

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, FEBRUARY 16, 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, Carol Merrell, ACC Ex Officio Butch Keadle (Zoom) and Legal Counsel Tara Nethercott

Board Excused: Trustee Brenda Lyttle

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 Linda Herget, Jennifer DeRouchey, Talisha Mottinger (Zoom), Janine Bangerter (Zoom) and Damien Kortum (Zoom)

Visitors: Jameson Beckwith, Taylor Lee (Zoom) and Sallie Means

Dinner Work Items
Dinner at 5:30 p.m. and Work Item at 6:00 p.m.
CCC 178/179

1. Sonography Lab Tour (5:30pm) – Dr. Kari Brown-Herbst, Adrienne Wade – HS 242

Board Meeting
7:00 p.m.
CCC 128

1. **CALL TO ORDER** – Board Chairman Wendy Soto

Board Chairman Wendy Soto called to order the February 16, 2022, Board Meeting of the Laramie County Community College District Board of Trustees at 7:01 p.m.

2. **MINUTES** – Approval of the [December 1, 2021 Board Meeting Minutes](#) and [January 7, 2022 Board Retreat Minutes](#) – Board Chairman Wendy Soto

Trustee Merrell moved and Trustee Ketcham seconded,

MOTION: That the Board of Trustees approves the December 1, 2022 Board Minutes and the January 7, 2022 Board Retreat Minutes as amended.

DISCUSSION: Change required in January 7, 2022 Board Retreat Minutes. In the paragraph referring to legal council, change the word ‘required’ to ‘encouraged’.

MOTION CARRIED unanimously.

3. **APPROVAL ITEMS**

- [Master Plan](#) – Rick Johnson, Vice President of Administration and Finance

Staff Recommendation: That the Board of Trustees approves the Master Plan as presented during the Board

of Trustees Retreat on January 7, 2022, into the formal record of proceedings.

Trustee Erickson and Trustee Merrell seconded,

MOTION: That the Board of Trustees approves the Master Plan as presented during the Board of Trustees Retreat on January 7, 2022.

DISCUSSION: None

MOTION CARRIED unanimously.

- [CDC Level II Plan](#) – Rick Johnson, Vice President of Administration and Finance

Staff Recommendation: That the Board of Trustees approves the CDC Level II Plan as presented during the Board of Trustees Retreat on January 7, 2022, into the formal record of proceedings.

Trustee Ketcham moved and Trustee Merrell seconded,

MOTION: That the Board of Trustees approves the CDC Level II Plan as presented during the Board of Trustees Retreat on January 7, 2022.

DISCUSSION: None

MOTION CARRIED unanimously.

4. REPORTS TO THE BOARD

A. Staff Senate – President Linda Herget

Staff Senate held round-table discussions during in-service to come up with topics for Lunch and Learns. Future Lunch and Learns include: Microsoft Form (March 3), Team Building (April 7) and Bullet Journals (May 5). Staff Senate is working on their plans for the Ice Cream Social. This will be the final fundraiser for their scholarship, but there is no date yet. The confirmed date for the Staff Retreat will be June 23rd, 2022.

B. Faculty Senate – President Jennifer DeRouchey

[Faculty Senate Report to the Board](#)

Sue Torney has won January Faculty of the Month. Faculty Senate has decided to put the Dean Feedback Tool on hold until they know what is happening with the Strategic Plan. There have been conversations surrounding Finals Week. We will continue to not have a dedicated finals week because it has negatively impacted students in the past (i.e. jobs, schedules, faculty instruction, etc.) Faculty Senate is working on figuring out their part in the Strategic Plan, and they need to learn what the priorities are moving forward. They are planning to schedule Faculty only Lunch and Learns, and so far, they have included an additional five based on what faculty would like to learn. Faculty Senate sent out a survey regarding a number of topics including: in-service, mask mandate and inclement weather procedures. Delta Kappa Gamma will be holding a book drive, but logistics are still being figured out. Faculty Senate would like to get a professional clothing bank started for students so they are able to access professional clothing to wear to interviews.

In response to President DeRouchey's mention of the inclusion of inclement weather procedures on the Faculty Senate survey, President Schaffer gave a brief overview of the Supplemental Guidance that was sent out to Campus for Consultative Feedback. Supplemental guidance was issued so people may better understand how the College would address closures for adverse reasons – inclement weather being the most occurring.

C. [Construction Updates](#) – Rick Johnson, Vice President of Administration and Finance

The Auto Body Program is moving to where Auto Tech was located. There was a meeting today to review, and it will take about two more weeks for the drawings to be 100% completed. Manufacturing and AMMC in moving to where Auto Body was located, and they are waiting on the EDA for the grant. Mr. Johnson has gone ahead to authorize the architect to begin the work, but still waiting on the EDA for final documentation.

5. PRESIDENT'S REPORT

- [Albany County Campus Update](#)

President Schaffer gave a presentation on the future of the Albany County Campus, and its goals moving forward. He then introduced the ACC leadership team to the Board of Trustees, and shares that Talisha Mottinger will be leaving LCCC at the end of March. Thank you, Talisha, for all you have done!

