

BOARD RETREAT MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY  
COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD FRIDAY, AUGUST 13, 2021,  
COLLEGE COMMUNITY CENTER, ROOM 128, LARAMIE COUNTY COMMUNITY COLLEGE

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

Staff Present: President Joe Schaffer, Vice Presidents Kari Brown-Herbst, Rick Johnson, and Melissa Stutz, and Associate Vice President Lisa Trimble; Administrators, Faculty and Staff Kelly Humphrey (Zoom), Talisha Mottinger

Visitors: Billie Addleman, Kathy Mawford, Bob Womack, Jeff Collins, and Sam Weinstein

## **RETREAT AGENDA**

### **1. CALL TO ORDER - Board Chair Wendy Soto**

Board Chair Wendy Soto called to order the August 13, 2021, Board Retreat at 12:24 p.m.

### **2. LUNCH MEETING WITH FOUNDATION BOARD MEMBERS (12:00 – 1:00 in CCC 178)**

Each individual present introduced themselves.

President Schaffer began by noting the College and the Foundation engage in a formal business relationship. The College hires the Foundation to provide development services and activities, and in exchange for that, the Foundation raises funds and opportunities to make a college education more affordable for the students, among many other items listed in the agreement. Additionally, the agreement has a requirement for the College to note what's important for the Foundation to work on. The relationship has been working really well and they've just signed another six-year agreement.

Vice President Lisa Trimble started the dialogue and noted the primary function of the Foundation is to support the College. They put together a handout that includes key information regarding the Foundation but today's conversation does not have to remain on those items, they welcome any questions that the Board of Trustees may have.

Billie Addleman thanked both Boards for their time to get together. The Foundation welcomes to do this on an annual basis.

Kathy Mawford, who is the Foundation Treasurer and chairs their Finance Committee, explained the role of the Finance Committee. The committee meets on a regular basis in which they speak with their investors, First Interstate Bank. They are great to work with and the Foundation noted their knowledge in the types of investments and percentages allowed is impactful and they keep on eye on the interests of the Foundation. This committee reviews investment policies in order to stay up to date, and they review allocations for the scholarship piece as well.

Sam Weinstein, who is the Chair of the Foundation and sits on the Foundation's Development Committee, noted the main goal of the committee is to champion raising funds for the priorities of the College and

communicating to the community where the needs are and how they can bring folks in. He really enjoys the aspect of changing the conversations from a dollar amount to more of a communication and relationship-based partnerships.

Vice President Lisa Trimble walked through the process of allocating amounts, different types of endowments, etc. The Foundation operates on a calendar year, so their year-end is December 31<sup>st</sup>. Whereas the College operates on a fiscal year with year-end June 30<sup>th</sup>. They close their books in December, audit is end of January, and they receive the audit report at the end of February. In early March, the Finance Committee will review investment growth for that year, funds available, and allocation determinations are selected to go into effect July 1<sup>st</sup>. These determinations are based on a three-year rolling average and projections from the First Interstate Bank wealth manager. Once allocations are made, the fund donors are notified of what their allocation will be for the upcoming year, what their account balances will be, and a small glimpse of their financial picture. Additionally, the Financial Aid office is notified as they are the primary scholarship awarder for the Foundation. Students are able to receive multiple Foundation scholarships. However, there will always be unawarded money because of the nuances of students and what happens in their lives.

Other items discussed include how the Foundation is involved with the process of the College building or renovating, how Vice President Lisa Trimble keeps the Sustainable Funding Committee apprised of fundraising timing, and restricted funds/endowments versus unrestricted funds.

### **3. PRESENTATION OF THE DRAFT STRATEGIC PLAN (1:15 – 2:30)**

#### **A. 2030 Strategic Plan Draft**

President Schaffer walked through the linked presentation of the LCCC 2030 Strategic Plan.

The strategic planning process includes four major stages of 1) reviewing the mission and values, 2) reviewing and crafting the vision statement, 3) comprehensive internal and external environmental scanning, and 4) pulling together the goals, strategies, and foundation for the plan.

The team went through a comprehensive review process of the mission statement, and decided they felt confident in the current mission statement. There were language changes to the current core values and a fourth one was added to the list, openness. The team recognizes the campus is incredibly open and inclusive of those on campus. As for the aspirational values, two new ones have been added and that is inclusion and innovative agility. Inclusion replaces the current aspirational value of tolerance. Innovative agility simply means being far more engaged and responsive to how the worlds changing so the College can be adaptive and nimble on their own terms.

