

BOARD MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, APRIL 12TH, 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; Student Ex Officio Raeth Tolman (Zoom), 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, Dr. Dustin Eicke, and Nancy Olson (Zoom); Faculty and Staff Linda Herget, Nick Colsch, Melanie Young, Dave Zwonitzer, Jennifer DeRouchey

Guests: Trey Bellamy (Culligan)

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

1. AUTOBODY/AUTO TECH TOUR – Caleb Perriton, Program Director, Trades and Technology

**Meet in CCC 178/179, Caleb will lead us over. Dinner will follow the tour in CCC 178/179.*

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

1. CALL TO ORDER of the April 12th, 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 April 12th, 2023, Board Meeting of the Laramie County Community College District Board of Trustees at 7:00 p.m.

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

Trustee Ketcham moved and Trustee Merrell seconded,

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

DISCUSSION: None

MOTION CARRIED unanimously.

2. REPORTS TO THE BOARD

A. Staff Senate – President Linda Herget

Staff Senate will be holding their last fundraiser for the Randy B. Miller scholarship for the semester. They will be holding their annual ice cream social on Friday, April 28th from 12:30 p.m. to 3:30 p.m. in the student lounge. It is superhero themed and there will be a costume contest!

The Annual Staff Retreat is scheduled for Thursday, June 29th 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 Nick Colsch

Faculty Senate has elected a new President, Susan Hibbs, and will start her term on May 5th.

Morgan Pennington, Equine Instructor, was nominated for March Faculty of the Month. She hosts several ranch horse clinics and riding clinics for 4-H students. April's Faculty of the Month will be focused on professional development. Faculty of the Year will be announced at the Employee Recognition event on May 5th.

President Schaffer thanked President Colsch for his time on Faculty Senate.

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

Recreation and Athletics Complex (RAC): This project is still on schedule to complete January 2024. They are continuing to work on the foundations, piers, and elevator for the two-story build out. As funds have opened up, there is an opportunity to add back items that were value engineered out of the project due to budgetary constraints. The legislature approved \$24 million for community college projects previously approved that because of inflation, could not be completed. They are awaiting pricing from sub-contractors to determine what's possible and waiting to hear how they will be able to access those funds. The College may receive about \$4.6 million, however, there may be fluctuation on the amount because of inflation and current pricing.

Clay Pathfinder Renovation: This project is near completion.

CCC 128 Board Room Renovation: They are still working on getting this project under the \$790,000 threshold the Board of Trustees approved. One option they are reviewing is having the College procure technology, which will help save money on the project. They should know by early next week.

Respiratory Therapy Lab Renovation: The bids are due April 27th. They plan to kick off the project in May and complete in August.

Dare to Dream Statue: The statue will be installed between the Ludden Library and the Surbrugg/Prentice Auditorium. Installation is scheduled for June, weather pending.

ACC Bookstore Renovation: The ACC bookstore closed and is online only. They plan to turn the bookstore space into a market, similar to the one in the Residence Hall. It should be ready for the fall semester.

3. PRESIDENT'S REPORT

A. Unlocking Opportunity Update

They convened the steering committee, which consists of diverse constituents around campus that will help guide efforts around the initiative. The primary purpose of this meeting was to orient the committee and walk through the homework the College has been given before attending their first in-service with other Unlocking Opportunity institutions in May.

President Schaffer recognized Dr. Dustin Eicke and his team in Performance and Planning. They were asked to do a deep data collection analysis to provide to Aspen that looked at programs, enrollments, persistence, etc. Another item they completed was the organizational assessment of how well the College is designed in following best practices for workforce development, transfer, etc. All items have been submitted and the team will convene in Pittsburgh in May to dig into the work.

B. WIP Phase II Proposals Update

Governor Gordon had \$27 million to fund WIP Phase II projects. After hiring an executive director, the initiative has garnered a solid structure.

WIP Phase I Updates:

- All grants were funded for the proposal put forward to procure virtual reality equipment for the College. VR/AR equipment identical to the Z Space will now be available for faculty and students in the Arts and Sciences Pathway, the Library and Learning Commons, and increase

the inventory equipment in the Z Space as well. There will be an opportunity to ask for additional resources.

