

BOARD MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, FEBRUARY 15<sup>TH</sup>, 2023, ADMINISTRATION BUILDING, PETERSEN BOARD ROOM, ROOM 127, 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; ACC Ex Officio Todd Feezer (Zoom), Student Ex Officio Raeth Tolman, and Legal Counsel Tara Nethercott

Staff Present: President Joe Schaffer; Administrators Senior Vice Presidents Kari Brown-Herbst, Rick Johnson, and Melissa Stutz, and Vice Presidents Lisa Trimble, and Nancy Olson (Zoom); Faculty and Staff Morgan Koenig, Nick Colsch, Ami Wangeline, Bryan Wilson, and Trent Morrell

**Dinner Work Item**

**Petersen Board Room**

**Dinner in the Dining Hall; Dinner Work Item at 6:00 p.m. in the Petersen Board Room**

1. **STEM FACULTY PRESENTATION** – Bryan Wilson, Dean, School of Arts & Sciences, Ami Wangeline, Instructor, Biology, Gavin Martin, Instructor, Biology, Trent Morrell, Pathway Coordinator, Stem

**Board Meeting**

**Petersen Board Room**

**7:00 p.m.**

1. **CALL TO ORDER** of the February 15<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 February 15<sup>th</sup>, 2023, Board Meeting of the Laramie County Community College District Board of Trustees at 7:02 p.m.

1. **MINUTES** – Approval of the [January 6<sup>th</sup>, 2023 Board Retreat Minutes](#) – Board Chairman Bob Salazar

Trustee Ketcham moved and Trustee Merrell seconded,

**MOTION:** That the Board of Trustees approves the January 6<sup>th</sup>, 2023 Board Retreat Minutes as written.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

## **2. REPORTS TO THE BOARD**

### **A. Staff Senate – Secretary Morgan Koenig**

Staff Senate just wrapped up the food pantry drive and was very successful!

They have their annual ice cream social scheduled for April 28<sup>th</sup> in the student lounge. It's a superhero theme! All donations will go to the Randy B. Miller Scholarship fund.

Staff Senate also started Staff of the Month. They had four classified staff nominated in January, votes are being collected and will be presented soon. They will be seeking nominations for part-time staff in February. Staff of the Year nominations will be open soon!

### **B. Faculty Senate – President Nick Colsch**

Faculty Senate awarded two faculty for Faculty of the Month since the last meeting. Lindsey Freeman won in December for Professional Development and Lily Rowan won in January for Instructional Excellence.

The Professional Clothing Bank is up and running and they've served over a dozen students, despite being open only eight hours a week!

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

**Recreation and Athletics Complex (RAC):** Most of the demolition (demo) is done and currently they are working on the foundation for the two-story buildout going in the old Multi-Purpose Room. During demo, they noticed the tiles on the wall in the swimming pool area were keeping the wall together. Once the tiles came down, the wall started bowing. Because that wall supports the roof, it quickly became a safety concern and they had to pause operations until engineering came up with mitigations. Additionally, more mercury in the old racquetball court has been found, in which mercury abatement is currently taking place. They went out to procure a transformer and learned it would take 24 months to receive it. Fortunately, they found a source who can get it to them by December. Luckily, the project is still projected to complete January 2024. Progress can be viewed [here](#).

**Advanced Manufacturing and Materials Center (AMMC):** This project is complete and open to the public! The Board has a scheduled tour in March.

**Clay Pathfinder Building Renovation:** This project started January 23<sup>rd</sup>, 2023. Currently, it's still in demolition mode. This will complete by May 2023.

**Board Room Renovation:** All construction documents are complete and are out for bid until

March 2<sup>nd</sup>. They plan to award the bid mid-March and begin in April, finishing in August.

**Respiratory Therapy Program Renovation:** This program will launch in Fall 2024. This project is renovating a computer lab in the Health Sciences building to be a respiratory therapy program lab. The project will start in May 2023 and complete by Fall 2024.

