

BOARD MINUTES OF THE BOARD OF TRUSTEES RETREAT OF LARAMIE COUNTY COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, HELD FRIDAY, JANUARY 6, 2023, COLLEGE COMMUNITY CENTER, ROOM 128, LARAMIE COUNTY COMMUNITY COLLEGE

Board Present: Board Chairman Bob Salazar, Board Vice Chairman Wendy Soto (Zoom), Secretary Janine Thompson, Treasurer Don Erickson, Trustees Jess Ketcham, Carol Merrell, and Kathy Emmons; Legal Counsel Tara Nethercott

Board Excused: Laramie Campus Ex Officio Todd Feezer, Student Ex Officio Raeth Tolman

Staff Present: President Joe Schaffer; Administrators Senior Vice Presidents Dr. Kari Brown-Herbst, Rick Johnson (Zoom), and Dr. Melissa Stutz, and Vice Presidents Lisa Trimble, Dr. Dustin Eicke, and Nancy Olson; Chief Information Officer Chad Marley; Faculty and Staff Stacy Maestas, Sarah Hannes

Visitors: Erin Taylor, Executive Director, Wyoming Association of Community College Trustees

RETREAT AGENDA

1. Noon till 12:30 PM - LUNCH AND GATHERING

2. 12:30 PM - CALL TO ORDER - Board Chair Bob Salazar

Board Chairman Bob Salazar called to order the January 6th, 2023, Board Retreat Meeting of the Laramie County Community College District Board of Trustees at 1:02 p.m.

3. MINUTES – Approval of the [December 7, 2022 Board Minutes](#) - Board Chair Bob Salazar

Trustee Ketcham moved and Trustee Merrell seconded,

MOTION: That the Board of Trustees approves the December 7, 2022 Meeting Minutes as written.

DISCUSSION: None.

MOTION CARRIED unanimously.

4. [STRATEGIC ENROLLMENT MANAGEMENT PLAN \(SEM\)](#) - 12:45-1:45 p.m. – President Schaffer, Dr. Melissa Stutz, Senior Vice President of Student Services, Dr. Dustin Eicke, Vice President of Performance and Planning, Lisa Trimble, Vice President of Advancement, Stacy Maestas, Registrar, Sarah Hannes, Director, Enrollment Services

President Schaffer set the stage for the SEM presentation. He noted that community colleges have lost over one million students between 2011 and 2019, which is about 13% of all enrollment at that time. Through the pandemic, community colleges lost another 800,000 students, which equated to

about 14% of all enrollment. In the fall of 2019, it was the first time in a long time that universities had more students enrolled in the fall semester than community colleges. There could be multiple factors affecting enrollment such as demographics and population decline, decrease of high school graduate projections, the growing perception that a college degree is not important for futures, etc. These challenges prove why a SEM plan is critical. He proceeded to explain the Key Concepts along with identifying, engaging, converting, and retaining students.

Dr. Dustin Eicke continued the presentation with the environmental scan piece of the SEM plan. Dr. Melissa Stutz discussed the structure of the SEM plan. Next, Vice President Trimble explained the marketing goals while Sarah Hannes talked about the recruitment goals, and Stacy Maestas proceeded with the retention goals. Dr. Melissa Stutz wrapped up with next steps and timeline.

5. TRUSTEE ORIENTATION AND GOVERNANCE REVIEW – 2:00-3:30 p.m. – Tara Nethercott, Legal Counsel, President Schaffer

Legal Counsel, Tara Nethercott, and President Schaffer provided an orientation and governance overview for the Trustees. Ms. Nethercott touched on examples of privileged and confidential attorney client communication, and obligations as Trustees as lined out in Wyoming statutes along with the [College's policies and procedures](#) 1.1.1 through 1.2.11P. Specifically the Governance Philosophy Policy 1.1.1, Shared Governance Policy 1.1.5, Code of Ethics/Standards of Practice Policy 1.2.1, Board Responsibilities Policy 1.2.5, Conflicts of Interest Policy 1.2.8, and Membership of the Board Policy 1.2.2. Ms. Nethercott also provided a quick refresher on the Open Meetings Act.

The Board of Trustees will form an ad hoc committee to review all policies in the near future, specifically the Trustees' professional development, travel, and advocacy policies. Ms. Nethercott and President Schaffer will discuss sequencing of how to proceed with the review.

There will be another Board refresher in the future pertaining to public records requests and contested case hearings.

6. BOARD SELF-EVALUATION – 3:45-5:00 p.m.

- A. [Self-Evaluation Summary Results](#) – Board Chair Bob Salazar
- B. [Facilitated Discussion](#) – Erin Taylor, WACCT Executive Director

Erin Taylor, WACCT Executive Director, facilitated the Board's discussion regarding their self-evaluation results. She walked through her presentation, which included the results from each question and helped point out trends and patterns throughout their self-evaluation.

7. 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.

8. ADJOURNMENT - Board Chair Bob Salazar

Trustee Erickson moved and Trustee Thompson seconded,

MOTION: That the Board of Trustees adjourns the January 6th, 2023, Board Retreat.

DISCUSSION: None

MOTION CARRIED unanimously, and Chairman Bob Salazar adjourned the Board meeting at 5:35 p.m.

Respectfully Submitted,
Dallas Bacon
Board Recording Secretary