD MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, DECEMBER 2, 2020, COLLEGE COMMUNITY CENTER, ROOMS 178/179, LARAMIE COUNTY COMMUNITY COLLEGE

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

Staff Present: President Joe Schaffer, Vice Presidents Kari Brown-Herbst, Rick Johnson, and Melissa Stutz, Associate Vice Presidents Kim Bender and Lisa Trimble and Interim Associate Vice President Clark Harris; Executive Director Tammy Maas; Administrators, Faculty and Staff Teresa Authier, Sam Graham, Linda Herget, Damien Kortum, Ron Medina, Erin Nitschke, Caleb Perriton, Adrienne Wade, Jodi Weppner, and Bryan Wilson; and Legal Counsel Tara Nethercott

Special Guest: Retired Justice Bill Hill

Visitors: The meeting was live-streamed for visitors.

Board and President's Cabinet Members please connect using the following Zoom Link.

Join Zoom Meeting: <https://lccc-wy.zoom.us/j/95560807709>

Meeting ID: 955 6080 7709

Join Audio by Phone: +1 346 248 7799

DINNER WORK ITEMS

Board Chairman Jess Ketcham opened the December 2, 2020, Board of Trustees meeting at 6 p.m. and advised the trustees a discussion of the dinner meeting items will precede the formal agenda items.

Associate Vice President Bender prefaced the program review presentations stating the reviews are for the 2019-2020 cycle. Dr. Bender stated he assists the Academic Standards Committee, who manage program review. The Program Review Committee is a subcommittee of the Academic Standards Committee and is chaired by Dr. Erin Nitschke, who is a member of the exercise science faculty. In addition to assisting faculty with their program reviews, Dr. Nitschke gathers feedback annually from the faculty for improving the program review process. The program review schedule remained unchanged despite the COVID restrictions. The faculty leads did a marvelous job of managing their program reviews and are in attendance this evening for the presentations. Dr. Bender also noted the first Pathway program reviews will take place next year.

1. WORK ITEMS

A. Faculty Presentation of Program Reviews – Kim Bender and Erin Nitschke

The following program reviews were presented via Zoom and included information pertaining to CARES funding, COVID impact, challenges, program improvements, pathways, and success rates.

1. [A&H - Art \(A.A.\)](#) – Ron Medina
2. [BATS – Welding \(A.A.S.\)](#) – Sam Graham and Chase Merrick
3. [HSW – Diagnostic Medical Sonography \(A.A.S.\)](#) – Adrienne Wade
4. [M&S – Paralegal \(A.A.S.\)](#) – Jodi Weppner

Trustee Soto said in the interest of time, she will email Ms. Weppner her question regarding the Paralegal Advisory Board members.

BOARD MEETING AGENDA

1. **CALL TO ORDER** of the December 2, 2020, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Jess Ketcham

Board Chairman Jess Ketcham moved the discussion to the December 2, 2020, Board Meeting agenda of the Laramie County Community College District Board of Trustees at 7:20 p.m.

2. **INSTALLATION OF TRUSTEES**

- A. Administering Oath of Office to Re-Elected Trustees Jess Ketcham, Wendy Soto, Don Erickson and Bob Salazar –Tara Nethercott and Retired Justice Bill Hill

Retired Justice Bill Hill administered the oaths office to Trustees Don Erickson, Jess Ketcham, Wendy Soto, and Bob Salazar. The trustees were re-elected for another four-year term through 2024.

3. **ELECTION OF 2020 OFFICERS FOR 2021** – Board Chairman Jess Ketcham

Trustee Merrell reported the following 2021 officers were recommended by Nominating Committee members Trustee Erickson, Trustee Merrell, and Trustee Soto.

- A. Chairman Wendy Soto
- B. Vice Chairman Bob Salazar
- C. Secretary Janine Thompson
- D. Treasurer Don Erickson

Board Chairman Ketcham called for additional nominations and heard none.

