

BOARD MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT,
STATE OF WYOMING, HELD WEDNESDAY, JULY 19TH, 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

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; Faculty and Staff Morgan Koenig, Alli McCown, and Stacy Maestas

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

1. **Strategic Enrollment Management (SEM) Plan** – Dr. Melissa Stutz, Senior Vice President of Student Services
 - A. [Presentation](#)
 - B. [SEM Plan](#)

Annual Public Budget Hearing 7:00p.m.
College Community Center (CCC), Room 128

1. **CALL TO ORDER** of the July 19th, 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 July 19th, 2023, Board Meeting of the Laramie County Community College District Board of Trustees at 7:11 p.m.

2. **RECESS BOARD MEETING** to Conduct Annual Public Budget Hearing – Board Chairman Bob Salazar

Board Chairman Bob Salazar recessed the Board Meeting at 7:11 p.m.

3. ANNUAL PUBLIC BUDGET HEARING for the [FY 2024 Budget](#) – Board Chairman Bob Salazar

A. [STAFF PRESENTATION](#) – Rick Johnson, Senior Vice President of Administration and Finance

- i. FY 2024 Budget Revisions Since 1st Reading – Rick Johnson, Senior Vice President of Administration and Finance
- ii. FY 2024 Budget – Rick Johnson, Senior Vice President of Administration and Finance

Senior Vice President Johnson walked through the linked presentation.

President Schaffer noted this is the first time they've modeled how the fund balance flows were going to work as part of the budget presentation. Local funding is strong, but if state funding stays the same and Laramie County is the only county substantially growing, revenue comes up and displaces other money. Often times, for every million in additional local funds received, the College loses a million in state funds as it's distributed amongst the other colleges. The one wild card is if all the other college districts also increase in valuation, then the college can retain state funds, which is why they anxiously await the recapture and redistribution process in August.

4. BOARD DISCUSSION – Board Chairman Bob Salazar

5. CALL FOR PUBLIC COMMENT/QUESTIONS – Board Chairman Bob Salazar

No public comment.

6. ADJOURNMENT OF THE PUBLIC HEARING – Board Chairman Wendy Soto

Board Chairman Bob Salazar adjourned the annual public hearing at 7:30 p.m.

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

1. RECONVENE BOARD MEETING – Board Chairman Bob Salazar

Board Chairman Bob Salazar reconvened the Board Meeting at 7:30 p.m.

2. MINUTES – Approval of the [June 14th, 2023 Board Meeting Minutes](#) – Board Chairman Bob Salazar

Trustee Ketcham moved and Trustee Merrell seconded,

MOTION: That the Board of Trustees approves the June 14, 2023 Board Meeting minutes as written.

DISCUSSION: Trustee Erickson suggested to remove “as it pertains to the colleges” when referring to property tax relief under the WACCT Advocacy Workshop Update.

MOTION CARRIED unanimously.

3. REPORTS TO THE BOARD

A. Staff Senate – President Morgan Koenig

Staff Senate hosted their Staff Retreat on June 29th where they had 31 attendees at the morning session and 38 attendees at the afternoon session. They received a lot of positive feedback and all that attended enjoyed the retreat! The retreat focused on communication, how to have hard conversations, and included activities that forced crucial conversations, change, and networking with others across campus.

The Staff Senate leadership team will be creating goals for the next year and preparing for what they would like to achieve.

B. Faculty Senate – Vice President Sean Horton

No Faculty Senate update.

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

Recreation and Athletics Complex (RAC): Senior Vice President Johnson shared pictures of the RAC progress including the trench that runs from Health Sciences to connect the RAC to the north Physical Plant location, the new chillers that will deliver cold air to the facility, second floor buildout, new locker room framing, shoring that is still holding the ceiling up, and HVAC and IT trays being installed in the ceiling. They are still waiting on pricing for some of the addbacks. The project is still projected to complete February 2024.

Board Room Renovation: Construction bids will be back August 17th.

Respiratory Therapy Program Renovation: This project has been delayed to complete in early September due to a supply chain issue with a specialized air compressor.

Dare to Dream Statue: The foundation is going in now so they'll pour concrete next week. Tentative install of the statue is August 18th.

Albany County Campus (ACC) Marketplace: This project just went out to bid for construction and they'll have those results August 8th.

4. PRESIDENT'S REPORT

A. [President's FY23 Self-Evaluation and Proposed FY24 Goals](#) – President Schaffer

Per [Policy 1.3.2 CEO Evaluation and Accountability](#), President Schaffer is obligated to provide his self-evaluation and proposed goals for the next fiscal year. With the executive team level evaluations, they look at three primary domains which include functional performance, behavior-based performance, and objective-based performance.

