



ACCREDITATION EVIDENCE

Title: Board of Trustees Regular Meeting Minutes. Recommendation approval of revision to Board Policy 7110A. A. Old Business part 1, Page 8.

Evidence Type: Clear

Date: 12 November 2020

WAN: 22-0054

Classification: Minutes

PII: Yes

Redacted: No





Board of Trustees

REGULAR MEETING MINUTES

November 12, 2020

Trustees Present:

Regina Clark, President
Dr. Greg Erramouspe, Vice President
Dr. Veronica Donaldson, Secretary
Kenneth Lorimer, Treasurer
Carl Demshar
George Eckman

Trustees Absent:

Shannon Honaker

Also Present:

Dr. Kim Dale, College President	
Dr. Cliff Wittstruck, VP for Student Learning	
Burt Reynolds, VP for Administrative Services	
Joy Adams, Assoc. VP of Human Resources	
Dr. Dustin Conover, Dean of Students	
Ryan Desmond	Amy Galley
Angela Thatcher	Jim Jessen
Susie Rawlings	Lyndsey Love
Kristy Kauppi	Debbie Baker
Pete Candelaria	Derek Robinson
Josefina Testini	Kandy Frink

REGULAR BOARD OF TRUSTEES MEETING

I. AGENDA

A. Call to Order

The regular meeting of the Western Wyoming Community College District Board of Trustees was called to order at 7:15 p.m., Thursday, November 12, 2020, via video conference, President Regina Clark presiding.

President Clark noted the presence of the two newly elected trustees, saying that they will take their oaths and commence their official duties at the December Board meeting. Trustee Eckman asked that Ms. Frink review state statutes to determine if the oath must be taken in person rather than via video conferencing.

B. Approval of Agenda

1. Trustee Eckman made a motion to approve both the consent and regular agendas as presented. The motion was seconded by Secretary Donaldson and was approved by vote.

II. REPORTS

A. Student Government Association

Mr. Ryan Desmond, Student Government Association (SGA) President, gave a brief report on behalf of the association. Mr. Desmond said he is halfway through his term as SGA President and is planning to graduate in May, 2021. Mr. Desmond said the SGA has cancelled student club events and activities with the exception of a few small groups. Mr. Desmond said the SGA is conducting their meetings via video conferencing and have directed that student clubs also use video conferencing. Mr. Desmond reported that the Student Storehouse is well stocked and is frequently used by students. Mr. Desmond said the SGA donated \$500 to the Storehouse and the

Para Alliance is also conducting a drive to add additional stock. Mr. Desmond said the SGA is the point of contact for students when they have concerns or need assistance. Mr. Desmond also said the SGA donated \$5,000 to Western's FAST fund which provides financial assistance to students in need. Mr. Desmond went on to say the SGA spent \$3,000 on Halloween week activities that had to be cancelled, adding that the SGA was able to recover half of that cost. Mr. Desmond reported that the SGA is considering upgrading one water fountain in faculty row with the new water stations that accommodate refillable bottles. Mr. Desmond said this is not only better for the environment, the water also tastes better. Mr. Desmond said the SGA is keeping students informed and communicating with them frequently. Mr. Desmond went on to say the SGA considered designating a partially heated outdoor mask-free zone for students over the winter but ultimately decided that the projected use of the area would not justify the expense. Mr. Desmond said the most common question he receives is whether face-to-face courses will be conducted in the spring semester. Mr. Desmond also said an informal poll of students indicates that significant numbers of students are against the vaccine, which is very concerning. Secretary Donaldson asked why students are opposed to the vaccine. Mr. Desmond said he believes misinformation on social media is creating doubt about the safety of the anticipated vaccine in relation to the rapid development and potentially inadequate clinical trials. Treasurer Lorimer asked if the Student Storehouse has enough supplies to last through the semester. Mr. Desmond said yes, adding that the SGA has additional funding available if it's needed and the Paraprofessional Alliance is also conducting a drive for supplies for the Storehouse. The Board thanked Mr. Desmond for his report.

