

MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT BOARD RETREAT, STATE OF WYOMING, HELD AUGUST 21, 2019, PETERSEN BOARD ROOM, ADMINISTRATION BUILDING, LARAMIE COUNTY COMMUNITY COLLEGE

Board Present: Board Chairman Jess E. Ketcham, Vice Chairman Wendy J. Soto, Treasurer Don Erickson, Secretary Bob Salazar, Trustees Brenda Lyttle, Carol Merrell, and Janine Thompson

Board Excused: ACC Ex Officio Trustee Butch Keadle

Staff Present: President Joe Schaffer, Associate Vice President Kim Bender; Administrator, Faculty, and Staff Members Kari Brown-Herbst, Danielle Jensen-Ryan, Danielle Opp, Brandi Cervera-Payne, Mark Perkins, Jeff Shmidl, Ludden Library Staff; and Legal Counsel Tara Nethercott

Visitors Present: Randy and Yvonne Ludden, Black Hills Corporation Account Manager Tyler Gibbs, Black Hills Operations Director for Gas and Electric Dustin Mellen, Wyoming Library Association President Abbey Beaver, and Wyoming State Librarian Jamie Markus

**1. CALL TO ORDER at 6:15 p.m.** – Board Chairman Jess Ketcham

Board Chairman Jess Ketcham called to order the August 21, 2019, Board Retreat at 6:10 p.m.

**2. OUTSTANDING LIBRARY OF THE YEAR AWARD FROM THE WYOMING LIBRARY ASSOCIATION** – Wyoming State Librarian Jamie Markus, Randy and Yvonne Ludden

Wyoming Library Association President Abby Beaver shared a letter of congratulations from the Association. Library Public Services Specialist Linda Herget explained the work of those who prepared the application, and Randy Ludden commended those who were instrumental in preparing the application and thanked those who supported the library's renovation. President Schaffer spoke on the excellence of the project and thanked all who participated.

**3. GUEST PRESENTATION: Black Hills Energy Renewable Ready Program** – Black Hills Corporation Account Manager Tyler Gibbs

Black Hills Corporation Account Manager Tyler Gibbs stated Black Hills received approval from the Wyoming Public Service Commission to construct a 40 MWh (megawatt) wind farm with 16 turbans six miles west of Cheyenne. The wind farm project known as the Corriedale wind project is scheduled to be operational by Fall 2020. The wind farm is jointly owned by Black Hills Power in Rapids City and Black Hills Energy in Cheyenne.

Mr. Gibbs shared cost and subscribing customer information. Non-subscribing customers will not incur additional cost. Subscribing customers may choose the term length and the percentage of energy they wish to receive. The program is cost neutral when customers subscribe up to 100% of their energy and sign a 15-25 year subscription. For terms shorter than that, 5 to 9 years or 10 to 14 years, a slight premium is assessed. Black Hills understands some of their Wyoming customers are advocates of fossil fuels, so a flexible plan was created where a portion of their energy needs could be serviced by wind energy and the remainder from coal and natural gas. Black Hills has works closely with Wind Energy Technology Instructor Steve Hrkach and regularly offers tours of their Cheyenne Prairie Generating Station (natural gas facility) to LCCC students. Expanding that partnership could include the students visiting the site while the turbans are being constructed and again after the construction is complete. The students would also be able to visit the control room and learn how the wind farm is managed.

In answer to Trustee Erickson's question about the long-term benefit for students, Mr. Gibbs stated 5 to 10 permanent jobs and 50 to 100 construction jobs are estimated. Discussion with the maintenance contractor would take place about summer internships. President Schaffer stated his understanding is the College would be allowed to say, when addressing public inquiries, that a portion of the College's energy is coming from a renewable source, that the agreement will be cost neutral, and that an opportunity will exist to prepare students for a career in the renewable energy workforce. And all of that is contingent upon the College's contract term. Mr. Gibbs confirmed the subscription application period is open for four weeks. If the wind farm's energy is not fully subscribed, the application period will be left open until it is. At the end of the subscription period, the applications will be reviewed, and the applications of those requesting a longer subscription term will have priority. The successful applicants will be notified following that review. At that time the subscriber agreement will be signed. A copy of that agreement was included in the Board's materials given to them this evening.

