

BOARD MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, NOVEMBER 18, 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 Student Ex Officio Karyn Forbes

Board Excused: ACC Ex Officio Butch Keadle

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, Julie Gerstner, Linda Herget, and Chad Marley; and Legal Counsel Tara Nethercott

Visitors: The meeting was live-streamed for visitors.

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

<https://lccc-wy.zoom.us/j/95377647450>

Connect by Phone: Dial +1 253 215 8782 US

Meeting ID: 953 7764 7450

1. **CALL TO ORDER** of the November 18, 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 Board Meeting of the Laramie County Community College District Board of Trustees at 6:04 p.m. He repeated what was stated on the guests' agenda as follows:

“Because the Board will be voting on the budget reduction recommendations, we will be asking for Public Comment prior to making a motion. If you would like to provide public comment for the budget reductions, please send an email to president@lccc.wy.edu to request Zoom credentials, if you have not done so already. As a reminder, those requesting to make public comment will be placed in the Zoom Meeting waiting room. We encourage you to watch the meeting via the YouTube livestream until you are let in to the meeting and note there may be a slight delay between the Zoom meeting and the livestream. Once you are let in, please mute your YouTube livestream so no feedback occurs. President Schaffer will monitor and run the public comment section so please wait until your name is called to comment.”

2. **MINUTES** – Approval of the [October 7, 2020, Special Board Meeting](#), [October 28, 2020, Board Meeting](#), and [November 4, 2020, Special Board Meeting](#) Minutes – Board Chairman Jess Ketcham

Trustee Merrell moved and Trustee Erickson seconded,

MOTION: That the Board of Trustees approves the October 7, 2020, Special Board Meeting, October 28, 2020, Board Meeting, and November 4, 2020, Special Board Meeting minutes as written.

DISCUSSION: None

MOTION CARRIED unanimously.

3. **REPORTS TO THE BOARD**

A. Staff Senate – President Linda Herget

Staff Senate President Herget reported the Staff Senate finished the Spook the Door Contest and the Food Pantry Drive for the Western States Food Pantry.

B. Faculty Senate – President Teresa Authier

Faculty Senate President Authier reported the following:

- The November Faculty of the Month received 12 nominations and will be voted on this week. An email will be sent Friday announcing the recipient of the November award.
- One of the Faculty Senate goals is to coordinate with the Center for Excellence in Teaching on professional development opportunities. Because of the transition to mostly on online learning this semester, the faculty believed the topic should be “Best Practices for Online Teaching”. Brown bag lunches are being held every Friday, and the faculty are being asked to bring their best tip for online teaching. Speech Language Pathology Program Director Sue Torney presented a web application she uses. Those in attendance found it very interesting. She and Ag Instructor Rosemary McBride, who also uses a web application, will be demonstrating their applications to show how they are used to engage students.

C. Construction Update – Vice President Rick Johnson

Vice President Johnson reported the following:

- Residence Hall – A fair amount of bits and pieces finish work is taking place. Furniture has been placed in the student units and continues to be delivered.
- Auditorium – The lighted Surbrugg Prentice Auditorium sign was installed. The north and west elevations are being re-bricked. Replacement of the metal ceiling in the lobby is pending the manufacturing and delivery of the ceiling’s metal panels. The one machine that manufactures the panels is in Atlanta, Georgia, and is broken. The new metal should be received by Christmas break.

4. **POLICIES**

A. Sexual Misconduct Policies – 2nd Reading – Vice President Melissa Stutz and Executive Director Tammy Maas

- 1) [Policy 3.22 Sexual Misconduct Student – New](#)
- 2) [Policy 6.3 Sexual Misconduct Employee – Revised](#)

Trustee Soto moved and Trustee Merrell seconded,

MOTION: That the Board of Trustees approves the Laramie County Community College Sexual Misconduct Policies as presented.

DISCUSSION: None

MOTION CARRIED unanimously.

5. **APPROVAL ITEMS**

A. Spring 2021 Return to Business (R2B) – President Schaffer

President Schaffer introduced Chief Technology Officer Chad Marley and Project Management Director Julie Gerstner, who jointly chaired the R2B team. He said they did yeoman’s work and deserve a lot of recognition and gratitude for their leadership on this project.

