

BOARD MINUTES OF THE BOARD OF TRUSTEES OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT,
STATE OF WYOMING, HELD WEDNESDAY, SEPTEMBER 20TH, 2023, CENTER FOR CONFERENCES AND
INSTITUTES, ROOM 129, LARAMIE COUNTY COMMUNITY COLLEGE

Board Present: Board Chairman Bob Salazar, Board Vice Chair Wendy Soto, Secretary Janine Thompson, Treasurer Don Erickson, Trustees Jess Ketcham, Carol Merrell, and Kathy Emmons; ACC Ex Officio Todd Feezer (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 Morgan Koenig, Susan Hibbs

Guests: Noah Zahn, Reporter for Wyoming Tribune Eagle

1. TOUR OF THE RECREATIONAL AND ATHLETICS COMPLEX (RAC) - 5:00 p.m. - *Meet at Construction Trailer*

**Dinner Work Item
Center for Conferences & Institutes (CCI),
Room 130
Dinner at 5:30 p.m. and Work Item at 6:00 p.m.**

- 1. JOINT DINNER WITH THE LCCC FOUNDATION BOARD** - Center for Conferences & Institutes (CCI)
Room 130 – *Dinner will be catered*
- a. [Foundation Update & Progress on Development Priorities](#) – Lisa Trimble, Vice President of Advancement
 - b. LCCC Brand Awareness Poll – Lisa Trimble, Vice President of Advancement, Kathi Swanson, Clarus Corporation

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

- 1. CALL TO ORDER** of the September 20th, 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 September 20th, 2023, Board Meeting of the Laramie County Community College District Board of Trustees at 7:18 p.m.

2. MINUTES – Approval of the [August 16th, 2023 Board Retreat Minutes](#) – Board Chairman Bob Salazar

Trustee Ketcham moved and Trustee Merrell seconded,

MOTION: That the Board of Trustees approves the August 16th, 2023, Board Retreat minutes as written.

DISCUSSION: None.

MOTION CARRIED unanimously.

3. REPORTS TO THE BOARD

A. Staff Senate – President Morgan Koenig

Staff Senate will host their annual Crockpot Cookoff on Friday, September 22nd from 11:00 a.m. to 1:00 p.m. in the student lounge. All donations go to the Randy B. Miller Scholarship.

October Smokehouse Day is Thursday, October 12th where Staff Senate will help serve in the Dining Hall.

The Holiday Door decorating contest is coming up soon. If any Trustee is interested in being a judge, please let Dallas Bacon know.

B. Faculty Senate – President Susan Hibbs

The Professional Clothing Closet has extended their hours. Students take advantage of this closet to obtain professional clothing for interviews, job related opportunities, etc. They are still taking donations for interview type of clothing and even healthcare related clothing like scrubs.

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

Recreation and Athletics Complex (RAC): Earlier this evening the Board of Trustees took a tour of the RAC. They still have a lot going on with pricing and continuing to work add-backs back into the project. They're sitting on about \$300,000 of contingency funds. The schedule has slipped as now they will probably have the certificate of occupancy by end of February with a couple weeks of punch list items. Estimated completion is now mid-March. Exterior renewal will still need to be priced out, but they did find a path to funds, and will complete after mid-March.

Board Room Renovation: As a reminder, there was a capped budget of \$790,000. Chad Marley's team was able to reduce the AV/IT procurement which saved \$100,000. Kickoff will be scheduled soon with construction through end of January 2024.

Exterior Renewal Project: A Request for Proposal (RFP) has been sent for Phase 1, which is the CCI building. The RFP includes two scopes of work, one for the design of the CCI building and also come up with the overall vision for all the other buildings that will follow in the four-phase project. They've had four architects bid and have now narrowed down to three finalists for interviews.

Albany County Campus (ACC) Market: They received suitable bids from Sampson Construction, and they are now under contract. They have a kickoff meeting on Friday, and construction will start soon after. They plan to finish early January 2024.

Respiratory Therapy Renovation: This project is complete! They have a few punch-list items left to go.

Dare to Dream Statue: The statue has been installed!

4. PRESIDENT'S REPORT

A. Unlocking Opportunity Update

The team has identified seven priority strategies and also identified the co-leads to lead the initiatives.

President Schaffer's virtual town hall on Friday will be focused on Unlocking Opportunity and will set the stage for the mid-service event. The mid-service event is a college-wide event where individuals can join one of the eight different rooms to learn and ask questions about the priorities. Unlock Your Passport is another college-wide event on November 3rd where individuals can sign up to be part of one of the priorities. It will be held in CCI 129 and 130 from 11:00 a.m. to 1:00 p.m., and food will be provided.

The team will be traveling to Milwaukee October 2nd through October 5th. This is the second meeting with the Aspen Institute and will be focused on the quantitative goals they've submitted.

B. Fall Enrollment and Residence Hall Occupancy

Fall 2023 enrollment is the strongest enrollment across the state of Wyoming being at an 8% increase at this point from Fall 2022. Unfortunately, they have not seen an increase in residence hall occupancy. Early analysis has shown the College does have more first-time freshman, especially from Laramie and Albany counties, which is the College's service area. This includes

dual enrollment and re-enrolled students. The applicant numbers have increased across all groups, but down in the number of students from outside of the service area in Wyoming and down from the border states. They've seen a greater conversion of applicants and enrollments from the service area but did not convert the applicants from the rest of Wyoming and the border states. They have two pressures, what to do for the rest of the academic year and what's the strategy moving forward for converting the applicants to enrollments from outside the service area.