B. Paraprofessional Alliance

Ms. Kristy Kauppi, Paraprofessional Alliance (PPA) Chair, gave a brief report on behalf of the group. Ms. Kauppi said the PPA held a Halloween costume contest, although the format was different this year due to COVID. Ms. Kauppi said Ms. Daisy Moore won the award for the best individual costume (Amelia Earhart) and the best group award went to Ms. Angela Thatcher and Dr. Shane Westfall (Carole Baskin and Joe Exotic). Ms. Kauppi said the PPA is conducting a 'Stock the Storehouse' fundraiser for donations of various supplies and food for the Student Storehouse. Ms. Kauppi said the donations so far have been less than anticipated but the hope is to receive more donations before the Thanksgiving holiday. Ms. Kauppi said the PPA will also accept cash donations which will be given to Western's FAST fund. Ms. Kauppi reported that the PPA is conducting their meetings via video conferencing. The Board thanked Ms. Kauppi for her report.

C. WWCC Senate

Ms. Susan Rawlings and Ms. Angela Thatcher presented a brief report on behalf of the WWCC Senate. Ms. Rawlings said the Senate has been reviewing the various committees with vacant or expiring Senate representative positions to determine which of those are the most important in terms of shared governance. Ms. Rawlings reported that one Agenda Item Request Form (AIRF) was received regarding concerns from employees who are reluctant to return to campus after the Thanksgiving holiday. Ms. Rawlings said Senate directed employees with questions to Human Resources to discuss potential accommodations. Ms. Rawlings also said Vice President Wittstruck attended a recent meeting to discuss the change in the minimum credit hours required for degree completion. Ms. Rawlings went on to say that Vice President Wittstruck also answered questions on the development of ad hoc committees and the process of

tracking committee service hours for faculty members. The Board thanked Ms. Rawlings and Ms. Thatcher for their report.

D. Wellbeing and Accessibility Annual Report

Ms. Amy Galley presented the annual report for Wellbeing and Accessibility (W&A). Ms. Galley said this has been a unique year that presented challenges for everyone, including their department. Ms. Galley said it is not uncommon to see a decrease in the demand for services in the spring semester but this year resulted in an additional decrease due to COVID. Ms. Galley said the department continued to meet with students via Zoom, saying that most states allowed flexibility on the requirement that counselors only treat students in Wyoming to enable her staff to meet with our students regardless of their physical location during those sessions. Ms. Galley said W&A addressed emerging needs, provided accommodations and worked with service area school districts to ensure graduating seniors were ready to begin college studies for the fall semester. Ms. Galley also said W&A publishes a "Be Happy" column in the student newsletter with tips on self-care. Ms. Galley reported that W&A has new staff members, saying that Ms. Haley Rawlings was hired as the new Counselor in July and Lyndsey Love was hired as the Accessibility and Disability Specialist. Ms. Galley said that Ms. Love was promoted from her previous position as the W&A Administrative Assistant in July. Ms. Galley said that both Ms. Rawlings and Ms. Love are amazing, adding that they adapted to the COVID reality quickly and have worked hard to ensure students have the assistance they need. Ms. Galley went on to say it is not unusual for Ms. Rawlings to have as many as seven appointments each day, and Ms. Love was well versed in the office operations and American with Disabilities Act (ADA) requirements which facilitated a smooth transfer to her new position. Ms. Galley said she truly appreciates their dedication to serve our students with the added challenges presented by COVID. Ms. Galley referred Board members to her written report and reviewed statistics for the department, saying the growth rate has slowed but the numbers of students being served is holding steady. Ms. Galley said some students prefer in-person sessions rather than video conferencing due to privacy concerns or technology issues. Ms. Galley reported that 130 students have been provided with accommodations this semester, saying that some of those accommodations are COVID related. Ms. Galley went on to say that normal student events are not being held at this time, although a few 'open mic nights' were held earlier in the fall semester and were held outdoors in the Western Commons area. Ms. Galley said students are being provided with gift bags containing various items such as stress balls in lieu of their normal 'Stress Busting' activities. Ms. Galley reported that the department continues to conduct prevention efforts on drug and alcohol use, violence and Title IX issues although COVID has necessitated changes to the delivery method for those efforts. Ms. Galley said that the prevention education modules are now delivered through Canvas rather than the 'My Student Body' software platform. Ms. Galley said students living in the residence halls are required to complete the education modules before they are allowed to move into their rooms, adding that we will have 100% compliance in completing the training. Ms. Galley presented additional statistics on the services provided by W&A, noting that the demand for individual appointments decreased last semester due to COVID. Ms. Galley presented information on how our students fare in relation to national averages on various factors, saying the data is gathered both pre- and post-treatment. Ms. Galley noted the increase in the number of Counseling Center Assessment of Psychological Symptoms (CCAPS) tests administered over the last year. Ms. Galley thanked various internal departments for

their help during the COVID crisis including: Information Technology; Physical Resources; Institutional Effectiveness; the Center for Teaching, Learning, and Innovation; Marketing and Student Communications; and many others.