All LCCC WIP Phase II Proposals will be fully funded and include:

- [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.
- Makerspace Expansion: This is led by the University of Wyoming, alongside multiple other colleges. It includes support for LCCC as they launch the Fab Lab and Concept Forge as training protocols, membership protocols, and a system in place for the public and students to use will need to be developed. This footprint on campus will include the Golden Eagle Wyrkshop, the makerspace in the business building, and the Fab Lab and Concept Forge.

C. AACC Annual Convention Update

The College had five proposals accepted for presentations at the AACC Annual Convention in Denver April 1st through the 4th. The presentations included:

- Davis First Generation Experience Presentation: This was established as a pilot last fall and they are in the midst of planning for their second-year pilot. Dr. Kari Brown-Herbst and Dr. Melissa Stutz presented the work of Dr. Danielle Ryan. They presented on the overall goals of the experience, the success of the 11 students in the experience, referenced areas of improvement, and how they are planning forward. They are planning a larger cohort, will have the students on campus on a Friday instead of a Saturday, they've positioned two co-leads, and the application is currently open.

- Pathway Coordinator Presentation: A Pathway Coordinator is a faculty position the College created as a result of Guided Pathways. Three Pathway Coordinators, Sheridan Hanson (former Pathway Coordinator), J O'Brien, and Trent Morrell presented on their unique positions. They had wonderful engagement from the audience and community colleges from across the country.
- Success Coach Presentation: Sarah Hannes, Blake Paintner, and Kaycie Kilmurray presented on how the College created the Student Success Coach positions by combining Admissions and Advising. Kaycie Kilmurray piloted the position and presented on the successes and lessons learned.
- Diversity, Equity, and Inclusion (DEI) Presentation: Zeke Sorensen presented on the diversity, equity, and inclusion statement, how that fits in with the strategic plan, the change of the aspirational value from tolerance to inclusion, and what the College is doing with DEI.
- Student Holds: LCCC partnered with the Western Interstate Commission for Higher Education (WICHE), alongside 12 other institutions, for a grant opportunity regarding student holds. This process reviewed all the student holds at the institution and LCCC had over 80 holds that a student may have on their account at any time. Through the review, they narrowed it down to about 33, and when they finish the review, they will only have about 10 student holds.

Additionally, they were able to celebrate one of LCCC's faculty members, Ashley Ralls, who was recognized by AACC as a distinguished faculty!

D. [Residence Hall Task Force Recommendations](#) – Dr. Melissa Stutz, Senior Vice President of Student Services

A Residence Hall Task Force, co-chaired by Dr. Melissa Stutz and Senior Vice President Johnson, has been created to look at strategies and recommendations to help increase the occupancy and activity in the residence halls.

Dr. Stutz presented their recommendations linked above, which have been accepted and, in some cases, have already started implementing.

E. [Commencement Update](#) – Dr. Melissa Stutz, Senior Vice President of Student Services

The schedule of commencement activities is linked above. Further instructions to come!

F. Wyoming Community College Commission (WCCC) April Meeting

WCCC changed their meeting date to April 20-21. Dr. Kari Brown-Herbst will be attending in President Schaffer's absence. They plan to discuss the removal of the cap of two Bachelor of Applied Science degrees. The legislators did not put a cap on the number of degrees that

community colleges could offer, however, WCCC added a cap. President Schaffer will be sending communication to WCCC and Dr. Sandy Caldwell in favor of removing the WCCC cap.

4. APPROVAL ITEMS

A. College Legal Services Contract – President Schaffer

Staff Recommendation: That the Board of Trustees approves awarding the legal services RFP to Crowley Fleck, as an initial three-year contract, with the option to renew two additional, one-year extensions.

Board Vice Chair Soto moved and Trustee Erickson seconded,

MOTION: That the Board of Trustees approves awarding the legal services RFP to Crowley Fleck, as an initial three-year contract, with the option to renew two additional, one-year extensions

DISCUSSION:

Trustee Erickson served on the committee to review the legal counsel RFP's. It was great to see all the work done by the current legal counsel and thanked Ms. Nethercott for all her hard work.