President Schaffer noted two items from the evaluation that he would like to work on over the next year. One is the notation of his absence. He knew going into this year with his responsibilities with AACC that he may be taken away from campus several times throughout the year. He will be easing out of his responsibilities with AACC and will be more present and visible on campus. Another one would be the general perception of he already knows what he wants to do and how he wants to achieve that without listening to others. Going forward, he will be more receptive and truly listening when others provide feedback.

Trustee Erickson noted that the location of the President's Office makes it difficult for President Schaffer to be visible on campus. He suggested to develop a routine to walk through campus to be more visible to those on campus.

B. August Board Retreat Agenda Ideas

Items on the August Board Retreat Agenda include:

- Working with the Executive Team and the Aspen Institute focused on Unlocking Opportunity.
- Short business component with a couple of programs on 1st reading tonight that will come for approval in August.

C. Joint Meeting with UW Trustee/WCCC/WACCT on August 2nd

There will be a meeting consisting of the Wyoming Community College Commission, the UW Board of Trustees, and members of the Executive Committee from the Wyoming Association of Community College Trustees on August 2nd in Casper. It started as a conversation of removing the limit of BAS degrees that could be offered at the community colleges, and turned into a very

robust agenda with other topics of transfer and the Wyoming Innovation Partnership. Senior Vice President Kari Brown-Herbst, Board Chair Bob Salazar, and President Schaffer will be in the audience. Thank you and good luck to Trustee Erickson as he will be the College's voice at the table for this meeting!

D. [HVS Proposed Sports Complex Study](#) and [Evaluation Criteria](#) – President Schaffer

Any time the College is identified in any type of community activity, President Schaffer likes to bring these items to the Board's attention. Linked above is a feasibility and reconnaissance study for a sports complex. Cheyenne LEADS contracted with HVS to do a feasibility study and look at concept and demand analysis for a sports complex. There's been some shift in what's happening with sports participation as sports are incredibly strong in the region and significant opportunity for tournaments, sports activities, and community recreational demand in Cheyenne from a regional perspective. What the study is suggesting is there is certainly demand and need for a facility, however, they estimate about \$30-40 million to construct a facility. To make this happen, it would require someone to underwrite the cost of building or subsidizing the operations of the facility. They did interview the College and reviewed facilities and noted the College as the best site overall for where this facility should be located. The Board and the College will not be taking any action at this time as they believe it needs to be a community driven effort.

5. WORK ITEMS

- A. [Emerging Agriculture Technologies Associates of Applied Science \(AAS\) Program](#) – 1st Reading – Dr. Kari Brown-Herbst, Senior Vice President of Academic Affairs and Dr. Jill Koslosky, Dean, School of Business, Agriculture, & Technical Studies

This item will come back for 2nd reading and their approval at their August meeting.

- B. [Information Technology Fundamentals Credit Diploma \(CD\)](#) – 1st Reading – Dr. Kari Brown-Herbst, Senior Vice President of Academic Affairs and Dr. Jill Koslosky, Dean, School of Business, Agriculture, & Technical Studies

This item will come back for 2nd reading and their approval at their August meeting.

6. APPROVAL ITEMS

- A. Approval of [FY 2024 Laramie County Community College Budget](#) – President Joe Schaffer and Rick Johnson, Senior Vice President of Administration and Finance

President's Recommendation: That the Board of Trustees approves the FY 2024 Laramie County Community College District Budget, as presented.

Trustee Ketcham moved and Trustee Erickson seconded,

MOTION: That the Board of Trustees approves the FY 2024 Laramie County Community College District Budget, as presented.

DISCUSSION: Trustee Ketcham noted this was the best budget that's been presented during his time as a Trustee.

MOTION CARRIED unanimously.

- B. [Alternative Work Arrangements Policy](#) – 2nd Reading – Nancy Olson, Vice President of Human Resources

Staff Recommendation: That the Board of Trustees approves Alternative Work Arrangements Policy, as presented.

Trustee Ketcham moved and Trustee Emmons seconded,

MOTION: That the Board of Trustees approves Alternative Work Arrangements Policy, as presented.

DISCUSSION: None

MOTION CARRIED unanimously.

- C. [Respiratory Therapy Associates of Applied Science \(AAS\) Program](#) – Dr. Kari Brown-Herbst, Senior Vice President of Academic Affairs

Staff Recommendation: That the Board of Trustees approves the Respiratory Therapy Associates of Applied Science (AAS) degree program revision, as presented.