Trustee Eckman commended Ms. Galley on her presentation, saying that he especially liked the train analogy and the quote from the Rolling Stones. Ms. Galley said she carries through on the journey theme by having numerous maps displayed in the office to illustrate the multitude of paths to any goal. Treasurer Lorimer asked how the community colleges are conducting counseling sessions if the student does not want to meet via Zoom. Ms. Galley said while students were reluctant to utilize Zoom in the spring semester, most have warmed to the technology. Ms. Galley added that she meets with students in person if that is their preference or they have concerns about privacy or technology issues. Ms. Galley said many of the students who are currently using the services are seeking treatment for stress and anxiety due to COVID. The Board thanked Ms. Galley for her report.

E. Annual UW Transfer Report

Vice President Wittstruck presented the annual statistical report from UW detailing the success of transfer students from each of the Wyoming community colleges. Vice President Wittstruck said the report covers the 83 students who transferred from Western, saying that the average gpa for those students during their first semester at UW, as juniors, was 3.11. Vice President Wittstruck commended faculty members on their instruction that allows transfer students to achieve this kind of academic success. Vice President Wittstruck said the other Wyoming community colleges saw an average gpa of 3.02 and out of state transfer students had a 2.83 average gpa. Vice President Wittstruck went on to say that even UW students who started as freshman have a lower average gpa at 3.08, saying that the statistics clearly show that students who transfer from Western achieve higher gpa's than all others at UW. Vice President Wittstruck said he will provide Board members with the report. The Board thanked Vice President Wittstruck for his report.

F. Western Celebrations

Dr. Dale referred Board members to the letter from the Accreditation Council for Education in Nursing (ACEN) concerning the reaffirmation of accreditation for Western's Nursing Program. Dr. Dale noted that our accreditation has been reaffirmed with the next review in 2028 and commended the Nursing faculty and staff for their efforts.

Dr. Dale presented a few photos from the recent Children's Center Halloween Parade, saying that although staff and visitors were prohibited from passing out candy due to COVID, it was still a joy to see the children in their costumes.

Dr. Dale referred Board members to the photo of the Green River Center staff showing their support for Breast Cancer Awareness month, commending the staff for their support of this important cause.

III. PUBLIC COMMENT

A. Visiting Delegations
None

- B. Questions/Media/Public
None

IV. ADMINISTRATIVE INFORMATION AND UPDATES

- A. President and Staff Updates

Dr. Dale reported that she joined Mr. Fred von Ahrens, Vice President - Manufacturing of Genesis Alkali, and Ms. Irene Richardson, CEO of Memorial Hospital, on the PULSE team which educates regional legislators on health care, business and industry, and education. Dr. Dale said she partnered with K-12 districts on the presentation, and Western's President's Cabinet presented information on Western and our budget. Dr. Dale also said that Ms. Erin Taylor, Executive Director of the WACCT, provided information on the "Support the Solution" campaign which strives to highlight how vital the community colleges are to the economic future of Wyoming. Dr. Dale said that she will be sending information to the Board regarding the WACCT campaign.

Dr. Dale reported that she and Ms. Kayla McDonald, Economic Development Specialist with the Sweetwater Economic Development Coalition, were recently interviewed on Johnny K's radio show on KREO. Dr. Dale said the radio host asked great questions about Western and economic development, saying that Johnny is a great advocate for Western. Dr. Dale said she's been invited to join him again.