In response to Trustee Erickson's question about the term subscriptions, Mr. Gibbs stated a subscribing customer is defined as one using 300 kWhs (kilowatts) a year. Cheyenne has 216 eligible customers, some with multiple locations. The College is an eligible customer. President Schaffer stated he supports the concept of sustainable energy and recommended the Finance and Facilities Committee have a conversation about adding sustainable energy from renewal resources to the College's energy portfolio. He added the College must understand the long-term risk of locking in a renewable rate should a resource be found that offers renewable energy at a much less cost. The next Finance and Facilities Committee meeting will be held September 11<sup>th</sup>. Mr. Gibbs offered to attend that meeting. Trustee Lyttle asked if Black Hills will announce the successful subscribers to which Mr. Gibbs replied some customers have asked that their subscriptions be kept confidential and that request will be honored. Black Hills will reach out to all successful subscribers to confirm whether their subscription is to remain confidential. Counsel Nethercott expressed her concern that the subscription binds the College to an extended term, but added this and other concerns could probably be navigated. President Schaffer stated Procurement and Contracting Director Jamie Spezzano will review the contract before it is signed.

#### **4. APPLIED BACCALAUREATE PROGRAM UPDATES – President Joe Schaffer**

##### **A. Program Development Progress and Timeline – Jeff Shmidl, Danielle Opp**

President Schaffer introduced Jeff Shmidl, who will oversee the development of the management baccalaureate program and Danielle Opp, who will oversee the development of the health care administration baccalaureate program. Mr. Shmidl shared the baccalaureate program's timeline and Ms. Opp spoke about the curriculum. Mr. Shmidl also explained what the HLC (Higher Learning Commission) is expecting from the College in support and development of baccalaureate degrees.

Before proceeding further, President Schaffer explained for Trustee Lyttle that "applied baccalaureate" is the broader term under which "Bachelor of Applied Science" programs exist. The College's associate of applied science degrees would fall under the "Bachelor of Applied Science." Associate of arts degrees and associate of science degrees would fall under a "Bachelor of Arts" or a Bachelor of Science" degree, respectively, and are theoretical baccalaureate degrees. The term "applied baccalaureate" is used in the legislation.

##### Timeline

- August 28 – WCCC Special Meeting – part one of the application considered
- August 30 – Academic Standards Committee – curriculum approval requested
- September 9 – Part two of application completed
- September 11 – Board Meeting – approval requested
- October 24 – WCCC Meeting – approval requested

- December (date TBD) – HLC Site Visit
  - o Expectations
    - The College has made a cultural shift from a two-year to a four-year institution
    - The College has allocated resources for four-year and two-year students.
    - The College has a philosophy statement.
    - The College has made a distinction of standards in curriculum for four-year degrees, the faculty teaching upper division courses, and the students taking those courses.
- February or March 2020 – HLC approval received

Following HLC’s approval, the BAS will be sent to the U.S. Department of Education for federal financial aid approval. Their approval is anticipated in May or June, after which marketing/recruiting may begin. The first cohort will be enrolled Fall 2020.

#### Faculty Qualifications and Curriculum

Faculty qualified to teach the upper level courses must have at a minimum (as defined by the HLC) a masters’ degree in their discipline or a masters’ degree in a related discipline with 18 graduate credits in the discipline. These are the same minimum standard the College has for its transfer courses. In addition, the faculty member must also have content-specific knowledge.

A common management core is included with each degree, and each program has nine industry specific courses. The curriculum/course content and competencies were presented to an advisory committee and to industry leaders who might be hiring students completing these degrees. The feedback received was incorporated into the respective program degree plans. The compiled course content will be submitted to the Academic Standards Committee for approval.

