

BOARD MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, MARCH 15TH, 2023, COLLEGE COMMUNITY CENTER, ROOM 128, LARAMIE COUNTY COMMUNITY COLLEGE

Board Present: Board Chairman Bob Salazar, Board Vice Chairman Wendy Soto, Secretary Janine Thompson, Treasurer Don Erickson, Trustees Jess Ketcham, Carol Merrell, and Kathy Emmons; and Legal Counsel Tara Nethercott

Board Excused: ACC Ex Officio Todd Feezer, and Student Ex Officio Raeth Tolman

Staff Present: President Joe Schaffer; Administrators Senior Vice Presidents Kari Brown-Herbst, Rick Johnson, and Melissa Stutz, and Vice Presidents Lisa Trimble, Dr. Dustin Eicke, and Nancy Olson (Zoom); Faculty and Staff Nick Colsch, and Kevin Yarbrough

Dinner Work Item
College Community Center (CCC) Room 178/179
5:30 p.m.

1. **ADVANCED MANUFACTURING AND MATERIAL CENTER (AMMC) TOUR** – Dave Curry, Manager, Advanced Manufacturing and Material Center

Board Meeting
College Community Center (CCC) Room 128
7:00 p.m.

1. **CALL TO ORDER** of the March 15th, 2023, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Bob Salazar

Board Chairman Bob Salazar called to order the March 15th, 2023, Board Meeting of the Laramie County Community College District Board of Trustees at 6:48 p.m.

1. **MINUTES** – Approval of the [February 15th, 2023 Board Meeting Minutes](#) – Board Chairman Bob Salazar

Trustee Soto moved and Trustee Ketcham seconded,

MOTION: That the Board of Trustees approves the February 15th, 2023 Board Meeting Minutes as written.

DISCUSSION: None

MOTION CARRIED unanimously.

2. REPORTS TO THE BOARD

A. Staff Senate – Vice President Kevin Yarbrough

Staff Senate is following Faculty Senate and recognizing a staff member as Staff of the Month each month. This will work a little different as there are four staff categories, which include classified, professional, managerial, and part-time. During the four-month semester, they recognize one of each category. They recognized a classified staff member this last month and will recognize a professional staff member in March. For those that are recognized, they receive a \$100 to put towards a scholarship of their choice and a \$100 gift card to the bookstore.

The annual Ice cream social is scheduled for April 28th in the student lounge from 12:30 p.m. to 3:30 p.m.

The annual Staff Retreat is scheduled for June 29th.

B. Faculty Senate – President Nick Colsch

Faculty Senate met last week and recognized Julie Semlak for Faculty of the Month. Julie is a Communications Instructor and serves on a variety of committees, and sometimes serves as Talon on campus! They will once again seek Faculty of the Month for March and also Faculty of the Year, which will be announced in May.

Faculty Senate also reviewed the Emergency Response Policy for Faculty, specifically where it states if the College is closed three consecutive days, all classes will switch to remote learning. They would like to adjust this to instead say if multiple class areas are missed in a given semester, due to weather, some sort of alternative instruction is given. They plan to get feedback from areas that are difficult to move online.

C. Construction Updates – Rick Johnson, Senior Vice President of Administration and Finance

Recreation and Athletics Complex: This project is moving right along, although they've had multiple issues and surprises in the building structure. For example, the swimming pool room walls started separating and tilting, which paused work due to safety. More recently, the roof truss beam started to sag and crack. Everything is in safe condition now! They are currently installing foundations and piers, and the elevator walls for the two-story buildup. Despite all the issues, they are still on budget and projecting to complete January 2024.

Advanced Manufacturing and Materials Center (AMMC): This project is complete!

Pathfinder Renovation: This project will now complete early on April 28th!