- Wyoming Innovation Partnership
 - i. [Phase I Proposal](#) and Update
 - ii. [Phase II Proposal](#)

The Wyoming Innovation Partnership (WIP) Phase I spells out what the group has been funded, and are working on. The main focus is on things that allow them to work more effectively together, especially a course sharing platform. There are projects at Western Wyoming Community College that are driving it under the industry area and LCCC is participating in the entrepreneurial area. Impact 307 will be coming to Cheyenne on the LCCC Campus. It will be the primary entrepreneurship incubator for the State, and it is a great partnership with the University of Wyoming. There are various other projects that are just getting off the ground.

Phase II went to the Governor's office, and they will likely get half of the funding requested. More to come on this, and there will likely be some changes.

- [Mid-Year Progress on Goals](#)
- Legislative Update

The legislature kicked off on Monday. The Wyoming's Tomorrow Scholarship did meet the requirements for introduction, and received broad support in the House and hopefully the Senate as well. It is looking promising! The Community College Endowment Fund did not make it in the Senate, it failed by one vote in introduction. Hopefully, the Senate will support and advance a budget amendment to provide additional funding to community colleges. CapCon is moving through, and in the bill there are two funds for state projects. This could potentially help with the RAC project moving forward. There are some Hathaway amendments that could occur.

- [COVID-19 Dashboard](#)

President Schaffer will likely remove the mask mandate for employees. This will be the final standing COVID update for meetings moving forward.

6. BOARD REPORTS

A. Board Committee Reports – Board Chairman Wendy Soto

Sustainable Funding Committee Report – Board Chairman Wendy Soto, Trustee Erickson, Trustee Thompson

There was no Sustainable Funding Committee meeting for the month of February.

Facilities and Finance Committee Report (February 16th Meeting) – Trustee Erickson, Trustee

- 1) [Current and Auxiliary Fund Balance Sheet Reports as of January 2022](#)
- 2) [Current and Auxiliary Fund Budget Reports as of January 2022](#)
- 3) [Procurement and Contracting Report January 2022](#)
- 4) [Project History Document](#)
- 5) [Enrollment Summary](#)

Trustee Erickson moved and Trustee Ketcham seconded,

MOTION: That the Board of Trustees approves the financials through January 2022.

DISCUSSION: Trustee Soto would like to comment that these new reports are much easier to understand.

MOTION CARRIED unanimously.

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

- ACC Ex Officio Trustee – Mr. Butch Keadle

Mr. Keadle is encouraged by the new leadership at the Albany County Campus. The presence of Cabinet members in Laramie has boosted morale, and it is great to have them involved. Hopefully, this new leadership team will provide some stability at the ACC. There has been a lot of turnover and the team moving forward will help with plan implementation. Butch will be at the March meeting in-person!

- Student Ex Officio Trustee – Jameson Beckwith

The Student Government Association is in the middle of SVAC Training, and are working to approve different requests for the different SGA groups. There are some interesting things happening with the committees, particularly the Faculty Committee. SGA will be planning a Blood Drive; more to come on that. They have been getting a lot of public input, and trying to better show what resources are available to students, such as mental health services. There have been resignations of some members of SGA, but they have managed to keep the executive team at full-staff. There should be proper representation when SVAC comes.

8. NEW BUSINESS

No new business.

9. NEXT MEETINGS/EVENTS – *Please refer to the Outlook Calendar for details*

- Thursday, February 24th @ 4pm – WACCT Board Meeting
- Thursday, February 24th @ 6:30pm – WCCC/ WACCT Reception – *SPA Lobby*

- Friday, February 25th – WCCC Meeting on LCCC Campus
- Friday, March 4th @ 5:30pm – Lariats-n-Lace
- Tuesday, March 8th @ 11:30am – Employee Recognition Luncheon
- Wednesday, March 16, 2022 – March Board of Trustees Meeting
- Friday, March 18, 2022 – Spring Break – College Closed

10. 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 public comment.

11. FOR THE GOOD OF THE ORDER – Board Chairman Wendy Soto

Dallas has welcomed a baby girl! Clara Brees Bacon was born on February, 15th, 2022. Welcome Baby Bacon!

There was an LCCC commercial shown during the Superbowl!

12. EXECUTIVE SESSION – An executive session may be called to discuss a legal matter.

Trustee Salazar moved and Trustee Erickson seconded,

MOTION: That the Board of Trustees moves into an Executive Session to discuss potential litigation.

DISCUSSION: None

MOTION CARRIED unanimously, Board Chairman Wendy Soto called to order an Executive Session of the Laramie County Community College District Board of Trustees at 9:29 p.m.

Trustee Salazar moved and Trustee Erickson seconded,

MOTION: That the Board of Trustees adjourns the Executive Session.

DISCUSSION: None

MOTION CARRIED unanimously, and Board Chairman Wendy Soto adjourned the February 16, 2022 Executive Session of the Laramie County College District Board of Trustees at 10:07pm.

13. ADJOURNMENT of the February 16, 2022, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman

Trustee Erickson moved and Trustee Merrell seconded,

MOTION: That the Board of Trustees adjourns the February 16, 2022, Board Meeting of the Laramie County Community College District Board of Trustees.

DISCUSSION: None

MOTION CARRIED unanimously, and Board Chairman Wendy Soto adjourned the February 16, 2022,

meeting at 10:08 p.m., as so moved.

Respectfully submitted,

Alexa Temte
Board Recording Secretary