



ACCREDITATION EVIDENCE

Title: Board of Trustees Regular Meeting – B. Audit Report
Recommendation: To be determined by the Board Audit Committee
acceptance of annual audit report pg. 9

Evidence Type: Corroborating

Date: 10 December 2020

WAN: 22-0064

Classification: Minutes

PII: No

Redacted: No





Board of Trustees

REGULAR MEETING MINUTES

December 10, 2020

REVISED

Trustees Present:

Regina Clark, President**
Dr. Greg Erramouspe, Vice President
Dr. Veronica Donaldson, Secretary**
Kenneth Lorimer, Treasurer
George Eckman
Carla Hester-Croff**
Jim Jessen**

Trustees Absent:

Carl Demshar*
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
Caleb Smith
Pete Candelaria
Jeremy Weber
Shelby Williams
Kristy Kauppi
Audrey Harton
Kandy Frink
Debbie Baker
Leesa Lee
Ryan Desmond
Aaron Jensen
Lusi Stephens
Chris Propst

* Outgoing Trustee **Incoming/Re-elected Trustee

NOTE: This meeting was held via video conferencing

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 7:17 p.m., Thursday, December 10, 2020, via video conferencing, President Regina Clark presiding.

B. Approval of Agenda

1. Treasurer Lorimer made a motion to approve both the consent and regular agendas as presented. The motion was seconded by Vice President Erramouspe and was approved by vote.

II. REORGANIZATION/ELECTION

A. Oath of Office, New and Re-elected Members

President Clark welcomed the two new Trustees, Ms. Carla Hester-Croff and Mr. Jim Jessen. President Clark administered the oath of office for the new Trustees. President Clark and Secretary Donaldson each recited their oath of office.

B. Election of Board Officers

Trustee Eckman made a motion to elect Trustee Clark as Board President, Trustee Donaldson as Board Vice President, Trustee Erramouspe as Board Secretary and

Trustee Lorimer as Board Treasurer. Treasurer Lorimer seconded the motion. The motion was approved by vote.

Board Meeting Minutes – December 10, 2020 – Page 2

C. Setting Board Calendar

Board Procedure 7310A requires the scheduling of regular meetings for the coming year during the organizational meeting of the Board of Trustees. The Administration recommends the Board continue meeting on the second Thursday of each month, with the exception of July, which has a mandated meeting on the third Wednesday for Budget Approval.

Recommendation:

To schedule the regular monthly Board of Trustees meeting on the second Thursday of each month, with the exception of July, which has a mandated meeting on the third Wednesday for Budget Approval.

Vice President Donaldson made a motion to schedule the regular monthly Board of Trustees meeting on the second Thursday of each month, with the exception noted. The motion was seconded by Treasurer Lorimer and was approved by vote.

D. Selection of Official Newspaper

Board Policy 7310A requires that an official newspaper for the district be selected during the organizational meeting of the Board. The Administration recommends that the Board continue using the Rocket-Miner as the official newspaper for the District as it has the highest circulation numbers and is printed twice per week.

Recommendation:

To select the Rocket-Miner as the official newspaper for the District.

Treasurer Lorimer made a motion to select the Rocket-Miner as the official newspaper for the District. The motion was seconded by Trustee Hester-Croff. President Clark said that while we appreciate all of our local media sources, the District is required to name an official newspaper. The motion was approved by vote.

E. Board Assignments

President Clark said that although it is not unusual to table the assignments until the January meeting, she felt it was important to make the assignments now to have the new BOCES/BOCHES representatives in place for their January meetings. President Clark said Trustee Jessen will be the representative for the Kemmerer BOCES and will also join her on the Evanston BOCES Board. President Clark said Trustee Hester-Croff will join Vice President Donaldson as the representatives for the Sweetwater County BOCES. President Clark said the remaining BOCES/BOCHES assignments remain the same. President Clark said the members of the Finance/Audit Committee will be herself, Vice President Donaldson and Treasurer Lorimer; the Foundation representatives will be herself and Vice President Donaldson; the Real Estate Committee members will be herself and Secretary Erramouspe, adding that one more Trustee will be needed for that committee; the members of the Board Evaluation and President Evaluation Committee will be herself and Vice President Donaldson; the members of the Security Committee will be Vice President Donaldson, Trustee Eckman and Treasurer Lorimer; and the WACCT delegates will be herself and Vice President Donaldson.