This program was brought to their attention in April 2022 because they had an identified opportunity to seek unallocated Wyoming Works funds. They had to have a draft curriculum in place and the Board's approval in order to seek and accept the funds. That allowed the College to hire a program director and per accreditation requirements, they had to have the program director develop the curriculum, which is the revised curriculum linked above.

Trustee Merrell moved and Trustee Ketcham seconded,

MOTION: That the Board of Trustees approves the Respiratory Therapy Associates of Applied Science (AAS) degree program revision, as presented.

DISCUSSION: None

MOTION CARRIED unanimously.

- D. [Practical Nursing Certificate \(LPN\) Program](#) – Dr. Kari Brown-Herbst, Senior Vice President of Academic Affairs

Staff Recommendation: That the Board of Trustees approves the Practical Nursing Certificate (LPN) program, as presented.

This program was proposed and accepted by the Wyoming Innovation Partnership funding, which will cover equipment and staffing. There's a demonstrated need for licensed practical nurses across the country and very acute in the regional area.

Typically, the Trustees would see this as a 1st and 2nd reading, however, due to the timeline of the Wyoming Board of Nursing's approval in August and the extensive accreditation process to follow, they are seeking the Board's approval tonight.

Trustee Merrell moved and Trustee Ketcham seconded,

MOTION: That the Board of Trustees approves the Practical Nursing Certificate (LPN) program, as presented.

DISCUSSION: None

MOTION CARRIED unanimously.

7. BOARD REPORTS

- A. Board Committee Reports – Board Chairman Bob Salazar

- 1) Policy Review Committee – Trustee Soto, Trustee Thompson and Trustee Emmons

The committee met last Friday and discussed Chapter 2 policies. A packet is being prepared for the Board, President Schaffer, and legal counsel to review proposed changes.

- 2) June WACCT/ACCT Training Report – Board Chairman Bob Salazar, Trustee Erickson, Trustee Thompson, Trustee Merrell

Trustee Merrell noted it was a very exciting meeting and discussion, presenters were very good, and Mr. Jee Hang Lee was great! One takeaway is that they should take students to all activities, not just the Trustees representing the College.

Trustee Thompson added that it was very beneficial and they learned a lot about policies, which is very beneficial as they continue to review the Board's policies.

Trustee Erickson said the focus was two-fold with one focus being relative to advocacy and the other focus was the role of Trustees at the colleges. He had a number of takeaways and reviewed case studies that Board's have dealt with. One concern is the increasing political influence into the educational arena. He's hopeful that colleges in Wyoming can continue to not allow politics to influence educational decisions. In terms of being an advocate, it's important to know the College by knowing student persistence and retention, invite the press to attend and cover commencement, make one clear message when advocating for the College, imagining what would Cheyenne look like today if LCCC did not exist, and regularly reviewing the non-discrimination policy. Overall, it was a very good conference!

Board Chair Salazar added along with all said above, policy making is the Board's way of boundary setting. He agrees with Trustee Erickson's comment about being proactive planning on the political issues.

- 3) Facilities and Finance Committee Report (July 19th Meeting) – Trustee Erickson, Trustee Thompson
- 1) [Current Fund and Auxiliary Fund Budget Report as of June 2023](#)
 - 2) [Current Fund and Auxiliary Fund Balance Sheet as of June 2023](#)
 - 3) [Contract and Procurement Reports as of June 2023](#)
 - 4) [Enrollment Summary](#)
 - 5) [LCCC Financial Summary as of June 2023](#)

Trustee Erickson moved and Trustee Thompson seconded,

MOTION: That the Board of Trustees approves the following:

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

DISCUSSION: None

MOTION CARRIED unanimously.

8. NEW BUSINESS – Board Chairman Bob Salazar

No new business.

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

- College Closed for Cheyenne Day – Wednesday, July 26th
- Fall In-Service and President’s Convocation – Monday, August 14th
- August Board of Trustees Retreat – Wednesday, August 16th

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

Trustee Ketcham congratulated Seth Glause on his transition to the UW rodeo team.

Trustee Soto noted the article released about LCCC landing 29 students on the NJCAA All-Academic teams.

Nursing has 100% pass rate for the first time!

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 July 19th, 2023 Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Bob Salazar

Trustee Soto moved and Trustee Ketcham seconded,

MOTION: That the Board of Trustees adjourns the July 19, 2023, Board meeting.

DISCUSSION: None

MOTION CARRIED unanimously, and Chairman Salazar adjourned the Board meeting at 9:09 p.m.

Respectfully submitted,
Dallas Bacon
Board Recording Secretary