

BOARD MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, MAY 10<sup>TH</sup>, 2023, COLLEGE COMMUNITY CENTER, ROOM 128, LARAMIE COUNTY COMMUNITY COLLEGE

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

Board Excused: Board Vice Chairman Wendy Soto, Student Ex Officio Raeth Tolman, ACC Ex Officio Todd Feezer

Staff Present: President Joe Schaffer; Administrators Senior Vice Presidents Dr. Kari Brown-Herbst, Rick Johnson, and Dr. Melissa Stutz, and Vice Presidents Lisa Trimble, Dr. Dustin Eicke, and Nancy Olson; Faculty and Staff Linda Herget, Susan Hibbs, and Shaun Ziegler

Guests: Amanda Angel, Vicki Schuler, Shaylin Shuler, and Michelle Silvey

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

1. **TRANSITION EXPERIENCE (TREX)** – Dr. Jill Koslosky, Dean, School of Business, Agriculture, and Technical Studies
  - A. [Presentation](#)
  - B. [Report](#)
  - C. [FAQ](#)

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

1. **CALL TO ORDER** of the May 10<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 May 10<sup>th</sup>, 2023, Board Meeting of the Laramie County Community College District Board of Trustees at 7:05 p.m.

2. **MINUTES** – Approval of the [April 12<sup>th</sup>, 2023 Board Meeting Minutes](#) – Board Chairman Bob Salazar  
  
Trustee Ketcham moved and Trustee Thompson seconded,

**MOTION:** That the Board of Trustees approves the April 12<sup>th</sup>, 2023 Board Meeting Minutes as written.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

### 3. **REPORTS TO THE BOARD**

#### A. Staff Senate – President Linda Herget

Staff Senate held their annual ice cream social two weeks ago, which is a fundraiser for the Randy B. Miller scholarship. They ended up having 63 attendees and raised \$200. They will be announcing winners soon for the superhero costume contest!

They have a meeting tomorrow with all new Senators for nominations and elections, and will have new officers at their June meeting.

The Staff Senate Retreat will be held June 29<sup>th</sup>.

#### B. Faculty Senate – President Susan Hibbs

Faculty Senate elected Susan Hibbs as their new President, who is a nursing faculty at the College.

Faculty Senate also elected new Vice President Sean Horton, and new Secretary Julie Semlak. Additionally, they elected six new Senators.

Faculty of the Month for April went to Ron Medina!

At their last meeting of the semester, they discussed operation plans for the Professional Clothing Bank for students. They will not meet again until September.

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

**Clay Pathfinder Renovation:** This project is complete!

**Board Room Renovation:** Contracting and Procurement solicited quotes from three vendors for FF&E, which was originally quoted for about \$96,000. The new quotes came in around \$43,000. However, the AV/IT, which has been pulled out of the project for the College to procure, that pricing has gone up compared to the construction bid that the College rejected. Chief Information Officer, Chad Marley, is working on mitigating the cost and will have additional options soon. They still need to decide the timing of putting it back out for bid, whether it be now or later this year.

**Respiratory Therapy Program Renovation:** They had four bidders, GH Phipps won the low bid and they have been awarded the contract. The project will start towards the end of May and will complete in August.

**Dare to Dream Statue:** They have had issues with pricing on the concrete foundation, which is currently out for bid. They're hopeful to have the foundation installed in June.

**ACC Market:** They have a couple of schematic designs in place, which are being evaluated by the ACC stakeholders. They're hoping to have construction documents in late June to put out for bid.

**Recreation and Athletics Complex (RAC):** Plan One completed a site observation report last week. Senior Vice President Johnson shared a few images that included the east side where glass panels will be installed in the exercise area, the inside of the new competition gym, beams and shoring that are holding up the building during renovation, overhead work, and location of the locker rooms. Unfortunately, they've run into a schedule slip as the electrical distribution system gear will not be in by January 2024. They're now hoping to complete the project in February 2024, unless that electrical gear is delayed further.

#### 4. PRESIDENT'S REPORT

##### A. Unlocking Opportunity Update

As a recap, LCCC is one of ten institutions in the country to be accepted into a new initiative by the Aspen Institute. The initiative is a six-year project to look at how they can help high performing colleges with ensuring success post completion and/or transferring with advanced standing and succeeding when they enter a university. Another area is closing equity gaps, specifically with first generation students and low-income students.