As for the vision statement's big goal, President Schaffer wanted to give context behind the Aspen Prize. This prize has two phases of narrowing down to 100-150 community colleges that have met certain performance benchmarks and then inviting community colleges to apply to be selected as one of the 10 finalists. It is deeply integrated into the evidence-based demonstration of success from a student perspective.

President Schaffer continued on with enrollment history, degrees and certificates awarded, and affordability. As for the external environmental scanning, the demographic shifts are going to influence a lot of the work the College will be doing and has everyone scrambling to compete for an increasingly smaller pool of talent to fill jobs. The economic needs for LCCC's service area will be impacted by the GBSD missile upgrade. When discussing the competitive marketplace, the College

will not only be competing with higher education institutions but also with employers. The internal environmental scanning themes are very similar. Out of the list, the brand/program awareness issue pervaded a lot of the conversations which then spilled into program relevance. Are the programs relevant to the needs of students and employers?

President Schaffer continued with explaining the strategic plan hierarchy along with the four goals, strategies, and initiatives of the plan. The goals are not listed in priority order.

A question of budget and resources was discussed. President Schaffer confirmed they did not include a financial strategy. Once the plan is approved, Dr. Bender will be bringing an implementation strategy that will include timelines, budgetary needs, etc. For this year's budget, they placed a \$500,000 placeholder for the strategic plan as a place to start. Over the duration of this plan, investments will be added to each year's budget, which is approved by the Board of Trustees each year.

The strategic plan will go out for consultative feedback and come back for the Board's approval at their September 15<sup>th</sup> meeting.

#### **4. DEFINING OUTCOMES: GOOD JOBS AND TRANSFER (2:45 – 3:30)**

- A. [Aspen Institute Data](#)
- B. [Living Wage Calculator](#)
- C. [Federal Poverty Level Calculator](#)

President Schaffer referenced the strategic plan in terms of social mobility, real world opportunities, sustainable lives, advanced standing at a university upon transfer, etc. President Schaffer wanted the Board of Trustees to have a conversation on what it would look like to define outcomes, specifically defining a good job and advanced standing or successful standing at a transfer institution.

Thoughts discussed regarding a good job in predominately Wyoming or Laramie county include a livable wage (based on the calculator linked above, north of \$19/hour), advancement/promotions, benefits (health, dental, vision, retirement), flexibility, fulfilling, not needing to have a second job, etc.

From a traditional student perspective, thoughts include a good paying job, communication and teamwork, teambuilding, and fulfilling.

Thoughts discussed regarding a successful transfer include finishing the baccalaureate degree in two years, being well prepared to transition to another institution, employed in career choice, offering more transfer degrees or more applied components, etc.

Going forward, President Schaffer will try to provide a list of questions, similar to today, for Trustees to discuss at their regular meetings.

#### **5. ALBANY COUNTY CAMPUS DISCUSSION (3:30 – 4:30)**

President Schaffer shared there is an opening for the Vice President position at the Albany County Campus (ACC). Even prior to this opening, through an interim, there's been a lot of conversation about the future of ACC. He then walked the Trustees through the high-level analysis presentation linked above.

President Schaffer will be meeting with the ACC faculty and staff over the next month. He's broached this with the ACC Advisory Council and plans to meet with the Laramie Chamber Business Alliance (LCBA) as well.

Dr. Humphrey noted they have a lot of growth potential at the high school with opportunity to create pathways to general education completion or get them further along in their general education completion. She believes there is a lot of opportunity to collaborate on new program development in health care and other areas, along with partnering more with the high school and the school district.

Talisha Mottinger agreed and noted there is still high demand for ACC courses but they don't have the budget or the staffing to offer some of those. In terms of job training, there are not a lot of really strong industries in Laramie. But, the industries cobbled together have very specific needs that are very unique. For example, the certified medical assistant program has been created to fit the needs of the urgent cares and hospitals in the Albany county community.

ACC Ex Officio Trustee, Butch Keadle, added they've also been working on setting up a BOCES with Albany county. From a business standpoint, he's always liked the online learning piece.

President Schaffer concluded there's a lot of work to do here still. He needs to roll out a solution for how they're going to manage and work with folks this fall. He is still hoping to have an ACC Advisory Council and LCCC Board of Trustees joint meeting.

## **WORK AGENDA**

### **6. MINUTES** – Approval of the [July 21, 2021 Board Minutes](#) - Board Chair Wendy Soto

Trustee Erickson and Trustee Ketcham seconded,

**MOTION:** That the Board of Trustees approves the July 21, 2021 Board Meeting minutes as written.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

### **7. APPROVAL ITEMS**

- A. [Request for Spending Authority: CourseDog](#) – Dr. Kari Brown-Herbst, Vice President of Academic Affairs

**Staff Recommendation:** That the Board of Trustees authorizes the President to expend \$165,000 for the purpose of acquiring a 5-year contract with Coursedog to implement a comprehensive scheduling system at LCCC. Funding will come from Higher Education Emergency Relief Funds (HEERF) allocated to the College as part of the American Rescue Plan Act.