MOTION CARRIED unanimously.

5. WORK ITEMS

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

A committee was formed to review and update, if needed, the Board's policies. The committee met and placed the Chapter 1 policies into three buckets, all listed below; Policies with No Changes, Policies with De Minimus Changes, and Policies with Substantial Changes.

i. Policies with no changes:

- 1) 1.1.3 Mission Vision Values
- 2) 1.1.4 Continuous Improvement
- 3) 1.1.6 Organization Structure
- 4) 1.2.2 Membership of the Board

ii. Policies with de minimus changes:

- 1) 1.1.1 Governance Philosophy
- 2) 1.1.2 Legal Description
- 3) 1.1.5 Shared Governance
- 4) 1.2.7 Board Self Evaluation
- 5) 1.2.9 Board Travel
- 6) 1.2.11 Policy Development and Approval

iii. [Policies with substantial changes](#): - bring to the board to have discussion

- 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

The Board would like additional time to review the changes and send feedback to the committee. The Board Secretary will send packets that will include the current policies, proposed changes, and accepted changes for their review.

6. BOARD REPORTS

A. Board Committee Reports – Board Chairman Bob Salazar

i. Facilities and Finance Committee Report (April 12th Meeting) – Trustee Erickson, Trustee Thompson

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

DISCUSSION: None

MOTION CARRIED unanimously.

B. ADDED: Trustee Recognition Committee

The committee met and would like to form a list of all Trustees who have served at the College. The Board Secretary will be creating the list and will send to the committee.

C. ADDED: Wyoming Association of Community College Trustees (WACCT) Update

There will be a proposal before the WACCT Board of Directors next week to hold a state-wide Trustee conference in June that will be led by ACCT. All the Trustees and Presidents in the state will be invited. The focus of the conference will be the role of Trustee, with an emphasis on advocacy.

7. EX OFFICIO TRUSTEE UPDATES

A. Laramie Campus Advisory Board Ex Officio Trustee – Mr. Tyler Valentine

Mr. Valentine chairs the ACC Advisory Council and is attending in Ex Officio Feezer's absence.

The ACC credit enrollments are in great shape and increased 12.1% for spring 2023 relative to spring of 2021. The unduplicated headcount has increased 21% compared to two years ago.

The math corequisite pilot project is going really well. They're doing a 50-student block for students at the University of Wyoming, students in need of development, and students needing remedial instruction. This block filled immediately and will be taught by an LCCC instructor on the UW campus. They plan to double the size of the pilot for fall 2023.

The Voices in the Field conference was held in Laramie at WyoTech on March 30th for 400 at risk and rural high school students from across the state. The conference provides students break out sessions and workshops to help them explore employment in industry opportunities. Jennie Hedrick, ACC Student Services Manager, presented at the workshop.

The ACC Advisory Council added Dr. Nycole Courtney from UW, she also worked at ACC for about 20 years, in addition to Doug Faus, CEO at Ivins Memorial Hospital. Their next meeting is May 12th.

It was asked to provide ACC enrollment data at the Facilities and Finance meetings going forward.

B. Student Ex Officio Trustee – Mr. Raeth Tolman

Student Government Association (SGA) is in the midst of the Student Activity Fee Allocation Committee (SAFAC) process. They wrapped up presentations on Friday and will start deliberations tomorrow evening. They are all very impressed with the student organizations and how each group is handling their budgets. Thank you to all the advisors for their time and effort!

SGA was asked to review submissions for the teaching in excellence awards. They had 57 submissions they were asked to rate. Congratulations to the winners; Laura McMennamin, Jennifer Querry, and Matt Nolan!

8. NEW BUSINESS – Board Chairman Bob Salazar

No new business.

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

- AMMC Grand Opening – Friday, April 14th
- Dental Hygiene Pinning Ceremony – Friday, April 14th at 5:00 p.m. – CCI 130
- WCCC/WACCT Meeting – April 20-21 – EWC
- Staff Senate Ice Cream Social – Friday, April 28th – 12:30-3:30 p.m. – CCC Student Lounge
- Employee Recognition Reception – Friday, May 5th – 6:00 p.m. – Archer Event Center
- Board of Trustees Meeting – Wednesday, May 10th – 5:30 p.m. – Location TBD

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

Senior Vice President Johnson shared kudos for the Dining Hall's successful Easter Brunch! He read a Facebook post that raved about the event! They served over 700 meals over the course of the morning session and the afternoon session. Mother's Day brunch is filling up, sign up now!

