

BOARD MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT,
STATE OF WYOMING, HELD WEDNESDAY, OCTOBER 18TH, 2023, PINE BLUFFS JR./SR. HIGH SCHOOL
COMMONS, 502 MAPLE STREET, PINE BLUFFS, WY 82082

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

Board Excuses: Board Vice Chair Wendy Soto, ACC Ex Officio Todd Feezer, 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

Guests: Laramie County School District #2 Board of Trustees: Chairman Mike Olson, Heidi
Romsa, Michael Lerwick, Julianne Randall, Kendra Roeder; Todd Sweeter, Principal
of Pine Bluffs Jr./Sr. High School

Dinner Work Item

5:30 p.m.

1. JOINT DINNER WITH THE LARAMIE COUNTY SCHOOL DISTRICT #2 (LCSD#2) BOARD OF TRUSTEES –

Dinner will be catered by Currie's

- A. Athletic Trainer possibilities
- B. Construction and other similar career tech opportunities
- C. Tuition breaks (incentives) for returning students
- D. How does the 4-day week provide an advantage for students and access to LCCC?
- E. Early Childhood and Pre-education options
- F. How do LCSD#2 graduates rank in comparison to other graduates as incoming students?

Board Meeting

7:00 p.m.

1. CALL TO ORDER of the October 18th, 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 October 18th, 2023, Board Meeting of the Laramie
County Community College District Board of Trustees at 7:21 p.m.

2. MINUTES – Approval of the [September 20th, 2023 Board Meeting Minutes](#) – Board Chairman Bob Salazar

Trustee Ketcham moved and Trustee Merrell seconded,

MOTION: That the Board of Trustees approves the September 20th, 2023, Board Meeting minutes as written.

DISCUSSION: None.

MOTION CARRIED unanimously.

3. REPORTS TO THE BOARD

A. Construction Update – Rick Johnson, Senior Vice President of Administration and Finance

Recreation and Athletics Complex (RAC): There's been concern on how to do the exterior façade so that condensation wouldn't build in between what they put on the building and the existing structure of the building. Thermal modeling was done to help pinpoint the right way to do the exterior façade, which was completed a couple weeks ago. This has driven finalizing the actual architectural drawings for how that façade will be mounted on the building. They are still working on pricing for the exterior façade.

They encountered a potential significant issue with the company that is putting down the competition court. They believe the existing surface is out of spec and uneven. They're working through mitigations right now. If significant work is needed, it will impact schedule and cost. As of right now, schedule completion of interior has moved to April 1st.

College Community Center (CCC) 128 Board Room Renovation: This project is well under way. They just installed the temporary wall around that space, and will only be up for a month or two. Estimated completion is mid-January. Senior Vice President Johnson had a brief meeting with the site superintendent today and thinks they can advance the schedule.

Exterior Renewal Project: They will be selecting an architect soon. They had five that offered proposals, with four of those in Cheyenne, and one in northern Colorado. They interviewed the top four. They will have a meeting on Monday to get a question addressed with the leading architect. Construction will start immediately once the architect has been selected. The architect will mostly attend a couple of board meetings later in the year and/or early 2024.

Albany County Campus (ACC) Market: This project is under way, and is still showing completion of mid-January.

4. PRESIDENT'S REPORT

A. Unlocking Opportunity Update

The team had a successful trip to Milwaukee. The steering committee will meet on Monday, and President Schaffer will task Board Vice Chair Wendy Soto, who is part of the steering committee, to bring back a more comprehensive report on next steps. They have leads identified for each of the priority strategies.

As a reminder, the Unlock Your Passport event is on Friday, November 3rd from 11:00 a.m. to 1:00 p.m. in CCI 129 and 130.

B. October 5th WCCC Meeting Update

The College had a couple of programs approved including the practical nursing program and the IT credit diploma. The Commission also voted to not adjust tuition, and there is general interest in either raising or lifting the cap on BAS degrees at subsequent meetings. The presidents will come back with a recommendation to eliminate the cap altogether.

C. Kansas City Business Council Trip

President Schaffer will be traveling to Kansas City on Thursday, October 19th with the Wyoming Business Council to discuss innovative ag programs, and entrepreneurship programs and development.

D. LCCC Name and Brand Awareness

At the September joint Board dinner with the Foundation Board, Kathy Swanson from the Clarus Corporation, presented the brand awareness study results. Based on that presentation, the executive team had a pretty focused conversation on next steps pertaining to the LCCC brand. One of the things they all agreed on was the College is well known in Laramie and Albany County. Once out of those areas, the awareness drops substantially. President Schaffer and Cabinet members agree that they have greater challenges if they try to push the full name of Laramie County Community College in those further markets. With this information, it brings them to two decision points, they go all in with the LCCC acronym or they talk about a complete name change. Next steps, they would like to engage a consulting company to answer the question of investing into LCCC or do a name change, help with the brand refresh, and help with launch of the brand campaign.

Trustee Erickson suggested Experience LCCC-Cheyenne, Talk to a Career Coach. For ACC, he suggests LCCC-Albany County.

Trustee Emmons noted her organization just went through a rebrand, and it did cost money, but it was the best thing they've done to hire an outside organization to do that work and advise on next steps.

Board members agreed with the next steps from President Schaffer and the executive team. President Schaffer would also like a Trustee to participate on the RFP committee.

5. APPROVAL ITEMS

- A. [Request to Exceed Spending Authority – Carl Perkins and WIP II](#) – President Schaffer, Dr. Kari Brown-Herbst, Senior Vice President of Academic Affairs

Staff Recommendation: That the Board of Trustees authorizes the President to expend up to \$1,011,000 for the purpose of:

- acquiring hospital beds and procedure equipment for the Practical Nurse (PN) program in the amount of \$336,000; and,
- acquiring modernized tools and technology for the Diesel Technology and Welding programs in the amount of \$165,000; and,
- acquiring smart factory equipment for the AMMC in the amount of \$510,000.