Therefore, Trustee Merrell moved and Trustee Lyttle seconded,

MOTION: That the Board of Trustees accepts the nominations of the 2021 officers recommended by the Nominating Committee members Trustee Erickson, Trustee Merrell, and Trustee Soto.

DISCUSSION: None

MOTION CARRIED unanimously.

Newly-elected Chairman Wendy Soto continued with the meeting's agenda.

Trustee Thompson excused herself from the meeting.

4. **ELECTION OF OTHER BOARD AND COMMITTEE MEMBERS** – Board Chairman Wendy Soto

Trustee Merrell reported the following were recommended by Nominating Committee members Trustee Erickson, Trustee Merrell, and Trustee Soto. (Note: The chairman serves on all committees.)

- A. WACCT Board Members (two voting members)
 - 1) Trustee Erickson
 - 2) Trustee Salazar
 - 3) Trustee Lyttle – State Coordinator
- B. Foundation Board Members (three non-voting members)
 - 1) Trustee Ketcham
 - 2) Trustee Thompson
 - 3) Trustee Merrell

- C. Finance and Facilities Committee (two members)
 - 1) Trustee Erickson
 - 2) Trustee Thompson
- D. Academic Affairs/Student Services Committee (two members)
 - 1) Trustee Lyttle
 - 2) Trustee Erickson
- E. President's Evaluation/Performance Review Committee (two members)
 - 1) Trustee Ketcham
 - 2) Trustee Merrell

Board Chairman Soto called for additional nominations and heard none.

Therefore, Trustee Merrell moved and Trustee Ketcham seconded,

MOTION: That the Board of Trustees accepts the nominations of the 2021 committee members as recommended by the Nominating Committee members Trustee Erickson, Trustee Merrell, and Trustee Soto.

MOTION CARRIED unanimously.

5. MINUTES – Approval of the November 18, 2020 Minutes – Board Chairman Wendy Soto

The November 18, 2020, minutes are in transcription process.

6. WORK ITEMS

- A. [Speech-Language Pathology Assistant \(SLPA\) Certificate](#) – 1st Reading – Kari Brown-Herbst and Starla Mason

The Board was presented with the 1st Reading of the Speech-Language Pathology Assistant (SLPA) Certificate. The linked memorandum provides the following explanation for the need of this certificate.

“As a result of our Guided Pathways initiative the College has committed to offering academic programs that are clear and intentional in design to meet students’ goals in employment or further education. It is with respect for these tenets that I seek approval for a new Credit Diploma, the Speech-Language Pathology Assistant Post-Baccalaureate Bridge. The SLPA Post-Baccalaureate Bridge credential is designed to provide an experience-based path to employment as SLPAs for bachelor’s degree holders. Students holding a bachelor's degree in communication disorders are unable to obtain direct employment following graduation due to additional training requirements mandated by the American Speech Language Hearing Association (ASHA) and the Wyoming State Board of Examiners for Speech Language Pathology and Audiology. This 2-semester credit diploma bridges the gap between academic preparation and field experience and further serves as one of three paths to eligibility for the national SLPA certification exam.”

Additional Notes

- The certificate program will not require additional faculty.
- Starting pay for SLPA ranges from \$24/hour to \$30/hour. Private practice may pay more.
- LCCC would be the only institution in the region offering the certificate.
- The program would start Fall 2021.
- Dean Mason will check on the required GPA.

The Speech-Language Pathology Assistant (SLPA) Certificate will be presented to the Board for approval on 2nd Reading in January.

7. REPORTS TO THE BOARD

A. Staff Senate – President Linda Herget

President Herget congratulated the trustees on their re-election and the 2021 officers and committee members. She added that the Staff Senate has not met since the November 18th Board meeting and therefore has no report.

B. Faculty Senate – President Teresa Authier

President Authier also congratulated the re-elected trustees, the newly officers and committee members, and announced Sheridan Hanson was elected the November Faculty of the Month for the “Service to LCCC” category. December Faculty of the Month nominations will be for the community outreach focus area.