### 3. PRESIDENT'S REPORT

#### A. [Progress Report on President Schaffer's FY2023 Goals](#)

Per the [CEO Evaluation and Accountability Policy 1.3.2](#), President Schaffer has provided his mid-year progress report on his FY2023 goals.

#### B. Legislative Update

President Schaffer had the pleasure of having the Student Body President, Raeth Tolman, Student Body Vice President, Lilly McNowelly, and Student Government Senator, Dominic Cruz, join him one afternoon during the legislative session. They were able to listen to Senator Tara Nethercott explain a relatively complex issue with ARPA funding and commended her for how she handled the room and complexity of topics. President Tolman was able to meet the Governor and enjoyed his first time at the Capitol.

Highlights from the legislative session up to this point:

- \$6.5 million for compensation for community college employees. The College would see about 23% of these funds. This money would take effect July 1.
- \$3.5 million one-time only community college inflationary funding.
- Wyoming's Tomorrow is currently \$20 million short of what's needed to be able to generate scholarships.
- \$1.25 million for direct spending for scholarships.
- Wyoming's Tomorrow bill has \$60 million plus \$5 million for direct appropriation.
- Still waiting on the Capital Construction bill to be heard. This has funding that would help kick off the exterior renewal projects on campus.
- Property tax relief bill is sitting over in the House and has not been referred yet.

#### C. National Legislative Summit (NLS)

President Schaffer attended the ACCT National Legislative Summit in Washington, D.C. earlier this month. He was able to connect with Senator Barrasso and his staff, with Senator Lummis' staff, but unable to connect with Congresswomen Hageman. Every year, the Association of Community College Trustees and the American Association of Community Colleges create a shared legislative priorities list. There are two priorities of interest:

- Push for more permanent, short-term Pell. Currently, in order to receive a Pell Grant, a student has to be in a program that equates to 350 hours. This means many of the short-term

programs don't qualify, such as the data center technician program. Without the Wyoming's Tomorrow scholarship, Wyoming does not have a needs-based aid program, except for Pell.

- In the Farm Bill legislation, this will be the first time there will be a community college focus for a program, targeting predominately rural areas to look at leveraging innovations in agriculture to adapt to changing markets.

#### D. Web-Based Board Agenda – Dallas Bacon, Secretary to the Board of Trustees

The President's Office has been reviewing processes and efficiencies, specifically with the Board of Trustees. One area of improvement is agenda creation and collaboration, and ease of access to the agenda and materials for the Trustees, Staff, Faculty, and the Public. Currently, the process for agenda creation and collaboration is a very manual process that takes the time of the Board Secretary, the President, the Board Chair, and the Board Vice Chair. Additionally, there have been questions and concerns with being able to find and access the online agenda and materials for Board meetings. Finding a web-based board agenda platform will improve efficiencies for creating and uploading the agenda and materials, and will also be easier to access for all. Not to mention, it would give the Trustees one central location to house agendas, materials, information about meetings, etc. Currently, they have to toggle between email, calendars, the LCCC website, etc.

Dallas walked through the three web-based board agenda platforms she has researched. These include Diligent: Community, OnBoard, and Boardable. The Trustees would like to see demonstrations for Diligent: Community and OnBoard. Dallas will schedule these demonstrations and compile feedback from the Trustees.

#### E. Legal Counsel RFP Committee and Process – Trustee Appointees Needed

The Request for Proposal (RFP) for the College's legal counsel will be sent out in March. Historically, a committee has been formed to review the RFP prior to sending out, additionally, the committee will score, conduct interviews, etc. A new contract will be in place July 1, 2023.

Trustee Wendy Soto and Trustee Don Erickson have been appointed to the committee.