The R2B plan for Spring 2021 looks a lot like the plan for this fall semester and is a solid plan. Of particular note were the following:

- Keeping up with contact tracing workloads has become problematic for the health departments around the state with rapidly increasing COVID cases. Therefore, the College’s COVID Response Team will be doing some of the contact tracing of employees and students, who are tested positive for COVID and who are quarantined because of a positive test or have come into contact with someone who has

tested positive. The Team has already implemented a contact tracing system, has been doing a good job, and are staying on top of it.

- The NJCAA (National Junior Collegiate Athletic Association) are planning a spring competitive season and will be mandating face coverings.
- College travel will continue to be restricted until perhaps later in the spring.

The College has managed 120+ cases on campus. The proactive management has kept the virus from being brought back to campus. Face-to-face offerings will be required until the Thanksgiving break after which classes will continue in a virtual format until the winter break.

- 1) [Spring 2021 Return to Business \(R2B\) Plan](#)
- 2) [Changes to R2B Plan for Spring Semester 2021 Memorandum](#)

Trustee Soto stated she is proud of the phenomenal job LCCC is doing with the management of R2B (Return to Business) programs and commended Chad Marley and Julie Gerstner on their leadership.

Trustee Soto moved and seconded by Trustee Erickson,

MOTION: That the Board of Trustees approves the Spring 2021 Return to Business Plan as presented.

DISCUSSION: None

MOTION CARRIED unanimously.

B. [FY22 Budget Reduction Recommendations Memorandum](#) – President Schaffer

Board Chairman Ketcham thanked the Cabinet for their dedication, as they worked through a tough situation and developed a great plan. He advised the Board they will stand together and behind the College on their final determination and vote. The order of business will be:

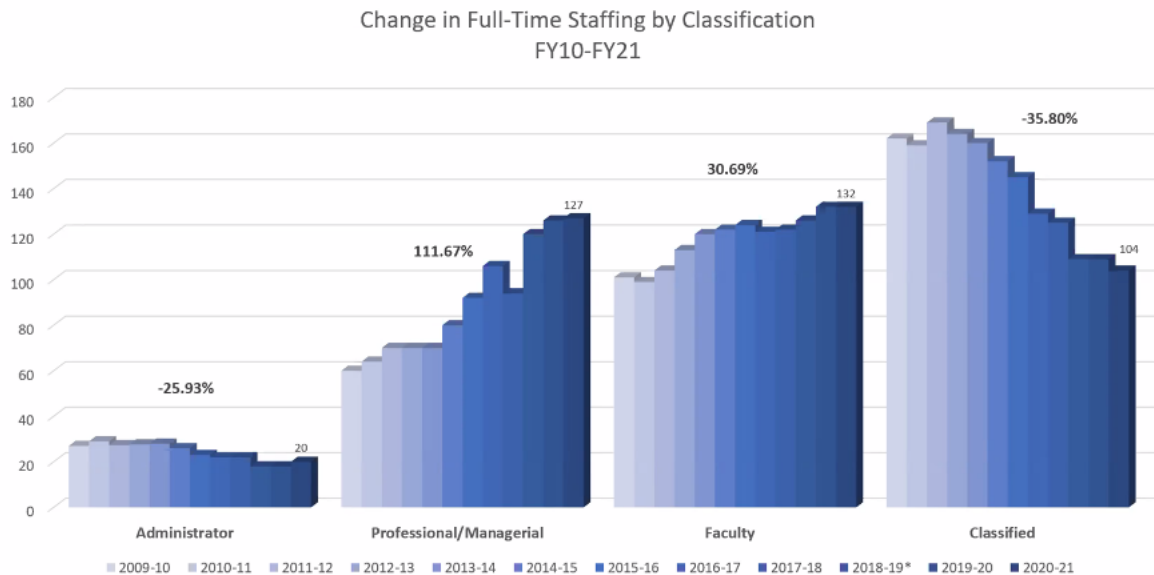
- President Schaffer will review the budget reduction recommendations provided in the linked memorandum.
- The Faculty Senate and Staff Senate will share their statements. The SGA will also share a statement.
- Trustee Thompson and Vice President Johnson will speak to the Children's Discovery Center.
- Public comment will be requested.
- A motion and second will be made followed by Board discussion followed by a final vote.