Vice President Wittstruck presented a plan to offer a Bachelor of Applied Science program designed for students who want to become career and technical education (CTE) teachers. Vice President Wittstruck said there is a serious shortage of CTE teachers and Western is trying to find solutions as part of a taskforce dedicated to addressing the shortage. Vice President Wittstruck said this degree program could result in students having a license to teach K-12 CTE classes at graduation. Vice President Wittstruck said the plan is to offer a CTE Generalist program that provides education in a variety of CTE courses to ensure that students have the technical expertise required for licensure. Vice President Wittstruck said students would take online courses from UW to complete the 3000 and 4000 level courses, and would complete student teaching requirements in our service area. Vice President Wittstruck went on to say that we could potentially start offering the courses next semester, with UW courses beginning in Fall, 2021. Vice President Wittstruck said Wyoming State Representative John Freeman has been fighting for this type of a program for years and he is excited to be part of the team. Vice President Wittstruck said the lower level courses could be taken concurrently by high school students which would increase our concurrent enrollment. Secretary Donaldson said the development of this program was an awesome idea, saying that it will provide a great benefit to the community. Trustee Eckman said this is wonderful news, adding that Ms. Nish Goicolea is a former Western employee.

Vice President Reynolds reported that the quarterly financial reports are included in the Board meeting packet on BoardDocs, saying that our finances are on track and at the levels expected at this time of the year.

V. BOARD INFORMATION AND UPDATES

- A. Trustee Questions/Topics

President Clark presented Trustee Demshar with a certificate of appreciation and a golf shirt in recognition of his service in filling a vacancy on the Board. President Clark

thanked Trustee Demshar for his service and commitment. Trustee Demshar thanked the Board, saying that he appreciates the opportunity he was given and has enjoyed his time with the Board. Trustee Demshar said he has strong ties to Western and began his college education at Western when the college was housed in the old high school in Reliance. Trustee Demshar said he and Secretary Donaldson's father attended Western together and are both long-time advocates. Trustee Demshar thanked the Board, saying that he has had a good year. Trustee Eckman said he and Trustee Demshar have similar backgrounds in that both served as Mayors, he in Green River and Trustee Demshar in Rock Springs, saying that he will miss Trustee Demshar's input.

President Clark presented a service award for Trustee Honaker, saying that she is disappointed that Trustee Honaker was unable to attend the meeting. President Clark said Trustee Honaker mentored her on both the District Board of Trustees and the Western Wyoming College Foundation Board. President Clark also said Trustee Honaker has provided invaluable service to Western for the last 16 years, adding that the Board has appreciated having the benefit of her experience and fortitude. Trustee Eckman agreed, saying that Trustee Honaker was both a colleague and a friend. Trustee Eckman said he depended on Trustee Honaker for her knowledge and expertise, saying that he will miss her.

B. BOCES Reports

Treasurer Lorimer reported that the Sublette County #9 BOCES, in Big Piney, recently approved funding to send eleven high school students to Washington, D.C. to witness political activities. Treasurer Lorimer said the travel logistics are still being worked out.

Vice President Erramouspe said the Sublette County #1 BOCES(Pinedale) Director, Mr. John Anderson, will be retiring soon and candidates are being sought to replace him. Vice President Erramouspe said the BOCES Board has identified a few qualified candidates for consideration. Vice President Erramouspe said this will be a big change, adding that Mr. Anderson was a good leader.

President Clark said the mil levy campaign for the Valley Learning Center was successful, saying that they were only asking for one-half of one-mil. President Clark said many previous students provided testimonials, along with numerous community members. President Clark said the Valley Learning Center enjoys tremendous community support because they provide excellent educational opportunities.

Trustee Eckman said two Carbon County #1 BOCES Board members were recently re-elected, saying their re-election illustrates the confidence of the citizens in their leadership. Trustee Eckman said they were also successful in their mil levy campaign, adding that the BOCES is an important community resource in that area.

C. Topics for Future Workshop Agendas

Policies and Procedures
Shared Governance
Diversity, Equity and Inclusion
Dual/Concurrent Enrollment
Erin Taylor, Taylor Strategies and Consulting
Accreditation

Colleague and Recruit Improvements
Title IX Policy and Training
Regional Accreditation Update/Quality Initiative

Dr. Dale said Mr. Barbuto was unable to attend tonight's workshop but will be invited to join the December workshop to provide a presentation on the Perkins 5 Comprehensive Local Needs Assessment.