Board Room Renovation: They had two construction bids come in, with the low bid coming in at \$691,000. Once soft costs are added, the total cost of renovation comes to about \$859,000. This

cost is much higher than what they anticipated, which was about \$550,000. What they found is about 40% of the construction cost is technology and electrical. Last Friday, the Board Room Design Committee met and came up with some cost-cutting strategies. One strategy is rather than having the contractor procure the technology, the College will procure as they procure the technology equipment at a much lower price. Once the Trustees approve, renovation could potentially start in mid-April.

Respiratory Therapy Program Renovation: This project is in the design phase and all construction drawings should be complete by April 3rd, and then they will put out for bid.

Dare to Dream Sculpture: The sculpture will be placed on the patio between the Ludden Library and the Surbrugg/Prentice Auditorium. This will be installed early May.

D. **Athletics Update** – Dr. Melissa Stutz, Senior Vice President of Student Services

Dr. Melissa Stutz walked through the linked athletics update.

3. **PRESIDENT'S REPORT**

A. **Final Legislative Update**

Employee Compensation: The legislature appropriated an additional \$6.4 million for one year of the biennium. This will help the College complete Phase III of the compensation model, and also will be able to give employees a cost of living adjustment.

Inflationary Funding: \$1.2 million in one-time inflationary funding, the College maybe will see about 20% of that.

Wyoming's Tomorrow: The endowment did not hit \$50 million. However, legislation did agree to appropriate \$1.25 millio, that will be distributed across the colleges in a higher education scholarship that would allow a head start on Wyoming's Tomorrow.

CapCon Bill: Passed! The College will receive funding for the exterior renewal project of four buildings on campus. Additionally, there was a \$24 million inflationary reserve set aside for previously approved community college projects. The reserve will include funding that will help the College finish the RAC in its entirety, including alternate options that were previously removed due to budgetary restrictions.

B. **February WCCC Meeting Recap**

President Schaffer extended appreciation to Dr. Brown-Herbst and Dr. Danielle Ryan for giving an update on the Davis First Generation program. The Wyoming Community College Commission will also welcome two new commissioners.

C. Unlocking Opportunity Update

Dr. Brown-Herbst shared they have convened the senior lead team, consisting of Cabinet members, a few members from Academic Affairs, as well as members from Student Services. They discussed strategy to tackle a significant piece of homework given by the project, which includes a pretty extensive self-assessment, and data collection that will help in classifying academic programs based on a rubric provided by the initiative. The senior lead team will share the self-assessment and data collection with the steering committee next week, in which Board Vice Chair Wendy Soto will be serving as the Trustee liaison. The assessment and classification of programs will be submitted to the project in April. This will help shape the first collaborative session with the initiative and the other college teams in May in Pittsburgh. Furthermore, the team was able to meet with their coach, Doreen Larson earlier this week.

D. LCCC Pond Reclamation Update

The College will be moving forward with the north pond reclamation project. Wyoming Game and Fish will be cleaning out the pond. Once it's cleared and after adequate time, they will restock sometime next spring. A public hearing will be held regarding the process. There are some funds and interest from the Laramie County Conservation District and a few other organizations to build fishing access in the pond.

E. WIP Phase II Proposals Submitted

President Schaffer walked through the below proposals submitted and extended appreciation to Dr. Brown-Herbst and Jennifer McCartney for all their hard work.:

- [Add Smart Factory and Robotics to AMMC](#): This project is being developed by Maryellen Tast, Dave Curry, and Caleb Perriton, in conjunction with colleagues at Sheridan College. LCCC is asking for \$660,000 for this proposal.
- [Enhance Instruction in Computer Technology/Computer Science](#): They've teamed up with Western Wyoming Community College for this project. Western has proposed launching a cyber security program, and LCCC has committed to working beside them in development of that program. They are also teaming up with professionals from Intel, Dell, and a network of colleges across 32 states to develop and deliver instruction in artificial intelligence. This will be done in the STEM pathway and is a way for the College to re-envision and re-launch computer science at LCCC in a way that is not being done anywhere else in the state. LCCC has asked for \$631,000 for this proposal.
- [Healthcare Expansion](#): One opportunity is a standalone LPN program, as there is not one in the state. Also, a part of this expansion is asking for three years of funding for an associate dean for Health Sciences and Wellness, in order to assist Dean Mason with

already added programs and this new expansion. They are asking for \$600,000 for this proposal.

