

BOARD MEETING MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD WEDNESDAY, JANUARY 8, 2020, PETERSEN BOARD ROOM, ADMINISTRATION BUILDING, LARAMIE COUNTY COMMUNITY COLLEGE

Board Present: Board Chairman Jess E. Ketcham, Vice Chairman Wendy Soto, Secretary Bob Salazar, Treasurer Don Erickson, Trustees Carol Merrell and Janine Thompson, ACC Ex Officio Butch Keadle, and Student Ex Officio Trustee Karyn Forbes

Board Excused: Trustee Brenda Lyttle

Staff Present: President Joe Schaffer, Vice Presidents Kari Brown-Herbst, Rick Johnson, and Melissa Stutz; Associate Vice President Brady Hammond; Executive Director Tammy Maas; Administrators, Faculty, and Staff Sarah Hannes, Adam Keizer, Blake Marquardt, Troy Rumpf and Legal Counsel Tara Nethercott

Visitors: None

**1. CALL TO ORDER** of the January 8, 2020, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Jess Ketcham

Board Chairman Jess Ketcham called to order the January 8, 2020, Board Meeting of the Laramie County Community College District Board of Trustees at 7:12 p.m.

**2. MINUTES** – The [November 20, 2019, Board Meeting Minutes](#) – Board Chairman Jess Ketcham

Trustee Merrell moved and Trustee Salazar seconded,

**MOTION:** That the Board of Trustees approves the November 20, 2019, Board Meeting Minutes as written.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

**3. REPORTS TO THE BOARD**

A. Construction Update – Vice President Rick Johnson

- Auditorium – The project remains on track for an end-of-November completion. (The Fine Arts Building, the end of June) Large panels, each weighing 16,000 lbs., will be delivered with a large crane on January 22<sup>nd</sup>. Significant safety precautions will be instituted during the delivery that will take place over four to five days. Parking will be temporarily impacted.
- Residence Hall – Scheduling remains a problem; meetings continue with FCI focusing on how to advance the schedule. The most recent meeting (third) took place on December 18<sup>th</sup>. The elevator tower will be completed by the end of January. The tower's completion will help determine the rest of the construction schedule. In spite of scheduling problems, construction is progressing, and the project is under budget. The budget hasn't gone to FF&E (Furniture, Fixtures, and Equipment), but the project has received very mature estimates, indicating the project is under budget.

As an aside, Vice President Johnson reported the Wyoming Highway Patrol academy has launched with 10 cadets and 8 instructors. All are loving the facilities, food, and residence hall accommodations. The cadets move in formation when walking on campus; this is very impressive. The current cadet pool has an LCCC graduate. Another cadet is from New York City. They are all currently enrolled as LCCC students. A welcome reception will be held in February, so the campus community and cadets will have

an opportunity to interact. President Schaffer shared a model at Alexandria Technical College in Minnesota has grown to include cadets from all 50 states. He views LCCC's model as one that could also grow to this level. He added one of the areas in which the College is receiving the most inquiries through career search is police officer.

B. Pathways Update – Vice President Melissa Stutz and Interim Vice President Kari Brown-Herbst, Admissions and Enrollment Services Director Sarah Hannes, Career Services Coordinator Adam Keizer, and Admissions Representative Blake Marquardt

The update, as others before it, continued to highlight college staff—Sarah Hannes, Adam Keizer, Blake Marquardt—who have been instrumental in bringing success to the Pathways Initiative's entry process. The update's focus this evening was on career exploration and the application process, part of the "Must Haves" group "Help Students Get on a Path." The following are highlighted points from the individual presentations.