President Schaffer reviewed the information included in the linked memorandum, beginning with the Governor's Step 2 budget cuts that required all community colleges to reduce their budgets by 10 percent and followed by his Step 3 additional 4.7 percent cut in State aid. Upon the Legislature's approval, the cuts will become effective for FY22, which begins July 1, 2021. President Schaffer explained the anticipated revenue deficits from the Governor's Step 2 and Step 3 total \$3,976,401. He noted further that the anticipated deficits are based on best estimates and that some flex in these amounts will likely take place during the actual FY22 budget processes. Specifically in response to Trustee Soto's and Trustee Erickson's question during the last meeting regarding the compensation and classification plan, President Schaffer stated if enrollment increases (currently a 25% decrease), and the community colleges are effective in advocating with the Legislature in reducing some of the Step 3 budget amounts, revenues may be adjusted such that Phase III of the compensation model may be implemented. He noted for the record that the compensation plan is a multi-year, talent-recruitment and retention plan that ensures the College's current and new employees are paid competitively within their market. He emphasized the compensation plan is not a pay raise or COLA (Cost of Living Adjustment) plan.

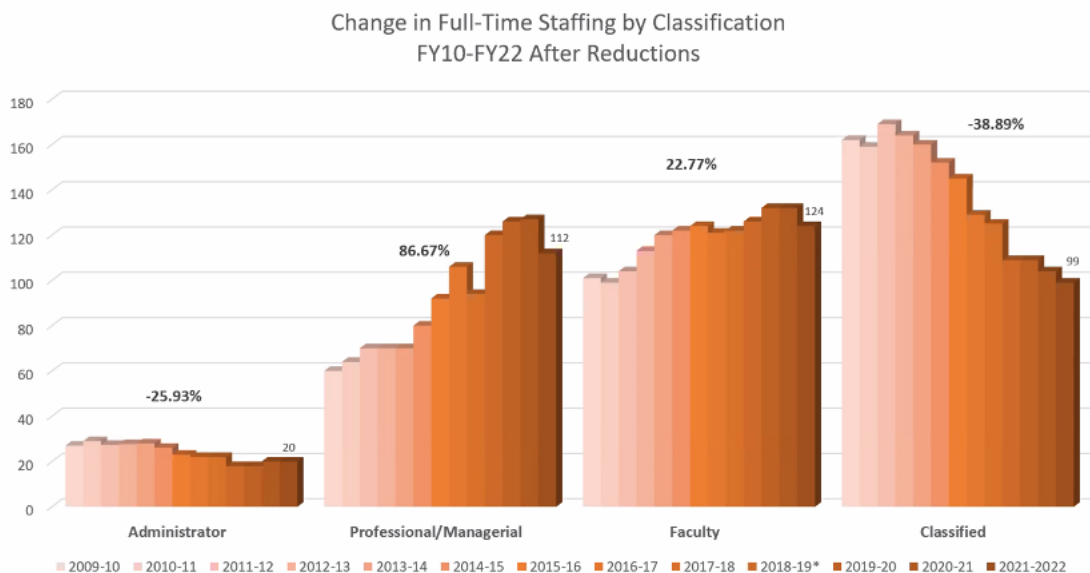
Speaking to the process for determining the reductions in force (RIF), President Schaffer provided the following employee trends analysis from FY10 through FY21 that demonstrate the change over time by

classification and the reduction in force numbers also by classification. He stated the RIF process began with a need-based, functional analysis to determine where reductions could be made that would not compromise the operational stability of the College and its service to the College's primary stakeholders. The analysis determined the majority of the reductions should be, and are, focused on the areas that have had the most substantial growth in terms of positions or have the largest number of employee classifications. He explained, while sharing the chart analysis, that the classified staff numbers were mostly decreased because of a change in classification from classified to professional, as the complexity of the work increased. Administrators have been reduced over time by 25.93 % and represent the smallest classification of employees. Conversely, the number of professional/managerial employees has increased by 111.67%, and therefore the majority of reductions fall within this classification.

LCCC Employee Trends Analysis



LCCC Employee Trends Analysis



Reduction in Force (RIF) by Classification

Classification	Total Positions	All Positions RIF'd	% Reduction	Occupied Positions RIF'd	% Reduction
Administrator	20	0	0.0%	0	0.0%
Managerial	51	6	11.8%	2	3.9%
Professional	76	9	11.8%	4	5.3%
Faculty	132	8	6.1%	5	3.8%
Classified	104	5	4.8%	0	0.0%
Totals	383	28	7.3%	11	2.9%

Referring to the Permanent Reductions in Operating Expenditures in the linked memo, President Schaffer continued with the following “Noteworthy Changes” from those permanent reductions.