III. REPORTS

A. Student Government Association

Mr. Ryan Desmond, Student Government Association (SGA) President, presented a brief report on the activities of the group. Ms. Desmond said the SGA is preparing for the Spring semester, saying that two officers, the Secretary and the Treasurer, will need to be replaced. Mr. Desmond said the SGA will begin meeting the week before classes start to have time to review the current status of COVID-19 before the semester begins. Mr. Desmond reported that a Town Hall meeting dedicated to students was held earlier today, saying that student concerns included the testing plan and whether they would be required to receive the vaccine. Mr. Desmond said the students also asked for additional Town Hall meetings during the Spring semester. The Board thanked Mr. Desmond for his report.

B. Paraprofessional Alliance

Ms. Kristy Kauppi, Paraprofessional Alliance (PPA) President, gave a brief report on behalf of the group. Ms. Kauppi shared photos of the Student Storehouse, saying that the PPA drive to 'Stock the Storehouse' was a success. Ms. Kauppi said the Storehouse has laundry supplies, toiletries and other items in addition to food. Ms. Kauppi said the PPA Pie Sale netted just over \$430 and \$480 was raised for the FAST Fund. Ms. Kauppi said the PPA has not yet chosen a charity to receive the proceeds from the Pie Sale. Trustee Eckman commended Ms. Kauppi on the success of the fundraising efforts. Treasurer Lorimer thanked Ms. Kauppi and the PPA for their work in organizing the fundraisers.

C. WWCC Senate

Mr. Chris Propst and Ms. Shelby Williams presented the monthly report from the Senate. Mr. Propst said the purpose of the Senate is to promote and maintain open communications and to provide an opportunity for faculty and professionals to have a voice. Mr. Propst said the Senate has been working on proposed revisions to Board Policy 2410, Establishing Committees. Mr. Propst said the proposed revisions should be ready for submission to the Policies and Procedures Committee in the spring. Ms. Williams continued the monthly report, saying that two Agenda Item Request Forms (AIRF's) have been received. Ms. Williams said the first was regarding the faculty handbook. Ms. Williams said the handbook was written to fulfill a requirement for Western's BAS degree accreditation but still needs additional work. Ms. Williams said Vice President Wittstruck has formed a taskforce to review and revise the document before the end of April, 2021. Ms. Williams said the second AIRF deals with the relationship between Marketing and academic divisions, and the role that each play in the promotion of their programs. Ms. Williams said that the Marketing department is under-staffed and the roles will be clarified in the future. The Board thanked Ms. Williams and Mr. Propst for their report.

D. Social Science and Education Annual Report

Dr. Aaron Jensen presented the annual report for the division, saying that there have been many changes this year due to the pandemic, the budget cuts and the transition to online instruction. Dr. Jensen said the number of face-to-face courses has typically been twice the number of online courses, but with the pandemic, that trend has reversed and we now have twice as many online courses. Dr. Jensen reported that two instructors have left Western over the last year, adding that one of those will not be filled due to the budget cuts. Dr. Jensen also said one additional instructor is working

remotely while a replacement is found for that position. Dr. Jensen went on to say that departments within the division were combined as part of the program restructuring, saying that the Social Science program was expanded to include Anthropology, History, Political Science, Sociology and Social Work programs. Dr. Jensen said the consolidation of those programs into one Social Science program will still provide students the opportunity to pursue their individual interests within the larger program. Dr. Jensen went on to say that Secondary Education will also be condensed, saying that the change for that program will be effective in the Fall of 2021. Dr. Jensen reported that several internships were cancelled by the employers due to the pandemic, saying that three internships are currently scheduled for the Spring semester. Dr. Jensen also said the pandemic has forced the absence of common campus events such as guest speakers and club meetings. Dr. Jensen reported that the numbers of students majoring in Social Science programs has increased from 213 four years ago to 340, saying that he is happy to have so many Social Science majors. Dr. Jensen said the pandemic has resulted in an increased focus on the quality of the online content for traditionally face-to-face courses as those courses transitioned to online instruction, and creating a smooth transition to the virtual environment for all students. Dr. Jensen said student evaluations have been very good, saying that he appreciates the efforts of all the instructors in the division. Trustee Hester-Croff asked if students in the Education program are provided with substitute teaching opportunities. Dr. Jensen confirmed that those opportunities are part of the practicum.