Trustee Erickson moved and Trustee Merrell seconded,

**MOTION:** That the Board of Trustees authorizes the President to expend \$165,000 for the purpose of acquiring a 5-year contract with Coursedog to implement a comprehensive scheduling system at LCCC. Funding will come from Higher Education Emergency Relief Funds (HEERF) allocated to the College as part of the American Rescue Plan Act.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

- B. [Data Analytics Associate of Applied Science](#) and [Information Technology New Program Request Memo](#) – 2<sup>nd</sup> Reading - Dr. Kari Brown-Herbst, Vice President of Academic Affairs

**Staff Recommendation:** That the Board of Trustees approves the Data Analytics Associate of Applied Science degree as presented.

Trustee Ketcham moved and Trustee Erickson seconded,

**MOTION:** That the Board of Trustees approves the Data Analytics Associate of Applied Science degree as presented.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

- C. [Telecommunications Specialist Credit Diploma](#) – 2<sup>nd</sup> Reading - Dr. Kari Brown-Herbst, Vice President of Academic Affairs

**Staff Recommendation:** That the Board of Trustees approves the Telecommunications Specialist Credit Diploma as presented.

Trustee Ketcham moved and Trustee Erickson seconded,

**MOTION:** That the Board of Trustees approves the Telecommunications Specialist Credit Diploma as presented.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

- D. [Data Analytics Systems Administrator Credit Diploma](#) – 2<sup>nd</sup> Reading - Dr. Kari Brown-Herbst, Vice President of Academic Affairs

**Staff Recommendation:** That the Board of Trustees approves the Data Analytics Systems Administrator Credit Diploma as presented.

Trustee Ketcham moved and Trustee Erickson seconded,

**MOTION:** That the Board of Trustees approves the Data Analytics Systems Administrator Credit Diploma as presented.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

- E. [Virtualization and Cloud Administrator](#) – 2<sup>nd</sup> Reading - Dr. Kari Brown-Herbst, Vice President of Academic Affairs

**Staff Recommendation:** That the Board of Trustees approves the Virtualization and Cloud Administrator degree as presented.

Trustee Ketcham moved and Trustee Erickson seconded,

**MOTION:** That the Board of Trustees approves the Virtualization and Cloud Administrator degree as presented.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

- F. [Patrol Peace Officer Associate of Applied Science](#) and [WHP New Program Request](#) – 2<sup>nd</sup> Reading - Dr. Kari Brown-Herbst, Vice President of Academic Affairs

**Staff Recommendation:** That the Board of Trustees approves the Patrol Peace Officer Associate of Applied Science degree as presented.

Trustee Ketcham moved and Trustee Merrell seconded,

**MOTION:** That the Board of Trustees approves the Patrol Peace Officer Associate of Applied Science degree as presented.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

- G. [Wyoming Highway Patrol Basic Academy Credit Diploma](#) – 2<sup>nd</sup> Reading - Dr. Kari Brown-Herbst, Vice President of Academic Affairs

**Staff Recommendation:** That the Board of Trustees approves the Wyoming Highway Patrol Basic Academy Credit Diploma as presented.

Trustee Ketcham moved and Trustee Merrell seconded,

**MOTION:** That the Board of Trustees approves the Wyoming Highway Patrol Basic Academy Credit Diploma as presented.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

- H. [Wyoming Highway Patrol Academy Credit Diploma](#) – 2<sup>nd</sup> Reading - Dr. Kari Brown-Herbst, Vice President of Academic Affairs

***Staff Recommendation:*** That the Board of Trustees approves the Wyoming Highway Patrol Academy Credit Diploma as presented.

Trustee Ketcham moved and Trustee Merrell seconded,

**MOTION:** That the Board of Trustees approves the Wyoming Highway Patrol Academy Credit Diploma as presented.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

**8. ADJOURNMENT** - Board Chair Wendy Soto

Trustee Ketcham moved and Trustee Merrell seconded,

**MOTION:** That the Board of Trustees adjourns the August 13, 2021 Board Retreat.

**DISCUSSION:** None

**MOTION CARRIED** unanimously, and Board Chair Wendy Soto adjourned the Board meeting at 5:35pm.

Respectfully submitted,  
Dallas Bacon  
Board Recording Secretary