The team was able to convene with the other nine institutions, along with a variety of well known and respected researchers and coaches in the industry earlier this month. The focus was to start developing their big goals and action plans that will drive the focus of the initiative. This meant spending time focusing and digging into the institutional data and desegregate it down by program, race, gender, income levels, etc. The Aspen Institute has set a goal of 12,000 additional students that are moving out of low opportunity type of programs to high value programs. One of LCCC's big focus areas will be ensuring success plans for students transfer map beyond their degree and actually tie to support and assistance to make a successful transfer. Another big focus area will be on the number of students in the Associate of Science (AS) programs in Health Sciences. The challenge with this is that degree does not fit with what students are technically doing. The College usually has 800 applicants for Health Science programs and about roughly 200 of those are accepted. Those who are not accepted into a program will seek an Associate of Science degree, take other courses and reapply, or they leave. From Aspen's perspective, the AS in Health Sciences is a low value program because it does not align with transfer opportunities and/or doesn't lead to a marketable credential that will lead them into a healthcare occupation. Lastly, they need to focus on working more purposely with the high schools for dual/concurrent enrollment. This means giving equal access to college opportunities and taking classes that align to a plan that leads to post-secondary completion.

Additionally, they'll be working on processes and some work to be done on the career exploration side, in the success coach model, the Strategies 1000 courses, etc.

President Schaffer mentioned LCCC's Unlocking Opportunity Coach was giddy with excitement because of how advanced and developed LCCC is in a lot of these areas.

On June 15<sup>th</sup>, LCCC will present to Aspen a synthesis and action plan. Later in the fall, they will have to solidify specific, quantifiable goals.

#### B. April WCCC Meeting Highlights

Dr. Kari Brown-Herbst attended the April WCCC meeting in President Schaffer's absence. There was discussion regarding the limits on the number of applied baccalaureate degrees that a community college can offer. President Schaffer noted that while they were in Pittsburgh, they were provided labor market data regarding the best career opportunities in the service area and the vast majority of those require a bachelor degree. As a state, Wyoming is the lowest for bachelor degree production. Knowing those opportunities exist but require a baccalaureate degree and having limits on the College's ability to offer those to students creates obstacles. President Schaffer did provide written correspondence in favor of removing the cap on baccalaureate degrees.

Dr. Brown-Herbst noted that her impression of the conversation was that every single one of the community college presidents is in favor of lifting the limit of baccalaureate degrees. WCCC has opted to postpone a decision on this in order to collect more feedback.

Trustee Erickson added that WCCC also elected a new chair, Megan Goetz, from Laramie and added two new commissioners, Patricia Elliot from Shell, WY and Natalia Macker from Teton County. Additionally, the legislature approved \$20 million for the Wyoming's Tomorrow Scholarship and \$1.25 million to fund the Kickstart Wyoming scholarship. LCCC will see about \$125,000 for the Kickstart Scholarship, which will fund about 35 applications.

Board Chairman Salazar mentioned that the new WCCC chair asked great questions including how can the commission do what the community colleges need and noted that there are legislative changes that the commission can advocate for on behalf of the community colleges. The two new commissioners will be great additions to the commission!

President Schaffer wrapped up the conversation noting that at the June commission meeting, they will be convening a workshop and entertain discussion about setting tuition rates. President Schaffer will provide the Board of Trustees a memorandum seeking their support to advance the College's position of tuition should not be raised, which has historically been the College's position.

Trustee Erickson and Trustee Ketcham seconded,

**MOTION:** That the Board of Trustees endorses the President to advance the College's position to not increase tuition.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

## 5. WORK ITEMS

- C. [FY2024 Budget Book](#) – 1<sup>st</sup> Reading – President Schaffer, Rick Johnson, Senior Vice President of Administration and Finance, Shaun Ziegler, Budget Director
- 1) [LCCC FY2023 Budget Presentation](#)

Senior Vice President Johnson walked through the linked presentation above.

The Board of Trustees have been asked to send their questions to President Schaffer by June 10<sup>th</sup>.

- D. [Policy 3.18 Transfer of Credit](#) – 1<sup>st</sup> Reading – President Schaffer

Under the Trump administration, there was an executive order that was created that removed the concept of regional accreditors and they are now considered institutional accreditors and are no longer bound to a specific region.

Policy 3.18 Transfer of Credit will come back to the Board of Trustees for their 2<sup>nd</sup> reading and approval at their June 14<sup>th</sup> meeting.

## 6. BOARD REPORTS

- A. Board Committee Reports – Board Chairman Bob Salazar
- 1) April WACCT Meeting Update - Board Chairman Bob Salazar, Trustee Erickson

They decided to do an internal audit on an annual basis, in which Trustee Ketcham has agreed to serve on the audit committee.