D. Calendar of Future Events

Nov. 12 5:30 p.m.	Regular Board of Trustees Workshop Video Conferencing
Nov. 12 7:15 p.m.	Regular Board of Trustees Meeting Video Conferencing
Nov. 20	WCCC Special Meeting TBD
Nov. 25-27	WWCC Holiday (Thanksgiving)
Dec. 10 5:30 p.m.	Regular Board of Trustees Workshop Video Conferencing
Dec. 10 7:15 p.m.	Regular Board of Trustees Meeting Video Conferencing
Dec. 18 – Jan. 5	WWCC Winter Break Campus Closed
Jan. 14 5:30 p.m.	Regular Board of Trustees Workshop Video Conferencing
Jan. 14 7:15 p.m.	Regular Board of Trustees Meeting Video Conferencing
Jan. 18	WWCC Holiday (MLK Day)

VI. EXECUTIVE SESSION

Treasurer Lorimer made a motion to recess the regular meeting to enter into an Executive Session for Legal purposes. The motion was seconded by Trustee Demshar and was approved by vote. The regular meeting was recessed at 8:31 p.m.

Vice President Erramouspe made a motion to reconvene the regular meeting. The motion was seconded by Treasurer Lorimer and was approved by vote. The regular meeting was reconvened at 9:36 p.m.

VII. MINUTES

A. Approval

1. Vice President Erramouspe made a motion to approve the minutes of the October 8, 2020 regular meeting as presented. The motion was seconded by Treasurer Lorimer and was approved by vote.

VIII. FINANCIAL REPORTS/TRANSACTIONS

A. Clearing Accounts and Electronic Funds Transfers

Treasurer Lorimer moved to ratify the Clearing Accounts as designated in the amount of \$3,381,112.74 and the Electronic Transfers as designated in the amount of

\$465,318.74 for a grand total ratification of \$3,846,431.48. The motion was seconded by Vice President Erramouspe and was approved by vote.

<u>Clearing Accounts</u>	<u>Warrant Nos.</u>	<u>Amount</u>
Vouchers	311721 through 312219	\$2,318,047.66
ACH Payments*	E00006111 through E00006206	
TIAA CREF		\$101,216.01
Advices	070568 through 071212	<u>\$961,849.07</u>
Total – All Clearing Account Warrants		\$3,381,112.74

*=included in Vouchers Total

Electronic Funds Transfers

Payroll Tax Payments to I.R.S.

<u>From</u>	<u>To</u>	<u>Amount</u>
US Bank A/C# 147497000116	EFTPS-CHICAGO USATAXPYMT	\$305,783.94

Credit Card Payments to US Bank Corporate Payment System

<u>From</u>	<u>To</u>	<u>Amount</u>
US Bank A/C# 147497000116	EFT US Bank CC Payments	\$159,534.80

Bank to Bank Transfers 0.00

Investment Transfers 0.00

Total Electronic Funds Transfers \$465,318.74

GRAND TOTAL FOR BOARD RATIFICATION \$3,846,431.48

(Copies of Warrant Registers are filed in the Addendum and become a part of the official Board Minutes.)

IX. RECOMMENDED ACTION

A. Old Business

1. Second Reading, 7110A Mission Statement

In preparation for Western's reaffirmation of accreditation, the Board policy regarding the mission statement (7110A) must be updated. Western developed a new mission statement in 2019 with input from employees, students and community members. The Board approved this new mission statement on January 17, 2019, but the policy had not been updated. The Higher Learning Commission (HLC) requires a policy on the mission statement. Board members were provided with the current version, the proposed revisions, and a clean copy with the proposed revisions.

Recommendation:

To approve the revision to Board Policy 7110A as presented.

Dr. Dale gave a brief explanation of the proposed revisions to Board Policy 7110A. Trustee Demshar made a motion to approve the revisions to Board Policy 7110A as presented. The motion was seconded by Secretary Donaldson and was approved by vote.

2. Second Reading, 7110C Vision Statement

In preparation for Western's reaffirmation of accreditation, the Board policy regarding the vision statement (7110C) must be updated. Western developed a new vision statement in 2020 with input from employees, students and community members. The Higher Learning Commission (HLC) requires a policy on the vision statement. Board members are provided with the current version, the proposed revisions, and a clean copy with the proposed revisions.

Recommendation:

To approve the revisions to Board Policy 7110C as presented.