- First point of contact is a career coach. Career Coach went live in July 2019. The Career Coach uses a live application <https://lccc.emsicc.com/> that is continually updated and includes:
    - Two assessment surveys are available. The six question assessment survey is based on personality; the 60 question on strengths, weaknesses, careers that would be a good fit.
    - The assessment can be taken without logging in and creating an account. However, the résumé tool can only be used if an account has been created.
    - Students who have created an account can save each program of study in which they are interested. Assessments can also be saved.
  - The Career Coach and perspective student review survey's results.
  - The Career Coach identifies regional (Wyoming, Western Nebraska, and Northern Colorado) job openings, salary and other job information in the student's career choice.
    - The Career Coach application search can be narrowed but cannot be expanded beyond the identified regions. One of the goals is to retain students in the state. The Career Coach will provide a current list of openings in Wyoming in the career field in which they are exploring.
  - The Career Coach application site has been visited by 3,400 prospective students from 53 cities and 3 countries; some 1,500 have taken the assessment(s).
  - No formal advertising has been done. However, business cards that say Career Coach have been distributed in the schools, resulting in 3,300 visitors, 1,600 assessments, and over 290 résumés created. Having half of those visiting the site take the time to do an assessment and create a résumé is a significant number. Some creative advertising will take place as the Fall 2020 semester approaches.
- Students are quickly adapting to the Pathways' application process for Fall 2020.
- Recruitment starts a year in advance.
  - Students choose their pathway, such as Health and Sciences, on the application and an area of interest; e.g., nursing. Even though a specific program may not be available, the pathway captures a student's interest in that area; e.g., history.
  - Point-to-Point enrollment numbers show 779 Fall 2020 applications of students who have applied for a pathway as of January 8<sup>th</sup> compared to 695 Fall 2019 applications this same date last year. The numbers strongly represent the admissions representatives recruitment on the road in September and October and part of November when preparation behind the scenes was still taking place. The representatives demonstrated they know how to articulate the Pathways admissions system and how to guide the students through that process. The data shows Pathways is not deterring students from applying.
  - The enrollment numbers do not include the high school dual and concurrent enrollments. The Career Coach application is being used to help these students choose classes for their common first semester in the 11<sup>th</sup> grade at the high school.
  - Demographics of these enrollments are available.

#### 4. **PRESIDENT'S REPORT** – President Joe Schaffer

##### A. January 8<sup>th</sup> WCCC Special Meeting

The purpose of the special meeting was for the Commission to consider and take a position on the community colleges subsequent request to the Governor and the Joint Appropriations Committee for additional funding within the State budget in the amount of \$30 million. The Commission considered the following: 1.) Does the Commission endorse/support the community colleges' budget requests? and 2.) How should the community college requests be advanced through the budget process? For instance, what is permissible, enable, and prohibiting in statute? The discussions concluded with the Commission voting to support the request. Commission Chair Jackie Freeze stated the Commission needs to find a way to provide a venue for the community colleges to submit and advance these types of requests early in the budgeting process, even if the requests are in opposition to the Governor's directive.

Trustee Salazar stated the Commission had positive comments and questions and that Commissioner Fredricks observed the community colleges' request should not be broken into categories. President Schaffer said the community colleges should be careful about what they ask for and what detail they provide, because such requests may come with additional legislative requirements. Board Chairman Jess Ketcham believed the Commission should submit prioritized requests to the Governor. Trustee Erickson hoped a study would take place to determine how the community colleges' budget requests should move through the budget process. President Schaffer added a Blue Ribbon Task Force may be legislatively authorized to consider broader questions like taxation in non-district counties and annexation and to study in-depth the community college statutes to clarify budget process uncertainties and better articulate community college needs. For now, the Commission's full support of finding a way for the community colleges to better articulate their needs was well-appreciated.

##### B. LCSD No. 1 Partnership Updates

As a follow-up to the Board and LCSD No. 1's December 9<sup>th</sup> dinner, a joint work session will be scheduled to provide a refresher on BOCES. Superintendent Boyd Brown and the LCSD No.1 Board are open to this. Board Chairman Jess Ketcham interjected the Joint Appropriations Committee is considering re-opening BOCES discussions with the purpose of increasing the current ½ mill. An ad hoc task force with executive staff from both the College and the School District will be formed to produce specific detail beneath shared goals that may be assisted and perhaps accelerated by the creation of a BOCES in Laramie County. President Schaffer will draft a charge for the group under the three shared goals of the College and the School District (listed below). In the absence of a BOCES, the task force will also have an opportunity to discuss how to deploy resources and further develop a partnership.