Trustee Erickson stated Mr. Shmidl and Ms. Opp are doing a marvelous job, and their resultant work is fabulous. President Schaffer continued that very few people have been able to positively ride the changes that have arisen from, for example, the first general education proposal, the Core, and the Pathways. Mr. Shmidl is one of those people.

President Schaffer noted the Commission is working closely with the HLC to assure approval of the baccalaureate degrees. The HLC and the Commission want to see that broad conversations have taken place. The resolution is one way to demonstrate this, because it allows the College to ground the conversation and provide a strong platform of support regarding two-year institutions offering four-year degrees. The College’s philosophy statement disputes the claim that once four-year degrees are offered, a college is no longer a two-year institution. An institution shouldn’t be defined by a length of time. LCCC has programs as short as nine weeks and associate degrees that go as long as three years.

#### B. Resolution in Support of Applied Baccalaureate Expansion – President Joe Schaffer

The resolution voices a shared commitment by the College and Laramie County’s workforce alliances for offering four-year degrees, proclaims Laramie County Community College is a comprehensive college, and asserts the College’s mission supports offering diverse educational experiences. In addition, the resolution’s recitals address the areas of legislation, education attainment, wages, and the College’s more than 50 years of deep expertise in applied learning. The College “transforms the lives...” of its students through the four prongs of the community college and gives them an opportunity for a meaningful career and a life sustaining wage. The College also prepares students for transferring to a baccalaureate degree and engaging them in lifelong learning. The College’s Key Performance Indicators (KPIs) measure activities and outcomes that tie to the College’s mission. This data provides conclusive evidence that the College is able to clearly link bachelor degrees to its mission statement. The HLC is adamant about this.

Trustee Lyttle moved and Trustee Soto seconded,

**MOTION:** That the Board of Trustees adopts the Resolution among the shared governance entities of Laramie County Community College in support of applied baccalaureate program offerings, and authorizes the Board Chair to sign it on behalf of the entire Board of Trustees.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

MOVED TO AGENDA ITEM No. 7

5. **BOARD OF TRUSTEES/PRESIDENT'S EXPECTATIONS** – President Joe Schaffer

This conversation was held during the Board's dinner hour.

6. **LEGAL UPDATES** – Counsel Tara Nethercott

No discussion. Counsel Nethercott stated no pressing legal issues would necessitate this item being added to a future agenda at this time.

7. **HIGHER LEARNING COMMISSION PRIMER** (Accreditation Criteria, Process, and Setting the Stage for Fall Visit) – Institutional Effectiveness Associate Vice President Kim Bender and Center for Excellence in Teaching Director Kari Brown-Herbst

Institutional Effectiveness Associate Vice President Kim Bender shared information about the visitation dates (October 7-9) and how to engage with the site reviewers. In addition, he also explained the College's current AQIP (Academic Quality Improvement Program) process, the systems portfolio's content and its web location, and the HLC's expectations. Included in the information shared were the following:

- One of the HLC's essential roles is to encourage CQI (Continuous Quality Improvement).
- The site visit should be a celebration of the work done. "They are not coming to get us." The site review team determines if the College is being transparent. The College's website will be one of the areas they will check for transparency.
- AQIP is the most intensive Continuous Quality Improvement pathway. The HLC plans to discontinue AQIP. In light of this, the College will likely participate in one of two standard offerings (standard or open) following the elimination of AQIP. The standard offering is compliance-related. The "open" offering is more desirable.
- The College's system portfolio has 212 sections, is basically a self-study, and focuses on six AQIP categories.
  - o Category 1. Helping Students Learn
  - o Category 2: Meeting Student and Other Key Stakeholder Needs
  - o Category 3: Valuing Employees
  - o Category 4: Planning and Leading
  - o Category 5: Knowledge Management and Resource Stewardship
  - o Category 6: Quality Overview
- The portfolio may be found here <http://lccc.wy.edu/about/accreditation/index.aspx>.
- The College is becoming a more mature institution with respect to CQI. Program review is a big part of CQI.
- The purpose of a comprehensive quality review is to assure the College is meeting five criterion.
  - o Criterion 1. Mission
  - o Criterion 2. Integrity: Ethical and Responsible Conduct

- Criterion 3. Teaching and Learning: Quality, Resources, and Support
- Criterion 4. Teaching and Learning: Evaluation and Improvement
- Criterion 5. Resources, Planning, and Institutional Effectiveness

President Schaffer encouraged anyone with questions to reach out to him or Dr. Bender.