Dr. Dale provided a brief explanation of the proposed revisions, saying that the vision statement is an important part of the development of a new strategic plan. Treasurer Lorimer made a motion to approve the revisions to Board Policy 7110C as presented. The motion was seconded by Vice President Erramouspe and was approved by vote.

B. Consent Agenda

1. Acceptance of GEAR UP Grant

The GEAR UP Grant was renewed in September as part of a statewide grant that is re-approved annually based upon successful progress of the program and use of the grant dollars. We have been granted continued approval from the State GEAR UP Grant Manager and the Federal Program Officer. This is the fourth year of a seven-year grant cycle. The funding amount for this year is \$501,255. This program serves students from 7th grade through the first year of college. The grant has allowed us to serve hundreds of students annually across the five-county service area; this year we served 415 students. Primary focus has been and will be placed on comprehensive mentoring, financial aid/advising, and academic planning/advising/career counseling. Western has matriculated over 50 college freshmen from this program. We have outstanding employees working on the GEAR UP project throughout our service area, and they are making a difference in the lives of Wyoming students. We are looking forward to another year of activity and involvement for these students and their parents. For FY20 WWCC will be maintaining the largest program in the state and will continue to serve our five-county service area.

Recommendation:

That the Board accept funds for the GEAR UP FY2021 grant in the amount of \$501,255, to grant authority to spend the monies for the purposes as specified within the grant and to increase the federal fund by \$501,255.

Trustee Eckman made a motion to approve the recommendations from Administration on the consent agenda. The motion was seconded by Treasurer Lorimer and was approved by vote.

C. New Business

1. First Reading, New Policy: Institutional Research

Administration has determined a need to have a policy regarding Institutional Research. Although Western does not commonly engage in research involving human subjects, the policy is required for Western's upcoming reaffirmation of accreditation. The policy sets forth the requirement to have an Institutional Review Board (IRB) to document its written processes according to Federal Protection of Human Subjects Regulations 45 C.F.R. 46.115(a)(6), 45 C.F.R. 46.103(b)(4), and 45 C.F.R. 46.103(b)(5). The policy also requires that all research projects involving human participants conducted by faculty, staff, and students associated with the College must receive IRB approval prior to initiating the research. The policy will be in the 2000 series if it is approved.

Recommendation:

No action required on first reading.

Dr. Dale gave an explanation of the proposed new Board Policy, saying that there are strict guidelines regarding human research and we need to have a policy affirming our compliance with those requirements. Dr. Dale said no action is required on first reading. Trustee Eckman asked if we should develop a similar policy for animal research, saying that Western doesn't generally engage in human research but we do conduct research on animals. Dr. Dale said we will research those requirements and report back to the Board.

2. Approval of 2022-2023 Academic Calendar

Policy/Procedure 6210A requires approval of the academic calendar two years in advance so that there is always a two-year calendar in effect. The Administration recommends approval of this calendar.

Recommendation:

To approve the 2022-23 Academic Calendar as presented.

Vice President Wittstruck gave a brief explanation of the proposed Academic Calendar. Treasurer Lorimer made a motion to approve the 2022-23 Academic Calendar as presented. The motion was seconded by Vice President Erramouspe and was approved by vote.

3. Approval of Early Retirement Applications

Board Procedure 4230E provides for voluntary early retirement for eligible full time WWCC employees. Regarding Board consideration of early retirement applications, the procedure states, "The Board will make a decision on each completed application not later than the regular Board meeting in December of a given year...". Applications were accepted through November 1, 2020 and the Board will make decisions no later than December 2020. The following Employees have requested early retirement:

Erik Hamm
Denise Lovato
Paul Johnson
Evelyn Merrell

Mike Stultz
Danette Winn

Erik Hamm has been employed by the College since September 1996 and holds the position of Media Technician. He has applied for early retirement effective in July 2021. He meets all eligibility requirements. His last day of employment is scheduled for June 30, 2021.

Requested Termination Date: June 30, 2021

Employment History:
Years of Service 24 Years
September 10, 1996

Current position: Media Technician

Denise Lovato has been employed by the College full-time since December 2006 and holds the position of Custodian II. She has applied for early retirement effective in July 2021. She meets all eligibility requirements. Her last day of employment is scheduled for June 1, 2021.