C. Construction Update – Vice President Rick Johnson

- Residence Hall – Installation of bedroom furniture is complete. Appliance installations will be completed in January. So far, about 50 applications have been received for occupancy in the new residence hall.

Trustee Thompson was able to re-join the Board meeting via Zoom.

- Fine Arts Building – Work continues on finalizing the completion work.
- Auditorium – A decision was made to let the flooring acclimate longer than recommended. The concert shell, which is beautiful, is being assembled at this time. Bricking of the auditorium exterior should be completed soon. One supply chain delay is affecting the arrival of some of the acoustical panels that will be installed on the auditorium walls. No set back is anticipated from this supply delay. The metal ceiling for the lobby area is now under construction and is expected to be delivered by the end of December. HVAC commissioning and balancing will take place this month. The AVIT sound system and theatrics training will be done in January after the faculty return. The auditorium will be turned over for usage in February. The auditorium sign shown below wraps around the side of the building and will be backlit when powered up. Trustee Lyttle and Theater Instructor Jason Pasqua chose the upholstery colors and wood arm treatments. Trustee Lyttle and Theater Instructor Jason Pasqua chose the upholstery colors and wood arm treatments that are adding warmth to the auditorium.



President Schaffer said the ribbon cutting has not yet been scheduled and may take place closer to summer, when a bigger event can be planned. Trustee Lyttle stated this would be her preference, noting the arts community is excited about the new auditorium.

8. PRESIDENT'S REPORT

- A. Proposed Dates for Spring Meetings (The dates are all on the third Wednesday of the month with the exception of the May meeting due to statute regarding budget 1st reading.)

The Board agreed to the following 2021 meeting dates.

- January 8 – Board Retreat – Noon to 5 p.m. – LCCC Campus – The Board will meet in person pending the CDC's guidance and Governor's orders.
- February 17 – Board Meeting
- March 17 – Board Meeting
- April 21 – Board Meeting
- May 12 – Board Meeting – Budget 1st Reading (Prior to May 15th)
- June 16 – Board Meeting
- July 21 – Board Meeting – Budget Approval (By the third Wednesday in July)

- B. January Retreat Topics

The following retreat topics were proposed for consideration.

- 1) Analysis of the Board's Self-Evaluation
- 2) SLPA Certification 2nd Reading and Approval
- 3) Building Authority Member Approval
- 4) Board Development Items
- 5) Academic Master Plan
- 6) Statewide Issues; e.g., WCCC statement on sustainable funding, proposed legislation.

Board Chairman Soto asked the trustees to email her or President Schaffer with any additional agenda items.

9. APPROVAL ITEMS

- A. [Annual Academic Program Review](#) – Institutional Effectiveness Associate Vice President Kim Bender

Trustee Erickson moved and Trustee Merrell seconded,

MOTION: That the Board of Trustees accepts the annual program review report, including individual reports as presented during the Board's dinner meeting on December 2, 2020, and that those reports be read into the formal record of proceedings.

- [A&H - Art \(A.A.\)](#) – Ron Medina
- [BATS – Welding \(A.A.S.\)](#) – Sam Graham and Chase Merrick
- [HSW – Diagnostic Medical Sonography \(A.A.S.\)](#) – Adrienne Wade
- [M&S – Paralegal \(A.A.S.\)](#) – Jodi Weppner

DISCUSSION: Associate Vice President Kim Bender gave a detailed presentation on the program review process and drew attention to the Executive Summary on page 2. He advised the Academic Program Review is a comprehensive process conducted on a five-year cycle. Beginning next year, the review process will use a new self-study template developed by the Academic Program Review Task Force during the spring and summer of 2020. The new self-study template is aligned with the Guided Pathways 2.0 initiative that became operational this fall semester. Dr. Bender shared the following chart, which shows the new template's sections.

