

BOARD MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, JUNE 14<sup>TH</sup>, 2023, ALBANY COUNTY CAMPUS, ROOM 108

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 (Zoom)

Staff Present: President Joe Schaffer; Administrators Rick Johnson and Dr. Melissa Stutz, and Vice Presidents Dr. Dustin Eicke, and Nancy Olson; Faculty and Staff Morgan Koenig (Zoom), Damien Kortum, Shaun Ziegler, Janine Bangerter, Maryellen Tast, and Jennie Hedrick

Guests: Jim Mathis (ACC Advisory Council), Ken Patel (ACC Advisory Council), Kyle Moore (ACC Advisory Council), and Wendi Vandlandingham (ACC Advisory Council)

**Dinner Work Item**  
**Albany County Campus (ACC) Room 108**  
**5:30 p.m.**

**1. DINNER WITH ACC ADVISORY COUNCIL – President Schaffer**

**Board Meeting**  
**Albany County Campus (ACC) Room 108**  
**7:00 p.m.**

**1. CALL TO ORDER** of the June 14<sup>th</sup>, 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 June 14<sup>th</sup>, 2023, Board Meeting of the Laramie County Community College District Board of Trustees at 7:03 p.m.

**1. MINUTES** – Approval of the [May 10<sup>th</sup>, 2023 Board Meeting Minutes](#) – Board Chairman Bob Salazar

Trustee Ketcham moved and Trustee Erickson seconded,

**MOTION:** That the Board of Trustees approves the May 10<sup>th</sup>, 2023 Board Meeting Minutes as written.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

## 2. REPORTS TO THE BOARD

### A. Staff Senate – President Morgan Koenig

Staff Senate has elected Morgan Koenig as their new President! Additionally, they elected Kevin Yarbrough as their Professional Staff Vice President, Victoria LaPlante as their Classified Staff Vice President, Jenna Groendal as their Treasurer, and Amanda Ramsey as their Secretary.

The Annual Staff Retreat is scheduled for Thursday, June 29<sup>th</sup> in PF 108/109 and will have a morning session and an afternoon session. Melissa Martin will be speaking about conflict management at the morning session and Alice Burron will speak to cultivating positive change in the afternoon session. The three goals for this year's staff retreat include:

1. To learn how to professionally interact with staff and students using the tools presented on conflict management.
2. To meet someone new and learn about their role to foster cross departmental networking and strategic plan awareness.
3. To gain skills to understand, use, and manage emotions in positive ways to relieve stress, empathize with others, and diffuse conflict.

### B. Faculty Senate – President Susan Hibbs

No update.

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

**Board Room Renovation:** They are still waiting for construction documents to put out to bid. Plan One is delayed in getting those developed.

**Respiratory Therapy Renovation:** This project will be kicking off on Monday and demo will begin in HS 315. They have a completion date of August 25<sup>th</sup>.

**Dare to Dream Statue:** They received a successful bid for the foundation work. They're planning for a late June start and completion in August.

**ACC Market:** A market, similar to the one in the residence hall, will be going into the old bookstore on the ACC campus. The schematic plans are finalized and they're hoping to get construction bids out mid-July and complete by October.

**Recreation and Athletics Complex (RAC):** The steel is going up in the second story build out beside the competition gym, along with concrete and walls. They still have pricing decisions that are happening very slowly, mainly due to subcontractors being very busy. The parking lot east of the RAC is mostly closed off as there now is a huge trench dug to connect the hydronics to the north-central plant. They still believe the schedule has slipped to February 2024 or even a little later. President Schaffer added that at the last commission meeting, they approved escalators

into the spending authority for these projects.

### **3. PRESIDENT'S REPORT**

#### **A. Unlocking Opportunity Update**

The Unlocking Opportunity Steering Committee convened on June 1<sup>st</sup>. The committee met to discuss the strategies to help address the goals of Unlocking Opportunity.

The Unlocking Opportunity is Aspen's recognition of community colleges going through this evolution from accessing and giving opportunity for individuals to attend community college, to completion, to what it is morphing in today of post-completion outcomes. Aspen has set a big goal of moving 12,000 students out of the low-value programs and into high-value programs.

The first homework assignment, a synthesis in action plan, is due June 15<sup>th</sup>. LCCC has been asked to quantify how many students will be moved from low-value programs to high value programs, and identify the strategies to reach that goal.

There will be time during the Board Retreat in August to focus on the initiative, the Unlocking team will be on campus, and most of in-service will be focused on this initiative.

Board Vice Chairman Soto noted that one of the requirements is that they regularly evaluate to foster continuous improvement and she believes LCCC is already doing that in many ways. She is very impressed with the visionary and creative thinking from members of the steering committee and very focused on the student perspective.

