

**LARAMIE COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES | BOARD MEETING  
Wednesday, November 15<sup>th</sup>, 2023  
Center for Conferences & Institutes (CCI),  
Room 129**

**Zoom & YouTube Livestream Provided**

Please click this [YouTube](#) link to connect to the live-stream.

Persons wishing to make public comment please send a request to [president@lccc.wy.edu](mailto:president@lccc.wy.edu) by 5 p.m. on November 15<sup>th</sup>.

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

- 1. ACCT LEADERSHIP CONGRESS REPORT** – Board Chairman Bob Salazar, Trustee Erickson, Trustee Merrell, Trustee Ketcham

**Board Meeting  
Center for Conferences and Institutes (CCI)  
Room 129  
7:00 p.m.**

- 1. CALL TO ORDER** of the November 15<sup>th</sup>, 2023, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Bob Salazar
- 2. MINUTES** – Approval of the [October 18<sup>th</sup>, 2023 Board Meeting Minutes](#) – Board Chairman Bob Salazar
- 3. REPORTS TO THE BOARD**
  - A. Staff Senate – President Morgan Koenig
  - B. Faculty Senate – President Susan Hibbs
  - C. Construction Update – Rick Johnson, Senior Vice President of Administration and Finance

#### 4. PRESIDENT'S REPORT

- A. [Unlocking Opportunity Update and Priority Strategies](#)
- B. Board Retreat Dates and Topics
  - a. Proposed Date: Friday, January 26<sup>th</sup> at 12:00 p.m.
- C. ACCT 2024 National Legislative Summit
- D. WIP Phase I Update

#### 5. WORK ITEMS

- A. New Credit Diploma Proposals: [Machine Tool Technology and Computerized Numerically Controlled \(CNC\) Machinist Technology](#) – 1<sup>st</sup> Reading – Dr. Kari Brown-Herbst, Senior Vice President of Academic Affairs, Dave Curry, Manager, Advanced Manufacturing & Material Center
- B. Diligent Community Platform Update – Dallas Bacon, Board Secretary

#### 6. APPROVAL ITEMS

- A. [Emeritus Designation – Mr. Bruce Curl](#) – President Schaffer

**Staff Recommendation:** That the Board of Trustees approves the award of emeritus designation on Bruce Curl for his years of service and contributions to LCCC and the community at large. Upon approval, he will be honored with the title of Administrator Emeritus at LCCC.

- B. [Emeritus Designation – Ms. Kathleen Urban](#) – President Schaffer

**Staff Recommendation:** That the Board of Trustees approves the award of emeritus designation on Kathleen Urban for her years of service and contributions to LCCC and the community at large. Upon approval, she will be honored with the title of Faculty Emeritus at LCCC.

- C. LCCC FY 2023 Audit 2<sup>nd</sup> Reading - Trustee Thompson, Rick Johnson, Senior Vice President of Administration and Finance, Stephanie Pickering, McGee, Hearne & Paiz, LLP
  - i. [2023 LCCC Audit Committee Report](#)
  - ii. [2023 LCCC Financial and Compliance Report](#)
  - iii. [2023 Representation Letter](#)

**Staff Recommendation:** That the Board of Trustees approves the acceptance of the Laramie County Community College District FY 2023 Audit.

- D. [Request for Spending Authority: CDL Annual Maintenance](#) - Dr. Kari Brown-Herbst, Senior Vice President of Academic Affairs

**Staff Recommendation:** That the Board of Trustees authorizes the President to expend up to \$100,000 (approximately \$25,000 per truck and trailer combination) for the purpose of CDL training truck and trainer maintenance and repair each fiscal year.

E. Policies and Procedures

- 1) [Strategic Enrollment Management Policy](#) – 2<sup>nd</sup> Reading – Dr. Melissa Stutz, Senior Vice President of Student Services

**Staff Recommendation:** That the Board of Trustees approves the Strategic Enrollment Management Policy, as presented.

- 2) Chapter 1 Board Policies – 2<sup>nd</sup> Reading – Board Vice Chair Wendy Soto, Trustee Thompson, Trustee Emmons
- i. [1.1.7 Delegation of Authority](#)
  - ii. [1.2.1 Standards of Practice Board Responsibilities](#)
  - iii. [1.2.3 Board Officers](#)
  - iv. [1.2.4 Meeting of the Board](#)
  - v. [1.2.5 Board Responsibilities](#)
  - vi. [1.2.6 Board Committees](#)
  - vii. [1.2.8 Conflicts of Interest](#)
  - viii. [1.2.10 Board Development/Education](#)
  - ix. [1.2.12 Emeritus Designation](#)
  - x. [1.3.1 Responsibilities of the CEO](#)
  - xi. [1.3.2 CEO Evaluation and Accountability](#)
  - xii. [1.3.3 CEO Succession](#)

**Staff Recommendation:** That the Board of Trustees approves the Chapter 1 Board Policies, as presented.

## 7. BOARD REPORTS

- A. [Unlocking Opportunity Potential Board Resolution](#) – Board Vice Chair Wendy Soto
- B. Facilities and Finance Committee Report (November 15<sup>th</sup> Meeting) – Trustee Erickson, Trustee Thompson
- 1) [Current Fund and Auxiliary Fund Budget Report as of October 2023](#)
  - 2) [Current Fund and Auxiliary Fund Balance Sheet as of October 2023](#)
  - 3) [Contract and Procurement Reports as of October 2023](#)
  - 4) [Enrollment Summary](#)

**8. EX OFFICIO TRUSTEE UPDATE** *(Standing Agenda Item)*

- A. Student Ex Officio Trustee – Tim Tyler

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

- A. Appointment of Nominating Committee
- B. 2023 Board Self Evaluation

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

- A. College Closed for Thanksgiving Break – Wednesday, November 22<sup>nd</sup> - Friday, November 24<sup>th</sup>
- B. LCCC Holiday Celebration – Friday, December 1<sup>st</sup> – 6:00 p.m. - Clay Pathfinder Building 1<sup>st</sup> Floor
- C. December Board Meeting – Wednesday, December 6<sup>th</sup> – Dinner in CCC 178/179, Meeting in CCI 129
- D. December Nurses Pinning – Friday, December 15<sup>th</sup> – 6:00 p.m. – SPA
- E. Schaffer’s Holiday Celebration – Sunday, December 17<sup>th</sup> – Time TBD – Schaffer’s Residence
- F. College Closed for Winter Break – December 23<sup>rd</sup>-January 2<sup>nd</sup>

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

**12. PUBLIC COMMENT** (Public comment may be made on anything not on the agenda. Comments will be limited to five minutes.) – Board Chairman Bob Salazar

**13. EXECUTIVE SESSION** to consider a naming tribute in which the donor has requested be kept confidential.

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