#### F. Unlocking Opportunity

The Aspen Institute has partnered with the Community College Research Center on a three-year initiative focused on post-completion outcomes and closing equity gaps. An invitation was sent to the College to apply for the initiative. The application was submitted in September, and the College learned in November that they were one of ten community colleges selected, which had to be kept confidential until just recently. LCCC is the western-most college and one of two rural colleges involved. Other colleges include Southwest Wisconsin Technical College, Monroe Community College, Lorain County Community College, Sinclair College, Valencia College, St. Petersburg College, Tulsa Community College, San Jacinto College, Alamo Colleges District, and

Odessa College. Joining this initiative is an opportunity to understand the impact on students as a Guided Pathways institution.

The College does have a coach, Dr. Doreen Larson, who is the President at Edison State College, soon to retire in June 2023. As they were positioning the leadership team on this project, they landed on two representatives from Academic Affairs, Dean Bryan Wilson and CET Director, Sheridan Hansen. The next steps are introductions with the coach and attending a data workshop.

#### 4. WORK ITEMS

- A. [6.6 Leave Policy](#) – 1<sup>st</sup> Reading – Nancy Olson, Vice President of Human Resources

The 6.6 Leave Policy will be brought back to their March Board Meeting for 2<sup>nd</sup> reading and approval.

#### 5. APPROVAL ITEMS

- A. [Request for Spending Authority: Integrated Technology Services \(ITS\)](#) – President Schaffer

**Staff Recommendation:** That the Board of Trustees authorizes the President, or designee, to expend up to \$212,000 for the purpose of upgrading and modernizing the networking equipment from Cisco.

Trustee Erickson moved and Trustee Ketcham seconded,

**MOTION:** That the Board of Trustees authorizes the President, or designee, to expend up to \$212,000 for the purpose of upgrading and modernizing the networking equipment from Cisco.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

- B. [Request for Spending Authority: Microscope Purchase](#) – Kari Brown-Herbst, Senior Vice President of Academic Affairs

**Staff Recommendation:** That the Board of Trustees authorizes the President to expend funds for the purpose of acquiring the Phenom ProX Scanning Electron Microscope as outlined in this memorandum, with the anticipation that these expenses will be fully supported as described above.

Trustee Erickson moved and Trustee Ketcham seconded,

**MOTION:** That the Board of Trustees authorizes the President to expend funds for the purpose of acquiring the Phenom ProX Scanning Electron Microscope as outlined in this memorandum, with the anticipation that these expenses will be fully supported as described above.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

## **6. BOARD REPORTS**

- C. Board Committee Reports – Board Chairman Bob Salazar
  - i. Facilities and Finance Committee Report (February 15<sup>th</sup> Meeting) – Trustee Erickson, Trustee Thompson
    - 1) [Current and Auxiliary Fund Balance Sheet Reports as of January 2023](#)
    - 2) [Current and Auxiliary Fund Budget Reports as of January 2023](#)
    - 3) [Contract and Procurement Reports as of January 2023](#)
    - 4) [Enrollment Summary](#)
    - 5) [FY2024 Trustees Proposed Budget](#)

Trustee Erickson moved and Trustee Thompson seconded,

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

- 1) [Current and Auxiliary Fund Balance Sheet Reports as of January 2023](#)
- 2) [Current and Auxiliary Fund Budget Reports as of January 2023](#)
- 3) [Contract and Procurement Reports as of January 2023](#)
- 4) [Enrollment Summary](#)
- 5) [FY2024 Trustees Proposed Budget](#)

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

## **7. EX OFFICIO TRUSTEE UPDATES**

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

The Laramie Campus team is a fantastic team that includes Damien Kortum, Janine Bangerter, Jennie Hedrick, Jamie McKim and Seth Perkins. They started an exciting pilot program with the University of Wyoming (UW) for corequisite developmental math courses on the UW campus, and they are glad to report it's going very well. Spring enrollment is looking strong due the pilot program and dual enrollment. There is a new superintendent at Albany County School District #1, Dr. John Goldhardt. Mr. Feezer has had a few meetings already with Dr. Goldhardt and feels like it's very promising with his view about the involvement between the Laramie Campus and the school district. Lastly, the Laramie Campus is working to become an emergency shelter for Albany County Emergency Management.