Table 3
Institution-Level Peer-Review Ratings for 2016-2017, 2017-2018, 2018-2019, and 2019-2020 Cycles
 *Peer-review rubric ratings from individual programs were averaged.
 Note: Green signifies aggregated ratings above 3.00 and red signifies ratings below 3.00

Program Review Self-Study Template Sections	2016-2017 Totals	2017-2018 Totals	2018-2019 Totals	2019-2020 Totals
I. PROGRAM PURPOSE: MISSION AND VALUES	11 programs averaged	8 programs averaged	5 programs averaged	4 programs averaged
Program Overview, Learning Competencies Operational Outcome				
SECTION AVERAGE	3.19	3.15	3.19	3.12
Program Review Self-Study Template Sections	2016-2017 Totals	2017-2018 Totals	2018-2019 Totals	2019-2020 Totals
II. PROGRAM DESIGN				
Curriculum Design and Delivery				
SECTION AVERAGE	3.15	3.12	3.12	3.14
Stakeholder Needs and Partnerships				
SECTION AVERAGE	3.10	3.00	3.11	2.92
Program Faculty, Facilities, and Resources				
SECTION AVERAGE	3.24	3.13	3.15	3.12
III. CONTINUOUS IMPROVEMENT				
i. CONTINUOUS IMPROVEMENT IN STUDENT LEARNING				
SECTION AVERAGE	2.88	2.90	2.95	2.92
ii. CONTINUOUS IMPROVEMENT IN PROGRAM OPERATIONS				
SECTION AVERAGE	3.01	2.94	3.03	3.15
iii. CONTINUOUS IMPROVEMENT AS A RESULT OF PROGRAM REVIEW				

Dr. Bender stated the committee members are listed in the chart below. He explained each committee member reads one self-study and that representatives from Administration and Finance and Student Services read only one section.

Table 5
Academic Standards Committee:
Program Review Subcommittee, 2019-2020 Cycle

Position Area	Name
1. Faculty Member-Arts & Humanities	Kristin Abraham
2. Faculty Member-Business, Agriculture & Technical Studies	Chase Merrick
3. Faculty Member-Health Sciences and Wellness	Sue Toney
4. Faculty Member-Math and Sciences	Lisa Taylor
4. Academic Dean-Health Sciences and Wellness	Starla Mason
5. Academic Dean-Albany County Campus	Brady Hammond
6. VPAA	Kari Brown-Herbst
7. One Librarian	Maggie Swanger
8. ASC Subcommittee for APR, Chair	Erin Nitschke
9. Co-Chair of the SLA Committee	Trent Morrell
10. Co-Chair of the SLA Committee	Marie Yearling
11. Student Services Representatives	Andrea Clubb
12. Student Services Representatives	DeWayne Saulsberry
12. Administration and Finance Representative	Jamie Spezzano
Faculty Members with a Role in Developing Next Year's 2020-21 Program Review	
M&S - STEM	Roberto Alecia-Munoz
M&S - Biomedical Sciences	Darian Eskam
M&S - Engineering	Mohamed Chakhad

The program review findings as determined by the Academic Standards Committee for this cycle are as follows.

- [A&H - Art \(A.A.\)](#) – Ron Medina – In May 2020, the Academic Standards Committee accepted the Art program review with contingencies, so the program will be required to submit follow-up action planning.
- [BATS – Welding \(A.A.S.\)](#) – Sam Graham and Chase Merrick – In May 2020, the Academic Standards Committee accepted the Welding program review with contingencies, so the program will be required to submit follow-up action planning.
- [HSW – Diagnostic Medical Sonography \(A.A.S.\)](#) – Adrienne Wade – In May 2020, the Academic Standards Committee accepted the Diagnostic Medical Sonography program review with no contingencies.
- [M&S – Paralegal \(A.A.S.\)](#) – Jodi Weppner – In May 2020, the Academic Standards Committee accepted the Paralegal program review with contingencies, so the program will be required to submit follow-up action planning.

The next Annual Report to the LCCC Board of Trustees in December 2021 will be based on the new Pathway Review Template and will indicate one Pathway's progress made toward the Institution's adoption of Guided Pathways.