F. Legal Counsel RFP Process Update

The Legal Counsel RFP is on the street and the committee has been formed. The RFP's are due April 6th. The committee will then convene, score, and award by the end of the fiscal year.

4. BOARD POLICIES

A. [6.6 Leave Policy](#) – 2nd Reading – Nancy Olson, Vice President of Human Resources

Staff Recommendation: That the Board of Trustees approves the Laramie County Community College 6.6 Leave Policy as presented.

Trustee Ketcham moved and Trustee Merrell seconded,

MOTION: That the Board of Trustees approves the Laramie County Community College 6.6 Leave Policy as presented.

DISCUSSION: None

MOTION CARRIED unanimously.

5. APPROVAL ITEMS

A. [Board Room Renovation and Authorization to Expend Funds](#) – President Schaffer, Rick Johnson, Senior Vice President of Administration and Finance

Staff Recommendation: That the Board of Trustees approves the plans for the renovation of CCC 128 for the purposes of a permanent Board Room and authorizes the President to expend up to \$790,000 for the purpose of completing this project, with those funds coming from the Fund 10, fund balance.

This is a request for the Board to approve two things, 1) move forward with the board room renovation project, and 2) receive authorization to expend up to \$790,000 from the general fund fund balance for this project. The \$790,000 is the top end of what the College is authorized to spend by the Wyoming Community College Commission.

Trustee Erickson moved and Trustee Ketcham seconded,

MOTION: That the Board of Trustees approves the plans for the renovation of CCC 128 for the purposes of a permanent Board Room and authorizes the President to expend up to \$790,000 for the purpose of completing this project, with those funds coming from the Fund 10, fund balance.

DISCUSSION: None

MOTION CARRIED unanimously.

- B. [Credit Threshold Exceptions](#) – Dr. Kari Brown-Herbst, Senior Vice President of Academic Affairs

Staff Recommendation: That the Board of Trustees approves the credit threshold exceptions to be implemented in Fall 2023 for the four credentials as presented.

Trustee Ketcham moved and Trustee Emmons seconded,

MOTION: That the Board of Trustees approves the credit threshold exceptions to be implemented in Fall 2023 for the four credentials as presented.

DISCUSSION: None

MOTION CARRIED unanimously.

6. BOARD REPORTS

- A. Board Committee Reports – Board Chairman Bob Salazar
- i. February WACCT Meeting Update – Board Chairman Bob Salazar, Trustee Erickson

The February WACCT meeting was held on February 16th at the College. They elected state officers and the ACCT coordinator, and had lots of discussion around legislation, and plan to review their policy manual. Trustee Erickson handed out a booklet from WACCT that tells the community college story as a whole, along with the story behind each Wyoming community college. The booklet and other resources can be found on the [WACCT website](#). WACCT would like to hold an interim Education Committee reception in June, as well as a workshop surrounding the issues to focus on in the next legislative session.

- ii. Board Policy Review Ad Hoc Committee Update – Board Vice Chairman Wendy Soto, Secretary Janine Thompson, and Trustee Kathy Emmons

The Board Policy Review Ad Hoc Committee met last week and reviewed all Chapter 1 policies and made a few updates. The next step is to send to Ms. Nethercott and President Schaffer for their review. These are already exceptional policies, and modifications are minor.