Mr. Feezer is also serving as the Vice Chair of the ACC Advisory Committee, along with Chair, Tyler Valentine. They're trying to load the committee with individuals who are more involved and want to give the campus a way to help support Laramie and Albany County needs.

B. Student Ex Officio Trustee – Mr. Raeth Tolman

As mentioned previously, Mr. Tolman and a couple other SGA senators had the opportunity to attend the legislative session.

Student Government is coming upon SFAC, where they will be listening to student organizations and allocating funds to those organizations. The first group presentation is the first week of March. SGA has also been looking into incentives for joining student government, such as possibly including more specialized positions, raising stipend amounts, adjusting Pathway representation numbers, etc.

Last semester, Mr. Tolman mentioned collecting feedback from students who voiced a concern regarding not being able to have in-person courses. However, he has not heard back from them and will try to bring a report as soon as he can.

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

A. Ad Hoc Committee of the Board for Policy Review – Board Chairman Bob Salazar, President Schaffer

At a previous board meeting, the Trustees had a conversation regarding policy review, starting with Chapter 1. An ad hoc committee of three Trustees, which will consist of Trustee Soto, Trustees Emmons, and Trustee Thompson. They will review Chapter 1 policies and place into three buckets: those that do not need any changes, those that need minor edits, and those that may need massive changes/updates and deserve a bigger conversation. Once the committee has completed the review of Chapter 1, they will bring a report back to the Board of Trustees. The initial assessment should not take more than a month. Legal counsel can be engaged when needed.

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

- WCCC & WACCT Reception – Thursday, February 16<sup>th</sup> – Crossroads Building – 6:00 p.m.
- WACCT Breakfast – Friday, February 17<sup>th</sup> - Capitol Extension Conference Center | Room 1053/W054 – 6:30 a.m. (*RSVP Required*)
- WCCC Meeting – Friday, February 17<sup>th</sup> – ANB Bank Leadership Center
- College Closed for President's Day – Monday, February 20<sup>th</sup>
- Friday, March 3<sup>rd</sup> – Lariats-n-Lace – Little America – 6:00 p.m. - [Tickets available here!](#)
- Tuesday, March 7<sup>th</sup> – Employee Recognition of Excellence Luncheon – ANB Bank Leadership Center – 11:30 a.m. – *RSVP to Dallas by February 27<sup>th</sup>*
- Daylight Savings! – Sunday, March 12<sup>th</sup>

- Board Meeting - Wednesday, March 15<sup>th</sup> – CCC 178/179 for Dinner at 5:30 p.m. | CCC 128 for Regular Meeting at 7:00 p.m.
- College Closed for Spring Break – Friday, March 17<sup>th</sup>

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

- A. [Boy Scouts of America Letter](#)
- B. [Wyoming Wildlife Task Force Letter from Governor Gordon](#)

Board Vice Chairman Wendy Soto congratulated Kathy Vest, Sous Chef in the Dining Hall, for being selected as one of eight sous chefs in the region to the National Association of College & University Food Services (NACUFS) Culinary Challenge. She will be competing at the regional conference on March 20<sup>th</sup> in Colorado Springs.

Trustee Merrell would like to encourage the Trustees to donate to the Trustee Scholarship.

Dr. Brown-Herbst shared one of the ACES students has been named student of the year by the Mountain Plains Adult Education Conference. This means for two years in a row; the student of the year came from LCCC. This particular student earned her high school equivalency out of ACES and is now a STEM student. She has declined attending the conference because it's during her biology class.

**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 February 15<sup>th</sup>, 2023 Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Bob Salazar

Trustee Merrell moved and Trustee Soto seconded,

**MOTION:** That the Board of Trustees adjourns the February 15<sup>th</sup>, 2023, Board meeting.

**DISCUSSION:** None

**MOTION CARRIED** unanimously, and Chairman Wendy Soto adjourned the Board meeting at 9:02 p.m.

Respectfully Submitted,  
Dallas Bacon  
Board Recording Secretary