- 2) June ACCT Training - Board Chairman Bob Salazar, Trustee Erickson

The ACCT Training will take place June 21<sup>st</sup>-22<sup>nd</sup> in Casper. The last time they were able to gather the ACCT staff was in 2016 and addressed student success.

- 3) Facilities and Finance Committee Report (May 10<sup>th</sup> Meeting) – Trustee Erickson, Trustee Thompson
- 1) [Current Fund and Auxiliary Fund Budget Report as of April 2023](#)
- 2) [Current Fund and Auxiliary Fund Balance Sheet as of April 2023](#)

- 3) [Contract and Procurement Reports as of April 2023](#)
- 4) [Mineral Revenue Reporting Comparison](#)
- 5) [WCCC Local Revenue Tracking](#)
- 6) [Enrollment Summary](#)

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 April 2023](#)
- 2) [Current Fund and Auxiliary Fund Balance Sheet as of April 2023](#)
- 3) [Contract and Procurement Reports as of April 2023](#)
- 4) [Mineral Revenue Reporting Comparison](#)
- 5) [WCCC Local Revenue Tracking](#)
- 6) [Enrollment Summary](#)

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

## 7. EX OFFICIO TRUSTEE UPDATES

E. Laramie Campus Advisory Board Ex Officio Trustee – Mr. Todd Feezer

No updates.

F. Student Ex Officio Trustee – Mr. Raeth Tolman

Mr. Tolman was unable to attend but sent the below update for the Board of Trustees.

*"I would like to thank all trustees for allowing me to serve as Ex-Officio on the board. I appreciate the time that has been given to me to allow student government a voice within the meetings. I also want to thank all for the support of not only me, but my fellow constituents in student government. Thank you all for the opportunities that you have provided and the things you have done for our college. I have nothing to report for student government."*

## 8. NEW BUSINESS – Board Chairman Bob Salazar

No new business.

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

- Celebrate Good Times!
  - Please refer to the Commencement Schedule and Instructions handout for further details
  - Friday, May 12<sup>th</sup> - Sonography, PTAT, Radiography, SLPA, and Nursing Pinings
  - Saturday, May 13<sup>th</sup> – Commencement – 10:00 a.m. – Storey Gym

- Following Commencement, please convene at the Schaffer residence for the annual commencement celebration!
- CDL Training Open House – Saturday, May 20<sup>th</sup> – 8:00 a.m. to 1:00 p.m. – CT 101
- College Closed for Memorial Day – Monday, May 29<sup>th</sup>
- Board of Trustees Meeting – Wednesday, June 14<sup>th</sup> – ACC 108
  - Meeting with ACC Advisory Committee
  - Review of ACC Enrollment and Financials

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

No updates.

**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

**Amanda Angel:** Ms. Angel gave public comment at the September 21<sup>st</sup> board meeting. She wanted to share the outcome after that meeting. To recap, her husband applied for the nursing program and had to repeat his third semester and had to reapply. He received a letter on September 2<sup>nd</sup> notifying him that the Covid vaccine is a requirement and there were no exceptions. He tried working with Dr. Bowen and Dean Mason to resolve at the lowest level. By September 13<sup>th</sup>, he did not receive any responses, and is why they attended the September 21<sup>st</sup> board meeting. After the board meeting, they continued to not receive any responses from anyone and decided to hire a lawyer, out of their own pocket, to advocate on his behalf. A waiver process was finally put into place. He received an email on October 14<sup>th</sup> at 12:51, and the deadline to get the Covid vaccine was October 15<sup>th</sup>. They felt like it was important enough to them and it wasn't just for her husband but also for their daughter who will be attending LCCC in the fall, and who also wants to enter the nursing program. They just wanted to be heard and had to jump through hoops in order to do that. She encourages all to review the minutes from the September 21<sup>st</sup> meeting as all her husband was asking for was for leadership in the program to advocate for their students instead of letting external facilities dictate policy. They completely understand the rules that have been placed on healthcare facilities however, he asked multiple times and tried to follow the proper channels for an exemption. He also asked for the policies to be clarified and followed as there are three conflicting policies. Ms. Angel conducted a lot of research and found in a 90-mile radius, there are no other colleges that are implementing no exceptions to the vaccine mandate. And in some instances, like Northern Colorado, the waiver forms can be found online. Her husband did start the nursing program but was asked to sign the nursing policy handbook and it did not seem like anything had changed until January 17<sup>th</sup> when classes started. They aren't just advocating for her husband but for future students and they've noted that as of April, the policy still hadn't been updated online. Young students entering may not know there is a waiver option as it is not transparent. She referenced the January 6<sup>th</sup> Board Retreat minutes where President Schaffer discussed declining enrollment, and this may be one of the reasons why. To wrap up, she noted there are 121 open nursing jobs in Cheyenne as of May 10<sup>th</sup> and there are 33 graduates each semester from the nursing program at LCCC, and that's hardly filling the shortage in the community.