Funding will come from the WIP II and Perkins V contracts awarded to the College.

Trustee Erickson moved and Trustee Merrell seconded,

MOTION: That the Board of Trustees authorizes the President to expend up to \$1,011,000 for the purpose of:

- acquiring hospital beds and procedure equipment for the Practical Nurse (PN) program in the amount of \$336,000; and,
- acquiring modernized tools and technology for the Diesel Technology and Welding programs in the amount of \$165,000; and,
- acquiring smart factory equipment for the AMMC in the amount of \$510,000.

Funding will come from the WIP II and Perkins V contracts awarded to the College.

DISCUSSION: None.

MOTION CARRIED unanimously.

6. WORK ITEMS

- A. [Annual Institutional Effectiveness Report](#) – President Schaffer, Dustin Eicke, Vice President of Performance and Planning

Per the [1.3.2 CEO Evaluation and Accountability Policy](#), President Schaffer is expected to bring the Institutional Effectiveness report to the Board each year.

Dr. Eicke walked through the linked report.

B. Policies and Procedures

- 1) [Strategic Enrollment Management Policy](#) – 1st Reading – Dr. Melissa Stutz, Senior Vice President of Student Services

The Strategic Enrollment Management Policy will be brought forward to the Board of Trustees for their 2nd reading and approval at their November meeting.

Trustees will send their feedback to Dallas Bacon.

- 2) Chapter 1 Board Policies – 1st Reading – 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](#)

The above policies will be brought forward to the Board of Trustees for their 2nd reading and approval at their November meeting.

6. BOARD REPORTS

- A. ACCT Leadership Congress Report - Board Chairman Bob Salazar, Trustee Erickson, Trustee Merrell, Trustee Ketcham

This item has been tabled to the next meeting.

B. October 4th WACCT Meeting Update – Board Chairman Bob Salazar, Trustee Erickson

The WACCT Board met on October 4th in Sheridan, and focused on what they will be pushing forward to legislature this coming session, titled Building Blocks for a Stronger Community. You can view this information on the [WACCT](#) website. Building Blocks includes the Wyoming's Tomorrow Scholarship and the Kickstart Wyoming's Tomorrow Scholarship.

They are also concerned about the impact of the property tax relief efforts will have on the local governments. A couple of the joint committees in legislature have been addressing a specific type of property tax relief, which would reduce the amount of money going to local governments, such as the College.

There will be a WACCT Webinar on November 6th at 11:00 a.m., more information to come on this. Two other events coming up are the Wyoming Student Awards Reception on February 12th at the Blue Federal Credit Union Headquarters and the WACCT Legislative Luncheon on February 15th, which may change, more information to come.

C. Facilities and Finance Committee Report (October 18th Meeting) – Trustee Erickson, Trustee Thompson

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

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 September 2023](#)
- 2) [Current Fund and Auxiliary Fund Balance Sheet as of September 2023](#)
- 3) [Contract and Procurement Reports as of September 2023](#)
- 4) [Enrollment Summary](#)
- 5) [Residence Hall Update](#)

DISCUSSION: None

MOTION CARRIED unanimously.

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

A. ACC Ex Officio Trustee – Mr. Todd Feezer

Mr. Todd Feezer was not able to attend but provided the below written update:

Damien Kortum, Dean, ACC Academic Affairs

- Enrollments for the ACC are in excellent shape. We are on par with last year, which was of course a substantial increase from previous years.
- UW Developmental Math enrollments in particular are higher than they have ever been.

Jennie Hedrick – ACC Student Services

- Continuing to try to get students engaged in the Laramie community. Offering football tickets to the UW-CSU game, theater tickets to a fall performance, and a way to blow off steam at the 307 Hatchet House.
- Establishing Student Government Association Senators at the ACC is off to a slow start. Efforts will continue to evaluate the need for Senators at ACC.
- We are close to hiring a 4th person for Student Services at ACC this will make Student Services fully staffed.

Jamie McKim, ACC Outreach & Workforce Development

- The Commercial Driver License program will officially start on October 30, 2023. A flyer will be distributed to all Laramie residences.

B. Student Ex Officio Trustee – No Report, Pending SGA Appointment

8. NEW BUSINESS – Board Chairman Bob Salazar

No new business.

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

- 2023 LCCC Foundation Scholarship Lunch – Friday, October 27th – 11:30 a.m. – Red Lion Hotel
- Unlock Your Passport – Friday, November 3rd – 11:00 a.m. – CCI 129 & 130
- November Board Meeting – Wednesday, November 15th – Dinner in CCC 178/179, Meeting in CCI 129
- College Closed for Thanksgiving Break – Wednesday, November 22nd - Friday, November 24th
- December Board Meeting – Wednesday, December 6th – Dinner in CCC 178/179, Meeting in CCI 129

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

Courtney Roberts from Marketing and Communications received two regional awards from the National Council for Marketing and Public Relations (NCMPR), a gold award for the exterior renewal

brochure and a bronze award for the high school postcard mailers. The region includes Arkansas, Colorado, Oklahoma, Texas, and Wyoming.

- 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 October 18th, 2023 Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Bob Salazar

Trustee Thompson moved and Trustee Ketcham seconded,

MOTION: That the Board of Trustees adjourns the October 18th, 2023, Board meeting.

DISCUSSION: None

MOTION CARRIED unanimously, and Chairman Bob Salazar adjourned the Board meeting at 8:54 p.m.

Respectfully Submitted,
Dallas Bacon
Board Recording Secretary