- iii. Emeritus Committee Update - Board Vice Chairman Wendy Soto, Trustee Merrell, and Trustee Emmons

The Emeritus Committee met last fall and created a list of individuals that may be eligible for nominations. The committee will start with three individuals, in which their employment has

been confirmed, and may have applications ready in the next couple of months. They would like to nominate three individuals each semester.

iv. Facilities and Finance Committee Report (March 15th Meeting) – Trustee Erickson, Trustee Thompson

- 1) [Current Fund Budget Report as of February 2023](#)
- 2) [Auxiliary Fund Budget Report as of February 2023](#)
- 3) [Current Fund Balance Sheet as of February 2023](#)
- 4) [Auxiliary Fund Balance Sheet as of February 2023](#)
- 5) [Contract and Procurement Reports as of February 2023](#)
- 6) [Enrollment Summary](#)

Trustee Erickson moved and Trustee Thompson seconded,

MOTION: That the Board of Trustees approves the following:

- 1) [Current Fund Budget Report as of February 2023](#)
- 2) [Auxiliary Fund Budget Report as of February 2023](#)
- 3) [Current Fund Balance Sheet as of February 2023](#)
- 4) [Auxiliary Fund Balance Sheet as of February 2023](#)
- 5) [Contract and Procurement Reports as of February 2023](#)
- 6) [Enrollment Summary](#)

DISCUSSION: None

MOTION CARRIED unanimously.

7. EX OFFICIO TRUSTEE UPDATES

A. Student Ex Officio Trustee – Mr. Raeth Tolman

Mr. Tolman was unable to attend but shared the below update via email:

“I was just going to speak about SAFAC and how we have started on that process. I was also going to share that we are trying to partner with Skills USA to fabricate a community board to put up behind the SGA desk to put updates and events on sponsored by SGA.”

8. NEW BUSINESS – Board Chairman Bob Salazar

Trustee Ketcham would like to form a committee to find a mechanism to commemorate past Trustees and/or substantial contributors to the College. Trustee Merrell and Trustee Erickson will also serve on this committee.

Trustee Thompson shared the idea of holding the May through August board meetings off campus during the Board Room renovation.

Trustee Erickson asked about the web-based board agenda platforms presented to the board at a previous meeting. Once Ms. Nethercott provides feedback on the platforms, President Schaffer and the Board Secretary will determine next steps.

The AACC Community College Journal will be featuring LCCC and the College's journey. Trustee Erickson suggested highlighting the progress the College has made under President Schaffer's leadership. Additionally, included in the progress, is the RAC renovation and he suggested holding a big celebration for the ribbon cutting, and celebrate a decade of progress.

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

- College Closed for Spring Break – Friday, March 17th
- April Board Meeting – Wednesday, April 12th
- AMMC Grand Opening – Friday, April 14th

10. FOR THE GOOD OF THE ORDER – Board Chairman Bob Salazar

Board Vice Chairman Wendy Soto shared an email from Jason Pasqua noting the theatre program attended the Region VII festival. Student Ex Officio, Raeth Tolman, was cast in a new playwright program which will be featured in Washington, D.C. at the national festival.

Dr. Brown-Herbst shared Cabinet members met with the ACC Leadership Team last Thursday in Laramie as an opportunity to check in on the work going on at the Laramie Campus. In Outreach and Workforce Development, they have seen a tremendous increase in interest from the Laramie community in engaging with the College for customized trainings. Additionally, dual enrollment with Laramie High School has increased, and they have seen increased requests from the University of Wyoming for LCCC faculty and instruction to occur on the UW campus. For the first time, LCCC is offering college level algebra to the UW students. This morning, Dr. Brown-Herbst and Dean Kortum met with UW to discuss how to increase LCCC offerings at the UW campus in the fall.

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

No public comment.

12. ADJOURNMENT of the March 15th, 2023 Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Bob Salazar

Trustee Soto moved and Trustee Merrell seconded,

MOTION: That the Board of Trustees adjourns the March 15th, 2023, Board meeting.

DISCUSSION: None

MOTION CARRIED unanimously, and Chairman Bob Salazar adjourned the Board meeting at 9:18 p.m.

Respectfully Submitted,
Dallas Bacon
Board Recording Secretary