**Vicki Schuler:** Mrs. Schuler is from Casper, WY and is here to talk on behalf of the parents of the students who are unvaccinated. Per the September 21<sup>st</sup> Board Meeting Minutes, it states that Staff Senate is in support of a policy for alternative work environments and believes that not having a policy in place has been a detriment to the College and a disadvantage to the employees. Goal #4 of the Strategic Plan is to continue to cultivate an environment intentionally designed where employees can do the best work of their lives. Having a strong alternative work arrangement policy in place will assist in achieving that goal and will help the College recruit and retain the best of the best so that the College will become the preferred employer of choice in the region. Assuming this policy is in place, she noted that every business wants to employ and retain the best employees. Imagine the same for the students as the students pay the wages of the best employees that the College can hire. To cultivate an environment where students aren't intimidated, are respected, where they can be their best, and ultimately go into the world to be the best employees a company would want to hire. Mrs. Schuler taught her daughter to stand up for herself, obey authority, and do the best she can to attain her goals. Her daughter specifically chose LCCC because of the accelerated dental hygiene program. She completed her prerequisites, completed the necessary documentation, and checked the box noting that she was not vaccinated for Covid-19. She successfully completed her first term and received no responses from Dean Mason regarding the vaccination waiver. Suddenly, she was asked to withdraw from the program because she can't attend clinicals due to not being vaccinated for Covid-19. Mrs. Schuler noted that one student was even told to not return on Monday without the vaccination. Devastation. Intimidation. Uncertainty. Additional communication was sent asking if her religious exemption was submitted or if they could receive the denial in writing, but still no response. They find it hard to believe that this school would rather dismiss students than help them succeed; students who are in the top of their classes, students who paid thousands of dollars to attend, students who want to provide a vital service to their community. The program instructors knew as early as submission of applications that these students were not vaccinated, if not by waiver than by the check box they all marked and a written letter provided as early as January. This was all completed with no additional discussion, yet instructors told her daughter they just found out she and others were unvaccinated. They reached out to her about the Hep-B vaccination but not about the Covid-19 vaccine, is this program that disorganized or is being dishonest used as an excuse? Their biggest concern is that this is a pattern as the Trustees have heard about previous circumstances in the nursing program, and now it's affecting the dental hygiene program. They want this to stop and want the program to advocate for their students instead of misleading them, ignoring them, or intimidating them. They want Dean Mason specifically to communicate with the students. They want LCCC to be proactive rather than reactive. If outside agencies continue to require the vaccine, this will be a continuing issue. They ask to complete the accommodations before the program starts because she can almost guarantee they will continue to have students that are not vaccinated for Covid-19. They want instructors to be transparent, respectful, and enthusiastic about supporting their students. These are actually two of the College's core values, passion and openness. They want the College to do their due diligence in how the program is actually being run and survey prior students to make it better. She knows LCCC, once it continues to strive for top students to be in this program, they need to follow their policies, and strive to make the students the best possible future employees this school puts forward. As of yesterday, they were told that LifeCare has accepted the



waivers and administration is looking at alternatives in Loveland to accommodate these young ladies. They hope they will follow through and they appreciate and feel relieved that the students can now concentrate in finishing their goals rather than stressing over this issue.

**Shaylin Schuler:** Ms. Schuler is speaking on behalf of the students. She was raised to stand up for herself and will be doing that tonight. As students, they feel like they're being discriminated against for not wanting to put the chemical in their bodies that they know has not protected anyone from the Covid-19 disease. A chemical that has been proven to have multiple side effects and can prove down the road to be more destructive than what can be imagined. And more devastating to those who want to have children. The Lord made them, the Lord gave them an immune system, and the Lord will protect them when they are weak. She has worked very hard to get into this program and has spent her own money to be able to attend. She attended EWC prior to complete the prerequisites and she respected those instructors as they went above and beyond to help her succeed. So far, while attending LCCC, the students' emotions are on overload, including uncertainty, lack of communication, stress, and that's just to name a few. So far, their experience in the dental hygiene program has been up and down. They wish they could say it's been great, but they would be lying. As earlier stated, they are being offered an alternative and they're hoping the College will follow through with this. She also asks to be able to make up the points lost due to not being able to attend those sites. This could affect them completing and graduating the program. They strongly encourage the program director to make the accommodations prior to the program starting. Make this a good example for future students and don't make them go through the stress that these students have experienced. Please address the Covid-19 issues with Dean Mason and set things on a clear path. They ask that the Trustees step in and look into this program to make it better. They want to leave LCCC and be able to say they enjoyed their experience and want future students to enjoy their experience as well. Please let them continue to be the best that they can be.