Requested Termination Date: June 1, 2021

Employment History:
Years of Service (full-time) 13 Years
December 11, 2006

Current position: Custodian II

Paul Johnson has been employed by the College since August 1992 and currently serves as Division Chair for Business and Industry and as Associate Professor of Oil and Gas Technology. He has applied for early retirement effective in June 2021. He meets all eligibility requirements. His last day of employment is scheduled for May 27, 2021.

Requested Termination Date: May 27, 2021

Employment History:
Years of Service (full-time) 28 Years
August 14, 1992

Current position: Division Chair, Business and Industry / Associate Professor of Oil and Gas Technology

Evelyn Merrell has been employed by the College full-time since June 1991 and holds the position of Executive Assistant. She has applied for early retirement effective in July 2021. She meets all eligibility requirements. Her last day of employment is scheduled for June 23, 2021.

Requested Termination Date: June 23, 2021

Employment History:
Years of Service 29 Years

June 19, 1991

Current position: Executive Assistant

Michael Stultz has been employed by the College since April 1990 and holds the position of Custodian II. He has applied for early retirement effective in July 2021. He meets all eligibility requirements. His last day of employment is scheduled for June 30, 2021.

Requested Termination Date: June 30, 2021

Employment History:

Years of Service (full-time) 30 Years
April 02, 1990

Current position: Custodian II

Danette Winn has been employed by the College since November 2004 and holds the position of Office Assistant. She has applied for early retirement effective in May 2021. She meets all eligibility requirements. Her last day of employment is scheduled for April 2, 2021.

Requested Termination Date: April 2, 2021

Employment History:

Years of Service (full-time) 16 Years
November 1, 2004

Current position: Office Assistant

Recommendation:

To approve voluntary early retirement for: Erik Hamm effective July 2021; Denise Lovato effective July 2021; Evelyn Merrell effective July 2021; Paul Johnson effective June 2021; Michael Stultz effective July 2021; and Danette Winn effective May 2021.

Vice President Reynolds gave a brief explanation of the applications for voluntary early retirement. Trustee Demshar made a motion to approve voluntary early retirement for Erik Hamm, Denise Lovato, Evelyn Merrell, Paul Johnson, Michael Stultz and Danette Winn as described. The motion was seconded by Treasurer Lorimer and was approved by vote.

4. Authorization to Request Proposals, General Counsel and Legal Advising Services

Administration, in collaboration with the Board, would like to seek proposals for general counsel and legal advising services. The intent is to solicit proposals from law firms, in our service area, to provide a variety of legal services to the Board of Trustees and College Administration in accordance with the terms, conditions, and requirements set forth in a Request for Proposal (RFP). The intent of the RFP is to retain a law firm who is versed in the higher education environment and is able to provide a broad range of legal services for matters pertaining to the formation and operation of the College, particularly with reference to federal and state statutory and case law governing higher

education in Wyoming. However, at times the College may engage the services of other law firms or legal services for specific projects or instances when specific expertise is needed. The selected firm shall act as the chief legal advisor of the College and shall have general charge of all legal matters pertaining to the College as assigned by the Board of Trustees and the College Administration acting through the College President. Counsel shall attend meetings of the Board of Trustees; shall represent the College in all legal proceedings; shall advise the College and the President on legal matters as may be required. The firm is also responsible for assisting in college-wide standards for contract administration and regulatory compliance. It is anticipated that Administration will provide the Board with a recommendation at the February meeting of the Board of Trustees.

Recommendation:

To authorize Administration to request proposals for General Counsel and Legal Advising Services.

Vice President Reynolds gave a brief explanation of the request to authorize Administration to request proposals for General Counsel and Legal Advising Services. Trustee Eckman made a motion to authorize Administration to request proposal for General Counsel and Legal Advising Services. The motion was seconded by Treasurer Lorimer. Trustee Eckman asked that the request for proposals clearly state that legal counsel would only be required to attend Board meetings when their attendance is requested by the Board President or the College President. Vice President Reynolds said he will ensure that provision is clearly stated. The motion was approved by vote.

5. Approval of Sole Source Purchase, Cengage Codes and Textbooks
Administration would like the Board consider a sole source purchase for the Bookstore. Cengage Learning is used for Cengage Unlimited codes that are used for most business classes. This company is also the sole source provider for textbooks and materials requested by instructors for their courses. The total cost for these codes, textbooks and materials is \$63,021.28.