Noteworthy Changes

3. Modify the Golden Age Tuition Waiver - \$15,000

LCCC offers individuals age 60 and older the privilege of enrolling in credit classes at a cost of \$10 per credit hour. This cost has not changed for several decades. This will set the waiver at 20% of the current resident tuition rates (for AY2022 this will be \$21/credit). Changing to a percentage of the current resident rate will allow for future tuition adjustments and continue to keep the benefit and cost to this population attractive while maintaining for inflation and equity.

4. Reduce Adjunct Faculty Budget (Both Cheyenne and ACC) - \$250,000

Three primary expenditures fall into our budget for adjunct faculty: (1) the hiring of part-time faculty; (2) overload payments paid to full-time faculty who teach additional credits above their load; and (3) release time credits that would push a full-time faculty into an overload situation by adding other, non-instructional duties. This line has been historically over-budgeted and under spent (in fact, we were able to capture an unused \$250,000 last spring from this line to help us with the impacts of COVID-19). We believe these expenditures can be reduced to align with actual needs followed by a more purposeful and judicious review of assigned overload and release time credits, both of which will help us hit this mark.

12. Move ACC Adult Education Expenses from Current Fund to Grant Funds - \$20,658

LCCC's adult basic education and related programs/services are funded in large part by federal grant funds that flow through the WCCC. We have historically funded a large portion of these offerings through current funds, typically in amounts that exceed the matching requirements for the grants. As a means of reducing the Current Fund, this recommendation would place a larger share of the ACC Adult Education costs onto the grant funds.

14. Reduce Administration at the Eastern Laramie County (ELC) Outreach Center - \$100,526

Similar to recommendation #13 above, the low utilization and activity at our outreach center in Pine Bluffs makes it difficult to justify keeping it open. Although there is still great opportunity and need to serve the eastern part of our county, most of that resides within the programs and services offered to the high-school populations. We are able to sustain that through existing personnel and services offered from the Cheyenne campus. In addition, we are still able to provide non-credit activities to the community, but again, coordinated by existing personnel on the Cheyenne campus.

23. Reduce the Current Fund Summary for the Children's Discover Center (CDC) - \$144,687

The CDC has been part of the LCCC campus community for decades. It has, and continues to fill a role for the provision of early childhood education in Laramie County. It has had the bragging rights of being the only National Association for the Education of Young Children (NAEYC) accredited facility in Laramie County. It has provided practical learning environments for LCCC programs and students and has also been preparing students for Kindergarten, arguably better than any other preschool setting in the region.

Unfortunately, the increasing costs to maintain the CDC, its accreditation, and its comprehensive programming for all ages, have placed a growing burden on the College's General Fund as well as its overall operations. This proposal is to reduce the direct subsidy of the CDC from the General/Current Fund. Our target for this change would be somewhere between June 1 and June 30, 2021.

Based on feedback from CDC families and staff members, we are exploring multiple options for how to accomplish the goal of removing the General Fund subsidy. Those options being explored include changes to management structure of the CDC, increases to tuition rates, or shifting of programming and classrooms. In the end, I believe we can find a solution to preserve this function for our community, and still address the subsidy for the center.

President Schaffer stated the title of Item No. 14 was changed to "Reduce Administration at the Eastern Laramie County (ELC) Outreach Center" at the request of Trustee Erickson to more correctly reflect a reduction and not a closure. He expounded on Item No. 23, saying the Center will continue with the infant and toddler room and that the recommended changes will be given three years. Trustee Thompson and Vice President Johnson later offered additional comments. Trustee Thompson expressed her thanks for being asked to participate in the discussions as an advocate. She also thanked President Schaffer for his honesty and support of the CDC staff, director, and parents and Vice President Johnson for the numbers he produced to facilitate the conversations toward a solution. She was pleased the discussions resulted in the retention of teacher who might have otherwise been RIF'd. The CDC parents will start a foundation for a scholarship fund to assist LCCC students with children that are attending the CDC and other CDC families, who cannot afford the tuition increase. A PTO foundation will be formed to raise money to possibly repair the playground equipment and fund teacher supplies. An endowment for a new facility is also a possibility. Parent Rebecca Ferguson gave a call to action to approach the Governor and the Legislature about funding.