## 8. SCHOLARSHIP/GRANT PROGRAM UPDATES

### A. [Rediscover LCCC](#)

Rediscover LCCC is a scholarship program for LCCC students that pays tuition and fees for up to two years in specific, high-demand degree and certification programs. Students must be 24 years of age or older, a Wyoming resident who has lived in the state for the past three years, and cannot have previously earned an associate, bachelor, or graduate degree. The student must choose a program from Business, Information Technology, Education, Healthcare, Legal Studies, or Trades, and attend full-time. Dr. Perkins and Dr. Jensen-Ryan's report showed the top ten programs declared by Rediscover students. The AAS in Business Management had the highest enrollment; the AAS in Accounting, Financial Services Concentration had the lowest enrollment.

#### 1) First-Year Report – Institutional Research Director Mark Perkins and Research Analyst Danielle Jensen-Ryan

The report included the following information:

- 78 students participated in Rediscover LCCC during the 2018-2019 academic year.
- A higher proportion of the following participated in the program.
  - women than men
  - students who were previously enrolled at LCCC
  - students who were a first-time freshman
- A lower proportion of the following participated in the program.
  - students who had a parent or guardian attend the College
- LCCC students had similar but statistically non-significant course success rates when compared to LCCC's general student population.
- Rediscover LCCC is a three-year program. The program is funded by the Ellbogen Foundation (\$600,000) and donor Lois Mottonen (\$200,000). The potential exists for the program to continue even if no State funding is received.
- Some student feedback suggested the program should be renamed, because the name was misleading.

#### 2) Fall 2019 Applications and Updates – Financial Aid Director Brandi Payne-Cervera

The Rediscover Program is in year two of three-year pilot project. A total of 100 students qualified for financial aid in the 2019/2020 cohort. Twelve of those 100 have not yet enrolled. The scholarship covers full tuition and mandatory fees for up to two years. Students awarded financial aid for the Rediscover LCCC program cannot receive a Hathaway Scholarship. A minimum number of credit hours is not required. The maximum scholarship amount may be received for three years.

- Minimum scholarship award is \$1,773/semester
- Maximum scholarship award is \$2,216/semester – same level of financial aid as the Hathaway Scholarship

B. Wyoming Works

1) Overview of Legislation Components and Approved Programs – President Joe Schaffer

President Schaffer asked that only item 2) below be addressed, because the retreat discussion was going longer than expected.

2) Fall 2019 Applications and Updates – Financial Aid Director Brandi Payne-Cervera.

- Students must be enrolled in a Wyoming Works program.
- Students may apply if they already have a degree.
- So far \$72,000 has been awarded in scholarships for this program.
- Of the 23 students denied financial aid:
  - 7 were not enrolled in an approved Wyoming Works program
  - 5 had no financial need
  - 2 had no remaining financial need after receiving other scholarships
  - 6 were receiving a Hathaway Scholarship
  - 2 were continuing students
  - 1 was in default on a student loan
- Scholarships for four students are pending. Financial Aid Director Brandi Payne-Cervera will be reaching out to those students.
- Wyoming Works does not have an age limit requirement.
- Students do not have to pay back the scholarship if they do not complete.

**9. EXECUTIVE SESSION** – An executive session may be held to discuss a legal matter.

An executive session was not held.

**10. ADJOURNMENT** – Board Chairman Jess Ketcham

Trustee Merrell moved and Trustee Salazar seconded,

**MOTION:** That the Board of Trustees adjourns the August 21, 2019, Board Retreat.

**DISCUSSION:** None

**MOTION CARRIED** unanimously, and the Board Retreat adjourned at 9:19 p.m., as so moved.

Respectfully submitted,

Vicki Boreing  
Board Recording Secretary