C. Institutional Effectiveness Report in October

Per the [CEO Evaluation and Accountability Policy 1.3.2](#), it is required for President Schaffer to bring an annual Performance and Planning (Institutional Effectiveness) report, which will be presented at the October 18th Board Meeting in Pine Bluffs.

D. August 25th WCCC Meeting

They discussed the tuition policy and the executive director search.

Trustee Erickson noted the joint WCCC meeting with the University of Wyoming and community college Trustees on August 2nd. This meeting was called by the Governor to discuss the baccalaureate of applied science (BAS) cap for the community colleges, transferability of credits, and WIP (which was not discussed due to time). Trustee Erickson believes this will be an ongoing opportunity on a regular basis. President Schaffer added that it was very productive discussion and opened up doors for conversation at the October WCCC meeting around lifting the cap on the BAS degrees, and also strengthen the transfer process for students.

Trustee Erickson reported on the search for the WCCC executive director. WCCC has formed a search committee and hired a consultant. The consultant has had several listening meetings with the presidents and the executive committee from WACCT. They would like this individual to have a commitment to higher education, have obtained a doctorate in education/higher education, have a commitment to higher education in Wyoming, and a commitment to the State of Wyoming.

5. WORK ITEMS

A. [Golden Eagle Athletics Update](#) – Mark Puev, Athletics Director, Dr. Melissa Stutz, Senior Vice President of Student Services

Before the pandemic, the College had a focus group, which included athletic supporters, Foundation Board Members, LCCC Trustees, and athletic staff to develop a structural document that would discuss the purpose and the four pillars of athletics. They wanted to accomplish four

primary goals in their strategic plan: success in competition, success in the classroom, deep campus engagement, and connect with the community.

Mr. Puev walked through the linked presentation.

Mr. Wally Erickson and Mr. Billie Addleman, who sit on the Golden Eagle Club, also provided an update from their [presentation](#).

To learn more about the Host Family Volunteer Program, please visit [Host Family Volunteer Program](#) webpage. The applications for both the Host Families and the students are links on the webpage. Feel free to share with those who may be interested. For any questions, please reach out to Dr. Melissa Stutz.

Many thanks were shared to Mr. Erickson and Mr. Addleman for all their support and work with the LCCC athletics students and programs.

B. Prioritizing Elements in the Campus Master Plan – President Schaffer

- 1) [LCCC Campus Master Plan](#)
- 2) [Capital Improvement Plan](#)

This agenda item stems from a conversation from the Facilities and Finance Committee meeting pertaining to the prioritization of the Campus Master Plan. President Schaffer walked through the linked summary of the Campus Master Plan, and the Capital Improvement Plan. The Trustees were also given a handout that shows how they've taken the Campus Master Plan and tried to prioritize both capital construction projects and major renovations in the Capital Improvement Plan.

Trustee Erickson recommended this be referred to the Facilities and Finance Committee for review and will bring back to the Board of Trustees. President Schaffer noted it would be helpful for Trustees to give thought to what's not included in this already that should be.

6. BOARD REPORTS

A. Facilities and Finance Committee Report (September 20th Meeting) – Trustee Erickson, Trustee Thompson

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

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 August 2023](#)
- 2) [Current Fund and Auxiliary Fund Balance Sheet as of August 2023](#)
- 3) [Contract and Procurement Reports as of August 2023](#)
- 4) [Enrollment Summary](#)

DISCUSSION: None

MOTION CARRIED unanimously.

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

A. ACC Ex Officio Trustee – Mr. Todd Feezer

Enrollments looking great with 636 unduplicated headcount and 3,230 credits enrolled. ACC is continuing to work on the relationship with the University of Wyoming and the agreement to deliver the developmental math programming.

ACC Business After Hours will be held Thursday, September 28th at 5:30 p.m.

They have filled the Success Coach position and looking to fill the Student Services Specialist position.

Jamie McKim and the ACC Outreach team continue to develop and release courses. A new set of trainings that include Understanding Generations in the Workplace, Bridges Out of Poverty, Creative Problem Solving and Leading Others Through Changes are available.

They are all excited for the ACC Market!

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*

- ACC Business After Hours – Thursday, September 28th – 5:30 p.m. – ACC
- College Closed for Fall Break – Friday, October 13th
- Board of Trustees Meeting – Wednesday, October 18th – 5:30 p.m. – Tentatively to be held in Pine Bluffs

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

Literary Connection is an annual event that the Foundation hosts and will be held on October 5th at 5:30 p.m. There are two guest authors that will be presenting on their literary experiences, journey, and engage in a question and answer session. Tickets for sale online [here](#).

Board Vice Chair Soto called out a couple of Facebook videos where students were interviewed, she is very impressed with these videos! Vice President Trimble will send the video links to the Trustees.

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 September 20th, 2023 Board Meeting of the Laramie County Community College District Board of Trustees – Board Chairman Bob Salazar

Board Vice Chair Soto moved and Trustee Erickson seconded,

MOTION: That the Board of Trustees adjourns the September 20th, 2023, Board meeting.

DISCUSSION: None

MOTION CARRIED unanimously, and Chairman Salazar adjourned the Board meeting at 9:11 p.m.

Respectfully submitted,
Dallas Bacon
Board Recording Secretary