Vice President Johnson shared the Parent Advisory Group are tremendous partners and is one of the most eloquent and articulate groups with which he has ever worked. Tuition will be raised across all classrooms—the tuition increase will be more for the infant toddler classrooms more and less for the older children classrooms. The raised tuition will be at or below the benchmarks in the market place. Rates for students with children in the CDC may remain the same. Another part of the creative solutions was the restructure of a classroom brought forward by Interim Director Beth Storer.

Board Chairman Ketcham stated numerous comments have been received regarding the equine program and asked President Schaffer to reiterate the actual recommendation. President Schaffer stated the recommendation is to reduce one FTE (Full-Time Equivalent) faculty associated with the management training program. The recommendation is not to shut down the program or eliminate the show and ranch horse teams. In addition, the arena activity will not be reduced. A close analysis of how the co-curricular activities intersect with the curriculum will be performed. Trustee Erickson later suggested a decision about the reduction of one faculty be give further consideration until additional marketing strategies to increase credit class enrollment could be pursued. President Schaffer reiterated the elimination of one faculty does not mean the program will be reduced in scope or eliminated. He clarified the elimination of a faculty member through the non-renewal of a contract is an administrative action and cautioned the Board about taking that management action in a Board meeting. He added, however, the Board could choose to preserve the resources for that programmatic area. He further stated, based on three years of data and multiple years prior to that, he believes there is a role for LCCC in equine programming and co-curricular activities but reiterated the data does not support having this resource (FTE) associated with that program until a better plan and direction are devised.

Staff Senate President Linda Herget stated: The Staff Senate understands the difficulty in making the decisions to cut costs and understands the impact of these reductions and how they are affecting LCCC

faculty and staff. However, the Staff Senate will remain neutral and has agreed to move forward with the budget recommendations presented by President Schaffer. Thank you.

Faculty Senate President Teresa Authier stated: The Faculty Senate is empathetic to impacted individuals as a result of the budgetary measures. However, the Faculty Senate supports the process that took place and appreciates the opportunity to provide feedback. At this time, we opt to take a neutral stance on these decisions.

Student Ex Officio Trustee Karyn Forbes stated: The Student Government Association at Laramie County Community College has examined the final memorandum set forth by Dr. Schaffer's office. At this point in time, the SGA would like to take an affirmative stance on the reductions set forth for FY 2022. Through discussions with the constituents we represent, we concluded the reductions set forth are necessary for the longevity of the College. Though many of our constituents were dismayed with the increase in tuition, they will at least know the College fought instead for no increase to be made. With everything in consideration, SGA wants you to know that they stand in affirmation with the proposed budget reductions for the FY 2022 set forth by the memorandum presented by Dr. Schaffer and his office.

No questions or comments followed.

Board Chairman Ketcham called for public comment to which no request was made. He advised persons may request public comment during the regular public comment time at the end of the meeting.

Trustee Lyttle moved and Trustee Merrell seconded,

MOTION: That the Board of Trustees approves the President's final recommendations for the College's FY22 Budget Reductions.

Trustee Erickson moved and Board Chairman Ketcham seconded,

AMENDED MOTION: That the Board of Trustees requests item 28.G. be removed for further discussion. (The language is stated as a formal motion.)

DISCUSSION: Trustee Erickson clarified the amended motion would result in approving all the recommendations in President Schaffer's memorandum except item No. 28.G.

ROLL CALL on Amended Motion

Trustee Erickson – Aye

Trustee Lyttle – No

Trustee Soto – No

Trustee Merrell – No

Trustee Thompson – No

Trustee Salazar – No

AMENDED MOTION FAILS.

Board Chairman Ketcham noted the Chairman votes only in the event of a tie vote.

Board Chairman Ketcham moved and Trustee Soto seconded,

SECOND AMENDED MOTION: That the Board of Trustees requests the number of RIFs of occupied positions be reduced to six. (The language is stated as a formal motion.)