Because the Annual Academic Program Review agenda item requires Board approval, Board Chairman Soto asked for public comment, and heard no requests.

MOTION CARRIED unanimously.

10. BOARD REPORTS

A. Board Committee Reports – Board Chairman Wendy Soto

1) Finance and Facilities Committee – Trustee Erickson, Trustee Thompson

Trustee Erickson stated the Finance and Facilities Committee will meet next Wednesday, December 9, in the Board Room.

B. Board of Trustees 2020 Self-Evaluation Survey – Trustee Merrell

- Available Monday, December 7, 2020; Responses due Friday, December 18, 2020

Trustee Merrell distributed the self-evaluation questions and stated the self-evaluation will be available online on December 7th through December 18th. Trustee Ketcham will be allowed to submit his responses by December 25th due to his State budget hearing priorities. A discussion of the results will be added to the January 8th Board Retreat agenda.

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

A. ACC Ex Officio Trustee – Mr. Butch Keadle

Ex Officio Keadle reported the conversion of a lab space to a manufacturing lab space at the ACC is underway. A noncredit, entry-level training is being offered in response to Southeast Wyoming manufacturing needs. The ACC's offering will not replicate the Cheyenne campus offering. Training equipment will be purchased through a workforce development training grant. In response to Trustee Lyttle, Dr. Harris stated a BOCES discussion has been postponed until after the election, when new ACSD No. 2 board members are known. He added for Trustee Lyttle that progress with ACSD No. 2 Superintendent Jubal Yennie needs to occur before including the Board of Trustees in future BOCES conversations.

B. Student Ex Officio Trustee – Ms. Karyn Forbes

Ex Officio Forbes reported Chemistry Instructor Stephanie Fielder is the new Faculty Advisor. The SGA and the Campus Activity Board organized the Western States Food Bank shelves and disposed of all expired food. The SFAC (Student Fee Allocation Committee) mandatory meeting will be held on Friday, January 29, from 3 to 5 p.m. via Zoom. Decreased club activity is believed to be a result of the pandemic restrictions. Ideas are being discussed to keep the clubs active and their members involved.

Trustee Lyttle said the National Legislative Summit will be virtual instead of in Washington, D.C., as hoped. She will send Ex Officio Forbes information about a virtual attendance.

12. NEW BUSINESS – Board Chairman Wendy Soto

President Schaffer stated for Trustee Erickson that Vice President Stutz and Associate Vice President Trimble have goals concerning enrollment and that the College's strategic planning in the spring will also include SEM (Strategic Enrollment Management). He added the SEM group had previously decided the College should finish guided pathways work first before pursuing new enrollment strategies.

Trustee Ketcham noted the Board Chairman sits on the Forward Greater Cheyenne Committee; the next meeting is Thursday, December 10th.

Trustee Lyttle stated LCSD No. 1 will be selecting a new superintendent and asked President Schaffer if he has been asked to play a role in the selection process. President Schaffer responded he has not but would like to be engaged in the dialogue.

Board Chairman Soto said the LCCC theater received some attention in the Community College Daily posted on social media. President Schaffer stated the Community College Daily is a widely distributed national publication and that he will send a link to that publication to the trustees. (POSTSCRIPT TO MINUTES: The link was emailed on December 3rd.)

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

The January through July Board meeting dates to which the Board agreed above will be posted on the Board's Google Calendar.

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

No requests were made to provide public comment.

15. ADJOURNMENT of the December 2, 2020, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Wendy Soto

Trustee Merrell moved and Trustee Erickson seconded,

MOTION: That the Board of Trustees adjourns the December 2, 2020, Board Meeting of the Laramie County Community College District Board of Trustees.

DISCUSSION: None

MOTION CARRIED unanimously, and Board Chairman Wendy Soto adjourned the December 2, 2020, meeting at 9:37 p.m., as so moved.

Respectfully submitted,

Vicki Boreing
Board Recording Secretary