The Trustee Scholarship now has \$24,764. The allocation for FY24 will be \$1,300.

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

Melanie Young: Ms. Young worked at Casper College for nine years and then started at LCCC in 2015 as an English faculty member. Recently, she has moved to a new position as a program director for Math and English. Part of her new role is to listen to faculty and students' feedback and then pass that feedback on to the necessary people. When she reviewed the College Council minutes regarding the new board room renovation and the potential cost, there were a number of people that approached her with frustration over the price tag of the renovation of CCC 128. Nobody begrudges a nice board room; the issue is that there are so many classrooms on campus that have been neglected. For example, in the Arb building, there are 380 students in class on Mondays and 332 students in class on Tuesdays. There are three tiered classrooms in that building that are not ADA compliant, and some students cannot fit in the chairs that currently exist. One room still has a block of televisions with VCR's. The classrooms are dirty and unkempt, despite Facilities doing everything they can to make those spaces appear clean. Due to the number of students in each class, and the lack of space in each classroom, it makes it incredibly difficult to engage students in active learning. In the 2021 student engagement survey, 55.36% of students said they rarely or never worked with students during a class on a project. One of the main reasons is due to the facilities and resources impeding on the College's ability to do this. Ms. Young has had the privilege of observing the math

faculty this semester and she saw faculty try so hard to engage students in group activities/learning but the spaces were so tight, students couldn't move around easily, and desks and equipment could not easily be moved. Students and faculty are upset with the College for spending \$800,000 on a new board room when there are classrooms that are in desperate need of updating. It's really hard to convince students they're receiving a world-class education when they are literally sitting in classrooms that have stained carpets and chairs and equipment and desks in awkward places. Most of the classes in the Arp building are general education classes which means students are in those classes in their first couple semesters, which for some, is their first impression of the College. Ms. Young has encouraged the Trustees to observe those classrooms when students and faculty are in there and see for themselves the issues with engaging students in active learning. Students spend most of their time in those classrooms, and she would hope that the College would spend their resources on making those classrooms as exciting as some of the newer spaces on campus.

It was asked what educational spaces are in the greatest need of an update. Ms. Young responded that in addition to the tiered classrooms in the Arp building, there are classrooms in the Clay Pathfinder building where the placement of the screen and podium do not make sense from a faculty point of view.

It was noted that the Trustees have been asking for the same things as noted above, specifically in the Capital Improvement Plan. As far as the board room renovation, they were shocked at the price tag as well. The cost issues for the new board room would most likely be the same cost issues for renovation in the Arp building. Due to the age of CCC 128, one of the biggest pieces is updating electrical infrastructure and technology. Looking at the facility use of the current room, only nine out of the 119 meetings were board meetings. This room will be used campus-wide for any purpose, not just for the Board members. For clarity, the Board has approved a threshold of up to \$790,000 and the renovation/design committee is doing all they can to keep the price as low as possible.

12. EXECUTIVE SESSION – An executive session may be called to discuss a personnel matter.

Vice Chair Soto moved and Trustee Merrell seconded,

MOTION: That the Board of Trustees move into the executive session to discuss a personnel matter.

DISCUSSION: None

MOTION CARRIED unanimously.

Board Chairman Salazar called to order the executive session at 9:20 p.m.

Trustee Merrell moved and Trustee Ketcham seconded,

MOTION: That the Board of Trustees adjourns the executive session.

DISCUSSION: None

MOTION CARRIED unanimously.

13. ADJOURNMENT of the April 12th, 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 April 12th, 2023, Board meeting.

DISCUSSION: None

MOTION CARRIED unanimously, and Chairman Bob Salazar adjourned the Board meeting at 10:05 p.m.

Respectfully Submitted,
Dallas Bacon
Board Recording Secretary