- 1) While in high school, every student in LCSD No. 1 will have the opportunity to complete a series of courses leading to college credit and the completion of the LCCC General Education Core.
- 2) Early college offerings (e.g., concurrent and dual credit courses) within the LCSD No. 1 high schools will be aligned with the seven LCCC Pathways, ensuring the credits earned will advance a student towards a post-secondary degree or certificate.
- 3) While in high school, every student in LCSD No. 1 will have the ability to enroll in courses leading to and/or allowing them to earn post-secondary certifications aligned with real opportunities for entry into jobs paying above the county's median wage, with long-term progression and growth potential, and aligned with community and economic development priorities.

##### C. HLC Site Visit for BAS Programs

The site visit will take place on Monday and Tuesday, January 27 and 28.

D. President's Progress Update on FY20 Goals

The update will be brought to the Board during their February 19<sup>th</sup> meeting.

E. Legislative Update (*standing agenda item through the 2020 legislative budget session*)

President Schaffer stated the community colleges' supplemental request was presented before the Joint Appropriations Committee. He had the opportunity to present the College's CapCon request for the \$9 million Recreation and Athletic Complex, which is moving forward, so far, as hoped. The College's request has been advanced by the State Building Commission, in the Governor's proposal, and has been somewhat favorably received from the community college perspective. The community colleges' capital construction requests were advanced with other agency CapCon requests in one bill, as in the past.

**5. WORK ITEMS**

A. Board of Trustees Self-Evaluation Results – President Joe Schaffer

General results along with an Institutional Research qualitative analysis will be emailed to the trustees. President Schaffer asked the trustees to review before January 31 retreat.

B. Agenda for January 31<sup>st</sup> Board Retreat – President Joe Schaffer

The retreat will take place from 12 noon to 5 p.m. President Schaffer is drafting an agenda and has arranged for Jody Shields, an Align consultant, to facilitate the discussion. A report from the trustees who attended the ACCT Congress will be included on the agenda along with a governance refresher. Other items may be added. Student Ex Officio Trustee Karyn Forbes said she plans to attend.

**6. APPROVAL ITEMS**

A. [Recommendation to Fill Building Authority Position](#) – Vice President Rick Johnson

Vice President Rick Johnson stated the term will be for three years.

Trustee Erickson moved and Trustee Merrell seconded,

**MOTION:** That the Board of Trustees approves Mr. Ed Mosher's term that is scheduled to expire on December 31, 2019, to continue through December 31, 2022.

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

**7. BOARD REPORTS/UPDATES** – Board Chairman Jess Ketcham (*Standing Agenda Item*)

A. [WACCT Resolution in Support of Community College Funding Requests](#) – Trustee Don Erickson

Trustee Erickson reported on the development and approval of the WACCT resolution supporting the \$30 million community college funding request.

B. WACCT Legislative Reception and Trustee Education (February 12, 2020) – Trustees Don Erickson and Bob Salazar

President Schaffer reminded the Board of their February 13<sup>th</sup> lunch with the WCCC commissioners. Trustee Erickson stated the WACCT Board will meet at 7 a.m. prior to the conference on February 12<sup>th</sup>. The conference will focus on Wyoming Works and BAS degrees. The awards and reception will follow that evening in the Clay Pathfinder Building, ANB Bank Leadership Center.

C. Finance and Facilities Committee (January 8<sup>th</sup> Meeting) – Trustees Don Erickson and Janine Thompson

The Facilities and Finance Committee meeting was informative with discussion and information on the Building forward construction programs, internal way finding (completed in the Science Building), Perkins sponsored awards, and November financials.

Trustee Erickson moved and Trustee Thompson seconded,

**MOTION:** That the Board of Trustees accepts and approves the following items:

- 1) [Current and Auxiliary Fund Balance Sheet Reports as of November 2019](#)
- 2) [Current and Auxiliary Fund Budget Reports as of November 2019](#)
- 3) [Procurement and Contracting Report November and December 2019](#)