Recommendation:

To approve a sole source purchase for Cengage Unlimited Codes and Textbooks in the amount of \$63,021.28.

Vice President Reynolds gave a brief explanation of the sole source purchase. Treasurer Lorimer made a motion to approve a sole source purchase for Cengage Unlimited Codes and Textbooks as described. The motion was seconded by Secretary Donaldson and was approved by vote.

6. Approval of Purchase, Dell Servers
Western's Information Technology (IT) infrastructure continues on the path of Virtual Desktop Infrastructure with the recent purchase approval of HiveIO in the previous Board of Trustees meeting. To support this software, a hardware infrastructure and platform must be installed to accommodate the students and faculty. Western's IT team has been working towards desktop virtualization for several years, however the recent pandemic proved a greater sense of urgency

for the project. With everyone working from home, the IT department had to find ways to make accommodations for classrooms and employees. The previous Board of Trustees meeting approved the purchase of HivelO; the software we needed to make VDI a reality on our campus. These new Dell servers provide the hardware infrastructure to support the HivelO software infrastructure. Together, the VDI environment will replace most of the need for regular computer rotations saving the College an estimated \$100,000 per year. This quote has been prepared using the pre-negotiated contract from the State of Wyoming to satisfy Western's purchasing policies. CARES Act funding will be used for this purchase.

Recommendation:

To approve the purchase of Dell PowerEdge R740XD Servers from CDW-G in the amount of \$190,740.00.

Mr. Derek Robinson, Director of Information Technology Services, gave a brief explanation of the proposed purchase of Dell Servers. Mr. Robinson said the server purchase will enable Western to support student and employee ability to continue their duties or complete their studies even when they are off campus. Mr. Robinson said the combination of this server farm with the HivelO software will save Western approximately \$100,000 per year. Treasurer Lorimer made a motion to approve the purchase of the Dell servers as described. The motion was seconded by Trustee Eckman and was approved by vote.

7. Approval of Purchase, Lenovo Laptops

Western's Information Technology team worked hard during the initial phase of the pandemic to get much needed technology resources to both faculty/staff and students to be able to work, teach and continue learning outside of the institution. This was an emergency situation and older technology was used and updated to provide this service. This was a time-consuming process to implement and support. We had to provide a great deal of individual support for personal devices and realized that most of the technology at home for our users is not sufficient. We are proposing the purchase of new laptops to be used as check-out devices for all faculty/staff and students whenever they need. Having this access will guarantee a better user experience regardless of location or situation of the user. A key to Western's success is an ample supply of better and more reliable technology that is accessible for all those in need. Users would need to abide by and be held to the Acceptable Use Policy and the new policy for Technology Lending that dictates computer usage, the physical state of equipment and its return. Users would checkout equipment from our HelpDesk for a designated period of time and would be accountable for its return. With these items in place, Information Technology is seeking to improve enrollment by making technology more available, easier to access and friendlier to use. By directing our resources to enhance accessibility for current and future students, we are making forward strides to enhance Western's continued enrollment growth. Students, staff and faculty will have reliable equipment providing seamless learning and interaction. This quote has been prepared using the pre-negotiated contract Sourcwell 081419 to satisfy Western's purchasing policies. CARES Act funding will be used for this purchase.

Recommendation:

To approve the purchase of 226 Lenovo ThinkPad T14 laptops from CDW-G in the amount of \$224,858.70.

Mr. Derek Robinson, Director of Information Technology Services, provided a brief explanation of the proposed laptop purchase. Mr. Robinson said some students, and even some employees, do not have home computers so this purchase will allow Western to provide access to laptops for those who need them. Mr. Robinson said we would have 200 laptops available to students, with the remaining 26 being available for employees. Mr. Robinson said this would ensure that students and staff have the appropriate technology available to them. Treasurer Lorimer made a motion to approve the purchase of 226 Lenovo ThinkPad laptops as described. The motion was seconded by Vice President Erramouspe and was approved by vote.

X. ADJOURNMENT

Having no further business to act on, President Clark adjourned the regular meeting at 10:02 p.m.

NOTE: Additional information (tapes and/or addenda) from this meeting is available in the Board Office.

Above recorded by:

Kandy Frink

WWCC Board President

WWCC Board Secretary