### **4. WORK ITEMS**

#### **A. ACC Updates**

##### **1) Opening Remarks, Laramie Ex Officio Trustee – Mr. Todd Feezer**

Trustee Feezer thanked the Trustees for holding their meeting at ACC and noted the remarkable work from the ACC team.

He was invited to sit on the ACC Advisory Board seven years ago and took the opportunity as he was a community college graduate. Recently, Dean Kortum and his team have challenged the board to get involved and foster relationships around Laramie. The board has noticed the growth over the last year, some of it being related to Outreach and Workforce Development. For example, in outreach last year they had 50 people, and this year they may break 300 people. Additionally, Dean Maryellen Tast shared the below statistics:

Teaching and Learning Center (TLC)			
	21/22	22/23	% Increase
Total TLC students	68	95	28%
High School Equivalency	48	69	30%
ESL	20	26	23%

Jennie Hedrick noted there used to be two separate student hubs, one for ACC and one for the Cheyenne campus. They will now be combined so the student hub specialists at ACC will be working with the team in Cheyenne daily, where they will all be answering the same emails, numbers, etc. Additionally, the student ambassadors will be doing the same thing where the student ambassador at ACC will be answering the same emails, numbers, etc. as the ones in Cheyenne. Lastly, SGA voted to approve two positions at ACC, with one being a vice president of ACC and the other will be a general senator position. They will be working with SGA at the Cheyenne campus and joining their meetings every Friday to see how they can mirror efforts at ACC.

Trustee Feezer wrapped up noting all the work that's being done to ensure students have the college experience at ACC similar to what's offered at other colleges and campuses.

- 2) [ACC "Back to Our Roots" Plan Progress](#) and [5-Year Summary](#) – Damien Kortum, Dean, ACC Academic Affairs

Dean Kortum walked through the linked presentation and summary.

- 3) [ACC Financials](#) – Shaun Ziegler, Budget Director

Mr. Ziegler walked through the linked presentation.

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

Due to time, this item has been tabled to the July 19<sup>th</sup> Board Meeting.

Trustee Erickson moved and Trustee Thompson seconded,

**MOTION:** That the Board of Trustees table the Strategic Enrollment Management (SEM) Plan to the July 19<sup>th</sup> Board Meeting.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

- C. [Alternative Work Arrangements Policy](#) – 1<sup>st</sup> Reading – Nancy Olson, Vice President of Human Resources

The Alternative Work Arrangements Policy is here for the Trustee's 1<sup>st</sup> reading. It will come back for 2<sup>nd</sup> reading and approval at their July 19<sup>th</sup> Board Meeting.

## 5. APPROVAL ITEMS

- A. [Craft Brewing Deactivation](#) – Damien Kortum, Dean, ACC Academic Affairs

**Staff Recommendation:** That the Board of Trustees approves the deactivation of the Craft Brewing Credit Diploma, effective at the end of the 2022-2023 academic year.

Trustee Merrell moved and Trustee Thompson seconded,

**MOTION:** That the Board of Trustees approves the deactivation of the Craft Brewing Credit Diploma, effective at the end of the 2022-2023 academic year.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

- B. [FY 2023 Budget Amendments](#) – President Schaffer

**Staff Recommendation:** That the Board of Trustees approves the amendments to the FY 2023 Annual Budget as presented.

Trustee Erickson moved and Trustee Soto seconded,

**MOTION:** That the Board of Trustees approves the amendments to the FY 2023 Annual Budget as presented.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

- C. [Policy 3.18 Transfer of Credit](#) – 2<sup>nd</sup> Reading – President Schaffer

**Staff Recommendation:** That the Board of Trustees approves the Policy 3.18 Transfer of Credit, as revised.

Trustee Ketcham moved and Trustee Emmons seconded,

**MOTION:** That the Board of Trustees approves the Policy 3.18 Transfer of Credit, as revised.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

D. President Schaffer's Employment Agreement – Board Chairman Bob Salazar

**Board Recommendation:** That the Board of Trustees recommends approval of President Schaffer's contract.

Trustee Soto moved and Trustee Erickson seconded,

**MOTION:** That the Board of Trustees recommends approval of President Schaffer's contract.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

**6. BOARD REPORTS**

A. Board Committee Reports – Board Chairman Bob Salazar

1) June 7<sup>th</sup> WACCT Meeting Update - Board Chairman Bob Salazar, Trustee Erickson

Trustee Erickson shared that WACCT has been busy in the past month! They had the regular meeting, advocacy workshop, presentations to the Joint Education Interim Committee (JEIC), a reception with the Joint Education Interim Committee, and next week they will attend an advocacy training.