DISCUSSION: Chairman Ketcham stated he made the motion for the second amendment because rehiring 5 positions to replace 11 RIFd positions brings into question why those employees being RIFd cannot be retrained to do another job in the resulting department's reorganization. Trustee Soto stated she understands

that in Public Relations three people will be RIFd, the department will be reorganized, two new positions will be created, and this action will result in the loss of only one FTE. She asked President Schaffer to share the other areas in which this reorganization approach will take place. President Schaffer explained the reorganization approach will be utilized in Accounting Services, Admissions, and Campus Safety areas. He stated that if he is understanding the Chairman's motion correctly, he is suggesting two of the three employees in Public Relations to be RIFd be retrained to fill the reconfigured positions, adding he appreciates Chairman Ketcham's human-centered approach at the heart of his motion. He continued that at the end of the day the Board hired him to assure the College has effective programs and services and to determine the management approach for accomplishing this. Public Relations will be reorganized into the Department of Marketing and Communications. Increasing enrollment will require a strategic focus on marketing. Responsibilities from the three RIFd positions will be reconfigured into two new positions, and a competitive search will be required for these positions. The Associate Vice President will inherit some the duties, as well. Trustee Thompson later stated the RIFd employees' interest in the reconfigured positions is not known.

Counsel Nethercott reminded the Board that the College has Board policies and accompanying administrative procedures that dictate hiring practices and encouraged the Board to proceed carefully.

Board Recording Secretary Vicki Boreing asked Chairman Ketcham to restate his amended motion. He did so as follows. (The language is stated as a formal motion.)

SECOND AMENDMENT RESTATED: That the Board of Trustees requests the number of occupied positions being RIFd be reduced from 11 to 6.

ADDITIONAL DISCUSSION: Chairman Ketcham stated there are 11 occupied RIFs. In one area (Public Relations), three positions will be RIFd, and two will be rehired. President Schaffer stated for clarification the 11 positions that will be RIFd are currently occupied. When those positions are vacated, some of those RIFd positions will be reconfigured into new positions with new functions and responsibilities and persons will be hired who are specifically qualified to perform those duties. President Schaffer believed Chairman Ketcham's intent through his amended motion is to RIF the number of positions needed to meet a budget threshold, and if that requires reorganization, then restructure the positions as needed for the reorganization, and train people to hopefully be able to perform the duties in the restructure positions. This approach would necessitate some emergency allowances in order to not violate Human Resources procedures. President Schaffer stated for Trustee Soto the procedure dealing with administrative transfer, as it now exists, would be violated, if a position is created and an employee is administratively transferred into that position with a higher salary. This could be done only if the employee being transferred did not receive a pay increase, which would not be the case if a classified designer was moved into a professional marketing analyst. That move would be in violation of that procedure. Whether or not such an action would challenge the Fair Labor Standards Act would also need to be investigated. Counsel Nethercott added the precedent set by the Board's action, should the amended motion pass, would be significant. The result would be an employee would be moved into a position regardless of qualification and without an objective and competitive hiring process, which would ensure the College is hiring the best talent at the time of a budget crisis. Board Chairman Ketcham stated his biggest concern is that a reorganization should not take place during a pandemic and budget crisis. Trustee Erickson stated President Schaffer was hired to make LCCC one of the best colleges in the country and believes what he has presented has been thoroughly vetted and is extraordinarily well done.

Board Chairman Ketcham called for additional discussion and hearing none, called for the question, followed by a roll call vote on the second amended motion.

ROLL CALL on Seconded Amended Motion

Trustee Erickson – No

Trustee Lyttle – No

Trustee Soto – Yes

Trustee Thompson – No
Trustee Merrell – No
Trustee Salazar – No

SECOND AMENDED MOTION FAILS

ORIGINAL MOTION: That the Board of Trustees approves the President's final recommendations for the College's FY22 Budget Reductions.

ROLL CALL on Original Motion

Trustee Erickson – Yes
Trustee Lyttle – Yes
Trustee Soto – Yes
Trustee Merrell – Yes
Trustee Thompson – Yes
Trustee Salazar – Yes

ORIGINAL MOTION CARRIED unanimously.

Board Chairman Ketcham called again for public comment. Equine Studies Instructor and Equestrian Team Coach Lanae McDonald stated she is in her 15th year at LCCC and is also an LCCC alumni in the Equine Studies Program. She has very much enjoyed her time at LCCC and appreciates the opportunity to provide public comment. She also thanked Trustee Erickson for his comments. She stated those in the Equine Studies Program have been repeatedly told by their dean and director that the reduction of one FTE would reduce the Equine Training Program such that it would no longer exist, leaving only the Equine Science Program. She noted the reduction of the one FTE will also be a reduction in one of the coaches, which is not a question for tonight, but should be a consideration going forward.