**Michelle Silvey:** Mrs. Silvey thanked the Trustees and President Schaffer for their dedicated service to the community and their time tonight. She brings forth concerns that she has professionally and personally witnessed over the last four years in the health science department that she believes needs to be brought to the Board's attention. As a member of Laramie County and a pharmacist of almost 32 years, she currently provides direct patient care as an integrative investigative disease case manager. She has taught various forms of disease management and drug therapy as an adjunct professor at the University of Wyoming, the University of Arizona, UW Family Practice Physician Residents in Casper and Cheyenne, various nurse practitioner programs, community outreaches, and several pharmaceutical company educational programs for physicians, dentists, pharmacists and nurses for over 21 years. Since 1994, she has volunteered to tutor students in various disciplines, therefore, directly involved with LCCC students and the various healthcare professionals and facilities for 29 years. She sees at least 1 of 3 LCCC students in their prerequisites, in addition to their professional programs. With this, she expects the community college health sciences to explicitly create the intended atmosphere of professional excellence for the students that have demonstrated high academic performance to obtain their seat at the table in the dream of caring for others. It is her belief that the beloved LCCC fosters tremendous and exceptional programs to further the education of the students through role model and character skills, compassionate mentorship,

didactic education, dynamic rotations, continued support, kind encouragement, and extreme growth. Tonight, she will specifically address the dental hygiene program, however, much of what she will discuss applies to many students in other programs such as physical therapy assistant, respiratory, speech and language therapy, and sonography and radiography. As a healthcare provider, she believes dental health is pivotal for the health of every patient. Dental hygienists have an intense education and a deep understanding of the human body, pharmaceuticals, nutrition, health investigation, and much more. The LCCC dental hygiene clinic plays a critical role as educators, mentors, and role models for the future hygienists. If the full class graduates, only 20 will graduate, which is rare as there are 3-5 students who do not graduate every year. She believes they are to provide connection with resources and opportunities that students deserve. The dental hygiene clinic is obligated to ensure these benefits to their students. In addition, giving equal access and advantages of their program to represent these opportunities in full transparency. She could never find the policy on the website. As of May 9<sup>th</sup>, the January 9<sup>th</sup> policy finally appeared. Complications that Covid-19 season imposed on the LCCC students has caused many in healthcare to go above and beyond to provide what the most vulnerable and valued students need to continue learning. They desire them to become the best at what they dream. This is an opportunity for health science to shine and have an increase in collaboration with all health science arenas in the area. In addition to extra awareness to LCCC, Mrs. Silvey has wonderful dreams of collaboration to grow this community college. However, it came to her attention, again, that the dental hygiene clinic and nursing programs had not accommodated, adjusted, or advocated to meet the needs of the community students. This is unacceptable as they do this for their pharmacists and the University level, so why not at the community college level. In point, the dental hygiene clinic's recent failure to properly identify and focus their outreach rotation sites, who have historically served all students, have only highlighted the surface of concerns brought forth tonight. Mrs. Silvey has spoken with CEO's, COO's, executive directors for all of the facilities. CMS is the governing body for this. It is with heavy heart that she needs the Trustees to know of the egregious intimidation, bullying, coercion, and the manipulation that is happening behind the scenes to the students. She deals with anxiety, depression, and suicide with direct patient care, which is off the charts. It pains her to say that this and various issues are leveraged against the students to cause emotional trauma and extreme anxiety. Why is this necessary?

**12. ADJOURNMENT** of the May 10<sup>th</sup>, 2023 Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Bob Salazar

Trustee Ketcham moved and Trustee Emmons seconded,

**MOTION:** That the Board of Trustees adjourns the May 10<sup>th</sup>, 2023, Board meeting.

**DISCUSSION:** None

**MOTION CARRIED** unanimously, and Chairman Bob Salazar adjourned the Board meeting at 9:24 p.m.

Respectfully Submitted,  
Dallas Bacon  
Board Recording Secretary