2) WACCT Advocacy Workshop Update - Board Chairman Bob Salazar, Trustee Erickson

Very robust conversation with communicating with legislators and responsibilities as Trustees at the State level and board level. The legislature is very interested in property tax relief for the colleges, and will likely be moving forward with the next session. There was also conversation surrounding our funding model and how we distribute moneys from the Commission to the Colleges. There has been a continued push for various sustainability tools we've discussed in the past. They met with the JEIC after discussion about the inflation factor, and a subcommittee will be created to look at this particular issue, and eventually there will be a legislative initiative created, which is very positive.

From an advocacy point of view, they continue to support capital construction projects. One of the comments that came up was that students are concerned about colleges costs, but there needs to be resources available to provide success for students.

On the State Association of WACCT, they approved the budget and they will continue to have on retainer the Linden group to provide marketing for next year, focusing more on legislature rather than the other areas they were focusing on.

At the Commission meeting last week, there was a workshop on tuition philosophies, and he is proud of President Schaffer and the memo he provided on his philosophical concerns. There will be a meeting on August 26<sup>th</sup> where they will discuss further, and come October they will put the finish on the tuition policy, which is a statutory requirement.

- 3) June 21-22 ACCT Training - Board Chairman Bob Salazar, Trustee Erickson
- 4) Board Policy Review – Board Vice Chairman Wendy Soto, Trustee Emmons, Trustee Thompson
  - i. [Policies with substantial changes:](#)
    - 1) 1.1.7 Delegation of Authority
    - 2) 1.2.1 Standards of Practice Board Responsibilities
    - 3) 1.2.3 Board Officers
    - 4) 1.2.4 Meeting of the Board
    - 5) 1.2.5 Board Responsibilities
    - 6) 1.2.6 Board Committees
    - 7) 1.2.8 Conflicts of Interest
    - 8) 1.2.10 Board Development/Education
    - 9) 1.2.12 Emeritus Designation
    - 10) 1.3.1 Responsibilities of the CEO
    - 11) 1.3.2 CEO Evaluation and Accountability
    - 12) 1.3.3 CEO Succession

Trustee Soto shared that the committee presented these policies to the Board in April. These are cleaned up copies, and everyone has reviewed and given comments.

Trustee Soto moved and Trustee Ketcham seconded,

**MOTION:** That the Board of Trustees directs President Schaffer to move these changes through the process to amend these policies.

**DISCUSSION:**

Trustee Thompson said when they got together as a committee, the one policy they looked at closely was 1.1.3. Back when they did the Strategic Plan, Trustees Soto, Ketcham, and President Schaffer created this policy, and it was good place to start when looking at policies going forward. She talked to the Committee about CEO responsibilities and the lack of communication to students, so they added communicate with students within the revisions. Ms. Nethercott said that there is a lack emphasis on students, so the Committee brought the students into the policies.

Trustee Soto also shared she is scheduling future meeting to go over Chapter 2.

**MOTION CARRIED** unanimously.

- 5) Facilities and Finance Committee Report (June 14<sup>th</sup> Meeting) – Trustee Erickson, Trustee Thompson
- 1) [Current Fund and Auxiliary Fund Budget Report as of May 2023](#)
  - 2) [Current Fund and Auxiliary Fund Balance Sheet as of May 2023](#)
  - 3) [Contract and Procurement Reports as of May 2023](#)
  - 4) [Enrollment Summary](#)

Trustee Erickson moved and Trustee Ketcham seconded,

**MOTION:** That the Board of Trustees approves the following:

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

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

**7. NEW BUSINESS** – Board Chairman Bob Salazar

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

- Annual Employee Picnic – Friday, June 16<sup>th</sup> – 12:00 p.m. – McIlvaine Plaza
- Jee Hang Lee – Monday, June 19<sup>th</sup> – 3:15pm – Petersen Board Room
- ACCT Training – June 21<sup>st</sup>-22<sup>nd</sup> – Casper
- College Closed for Independence Day – July 4<sup>th</sup>

**9. FOR THE GOOD OF THE ORDER** – Board Chairman Bob Salazar

Trustee Ketcham shared that in the CNFR, LCCC has a bull rider in 6<sup>th</sup> place, a tie-down roper in 40<sup>th</sup>, 29<sup>th</sup> in team roping and 44<sup>th</sup> in breakaway roping.

**10. 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.



**11. ADJOURNMENT** of the June 14<sup>th</sup>, 2023 Board Meeting of the Laramie County Community College  
District Board of Trustees – Board Chairman Bob Salazar

Chairman Bob Salazar adjourned the Board meeting at 9:14 p.m.

Respectfully Submitted,  
Dallas Bacon  
Board Recording Secretary