**DISCUSSION:** None

**MOTION CARRIED** unanimously.

**8. ACC EX OFFICIO BUTCH KEADLE UPDATE**

Ex Officio Trustee Butch Keadle reported a meeting was held with the Albany County School District No. 1 Board on December 4<sup>th</sup>. A vote or approval to move forward with a BOCES was not held, but interesting discussions were held. The Board took a hard stance against establishing a tax without voter approval. Other questions were posed on whether statute speaks to a half mill, whether placement of a BOCES on a ballot represents support for the issue, and who makes up the BOCES board. More promising discussion focused on organizing a committee to dig into programming and the needs for which a BOCES could be used. Associate Vice President Hammond will pursue a more in-depth conversation with Superintendent Yennie. Associate Vice President Hammond praised Ex Officio Keadle and the Albany County Campus Advisory Council for their advocacy of the campus and BOCES. President Schaffer spoke to loss aversion; i.e., human beings are pre-engineered to take greater risks to avoid a loss than they are to achieve a gain. He noted LCCC has about a half a million dollars on the books to support great services in the high schools that are funded by a BOCES in the other community college districts. He shared further that the College may be asked to fund around \$500,000 in health insurance that was once funded by the State. If the State does not continue to consider dual enrollment numbers in funding determinations, the College may need to decide whether to continue the automotive tech program in Laramie High School; i.e., the College will be talking about what to keep, not what to add. Ultimately, the Legislature will likely not continue to fund the current level of activity.

Associate Vice President Hammond shared the Laramie City Council is working on a 10-year economic development plan, and that the ACC hosted a full round of meetings in their new expansion on this topic. LCCC will play a crucial part in how the City of Laramie wants to move forward and is mentioned explicitly throughout the draft plan. Associate Vice President Hammond is now a member of Laramie Chamber Business Alliance and its Government Relations Committee. The ACC is hosting a Business After Hours next Thursday night and will take the opportunity to continue to build excitement about what's happening on that campus. Associate Vice President Hammond also gave a shout out to Public Relations for the number of ACC photos taken this year, which are exceeding the number taken last year.

**9. STUDENT EX OFFICIO KARYN FORBES UPDATE**

Ex Officio Forbes will bring a report on the SGA's goals' progress to the next meeting. All clubs were invited to the January 31<sup>st</sup> Meet and Greet.

**10. NEW BUSINESS** – Board Chairman Jess Ketcham

Trustee Merrell reported on the Transforming Lives Committee that has been charged with re-designing the WACCT awards process to be exclusively for students. The number, type (e.g., a community service award), and criteria (grades, attitude, zeal for college) are under discussion. Also being discussed is whether a plaque, certificate, or money should be given in acknowledgement of the award. Ex Officio Forbes preferred a plaque. Trustee Thompson noted a certificate could accompany a résumé. Trustee Erickson spoke in favor of a monetary award, adding the WACCT budget has monies to cover that award.

**11. ADDITIONAL ITEMS** – Information Only – Board Chairman Jess Ketcham

None

**12. NEXT MEETINGS/EVENTS** – See Google Calendar for details.

- January 31 (Friday) – Board Retreat
- February 7 (Friday) – Academic Affairs and Student Services Ad Hoc Committee Meeting – Pathways
- February 12 (Wednesday) – WACCT Meeting, Legislative Reception, and Awards, LCCC
- February 13 (Thursday) – WCCC Meeting, LCCC
- February 19 (Wednesday) – Board Meeting
- March 18 (Wednesday) – Board Meeting
- April 15 (Wednesday) – Board Meeting
- April 16 (Thursday) – WCCC Meeting, EWC
- May 13 (Wednesday) – Board Meeting – Budget 1<sup>st</sup> Reading
- June 4 (Thursday) – WCCC Meeting, WWCC
- June 17 (Wednesday) – Board Meeting
- July 15 (Wednesday) – Board Meeting – Budget Approval

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

Board Chairman Jess Ketcham called for public comment and heard no requests.

**14. ADJOURNMENT** of the January 8, 2020, Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Jess Ketcham

Trustee Merrell moved and Trustee Soto seconded,

**MOTION:** That the Board of Trustees adjourns the January 8, 2020, meeting of the Laramie County Community College District Board of Trustees.

**DISCUSSION:** None

**MOTION CARRIED** unanimously, and the meeting was adjourned at 8:49 p.m.

Respectfully submitted,

Vicki Boreing  
Board Recording Secretary