6. BOARD REPORTS

A. Board Committee Reports – Board Chairman Jess Ketcham

1) Finance and Facilities Committee (November 18th – Zoom) – Trustee Erickson, Trustee Thompson

- a. Trustee Erickson stated the Finance and Facilities Committee met this morning. The financials are held up because information necessary for the completion of the Current and Auxiliary Fund Balance Sheet and Fund Budget Reports has not been received from the County Assessor. Reports were received on the College's building projects and 19 CARES Act projects. Trustee Thompson recognized the work of the Physical Plant and ITS staff to complete these projects. The final audit is delayed because the guidelines for the separate CARES funding audit have not been released. Referring to the Procurement and Contracting Report, Trustee Erickson stated the College has experienced a problem getting a lease for the CDL trailer for a certificate program. Vice President Johnson reported the responses to two RFPs were unsatisfactory. One alternative would be for LCCC to acquire and purchase the trailer. However, he has some concerns about liabilities, and the risks will need to be measured.

Trustee Erickson moved and Trustee Thompson seconded,

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

- b. [Procurement and Contracting Report as of October 2020](#)

DISCUSSION: None

MOTION CARRIED unanimously.

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

A. ACC Ex Officio Trustee – Mr. Butch Keadle

Ex Officio Keadle was unable to attend the meeting. In his absence Interim Associate Vice President Harris reported he continues to connect with community leaders. The ACC's Spring 2021 Return to Business Plan has been submitted. Albany County is a hot bed of COVID cases requiring a lot of contact tracing being performed by ACC staff.

B. Student Ex Officio Trustee – Ms. Karyn Forbes

Ex Officio Trustee Forbes reported a new faculty advisor will be introduced to the SGA on Friday. A mandatory meeting for any club requesting SFAC funds will be held again in the spring. The SGA reached out to all clubs on campus and received responses from many clubs. COVID restrictions will limit SGA and club participation in fundraisers and conferences.

8. NEW BUSINESS – Board Chairman Jess Ketcham

A. Ad Hoc Nominating Committee – Board Chairman Jess Ketcham

Trustee Merrell, Trustee Erickson, and Trustee Lyttle will make up the nominating committee for officer and committee member elections. Trustee Merrell will chair the committee.

B. [Board of Trustees Self-Evaluation](#) – President Schaffer and Trustee Merrell

Trustee Merrell stated last year's survey instrument will be used again this year. The survey will be completed by the trustees in December, and the survey results will be discussed in January during their retreat.

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

- December 2 – Board Meeting – 5:30 p.m. Dinner, CCC 178/179 – Time and Location TBD – Officer Elections, Oaths of Office

President Schaffer suggested the December 2nd meeting be held on campus, if COVID protocols allow. Counsel Nethercott advised the meeting, during which re-elected trustees will take an oath of office for their new term, can be held virtually, if necessary. President Schaffer will confer with Chairman Ketcham and Vice Chairman Soto on the final meeting arrangements.

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

As promised, Chairman Ketcham called again for public comment and heard no requests.

Vice Chairman Soto reminded everyone about the Ladies Lunch Fund, saying the fund is within \$1,500 of being endowed. Associate Vice President Lisa Trimble advised Dean of Students James Miller is the facilitator of the funds and utilizes the funds to issue meals cards to students. He also provides information about the Western States Bank Food Pantry. Associate Vice President Trimble also advised donations may now be made to both the aforementioned on the Foundations online giving page at [Give Online to the LCCC Foundation - LCCC | Laramie County Community College, Wyoming](#). Trustee Thompson stated she sent a letter to First Lady Gordon inquiring about her Wyoming Hunger Initiative.

11. ADJOURNMENT of the November 18, 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 adjourns the November 18, 2020, Board Meeting of the Laramie County Community College District Board of Trustees.

MOTION CARRIED unanimously, and Board Chairman Ketcham adjourned the meeting at 8:25 p.m., as so moved.

Respectfully submitted,

Vicki Boreing
Board Recording Secretary