President Clark thanked Dr. Jensen, and the Social Science division instructors, saying that she appreciates their flexibility and ability to reinvent themselves during these unprecedented times. The Board thanked Dr. Jensen for his report.

E. Annual Departmental Report

Ms. Audrey Harton, Public Relations Specialist, presented the annual report for the Marketing department, saying that Ms. Emerson is getting married so she is presenting the annual report on her behalf. Ms. Harton said she is very proud of the work done by the Marketing staff during the pandemic, saying that over 150 COVID-related communications have been sent out to students, staff and the community. Ms. Harton said she would be happy to answer any questions the Board may have on the written report provided. The Board thanked Ms. Harton for her report.

F. Western Celebrations

Dr. Dale said having two new Board members is cause for celebration, welcoming Trustees Hester-Croff and Jessen. Dr. Dale reported that we now have fewer cases of COVID impacting our students and staff, which is good news. Dr. Dale also said most of us probably agree that seeing the end of 2020 is a reason to celebrate, saying that it has been a very challenging year. Dr. Dale said Western's faculty and staff begin the winter break on December 17.

IV. PUBLIC COMMENT

A. Visiting Delegations
None

B. Questions/Media/Public
None

V. ADMINISTRATIVE INFORMATION AND UPDATES

A. President and Staff Updates

Dr. Dale reported that she has been very busy with legislative issues, saying that the recent PULSE meeting was dedicated to a revenue discussion with legislators. Dr. Dale said several legislators attended, including Legislative Revenue Committee Chair, Senator Cale Case. Dr. Dale said Senator Case has a Ph.D. in Economics. Dr. Dale went on to say that other members of the Revenue Committee who participated included Senator Fred Baldwin and Representative Liisa Anselmi-Dalton. Dr. Dale said that Representatives John Freeman and Clark Stith also participated in the meeting. Dr. Dale reported that sustainable funding was discussed, saying that attendees agreed that the current funding method isn't sustainable and Wyoming's tax structure may need to be reformed. Dr. Dale said she provided information on Western's revenue streams, noting that the Sweetwater County Assessor has indicated a \$2 million shortfall in our local revenue.

Dr. Dale said she has also been involved in the development of the WCCC report on sustainable funding, saying that the report is very comprehensive and provides reasonable suggestions for consideration by the Joint Appropriations Committee (JAC). Dr. Dale said she attended the JAC meeting earlier today, saying that the WCCC report was presented and discussed extensively. Dr. Dale said that WCCC Chair, Dr. Jackie Freeze, presented the report which was well received. Dr. Dale reported that the Legislators asked the community college President's to speak and asked for detailed information on the impact of the budget cuts so that they have the information needed to defend the community colleges. Dr. Dale said the meeting was very encouraging. Dr. Dale added that she will be testifying at the state Capitol Construction department meeting on Monday.

President Clark thanked Dr. Dale and the other community college Presidents for their efforts to help our legislators to understand the role of the community colleges in Wyoming's economy. Dr. Dale said the legislators were vocal in their support for the community colleges and indicated a willingness to defend our state funding.

B. COVID-19 Update

Associate Vice President Adams provided an update on COVID-19 (C19). Associate Vice President Adams provided background information for the new Trustees, saying that Dr. Dale formed a COVID Crisis Team (CCT) in March with representation from faculty, staff and students. Associate Vice President Adams said the CCT meets once per week with additional meetings when necessary. Associate Vice President Adams also said Western implemented a reporting form for students and staff to use for C19. Associate Vice President Adams said she and her team have handled 95 individual reports from employees, saying that we have 16 recovered positive cases, two current positive cases that will finish their isolation periods soon and five individuals in quarantine either having been exposed or awaiting test results. Associate Vice President Adams said we are employing various communication tools to keep the college community informed, thanking the Marketing department for their work in disseminating all of the information. Associate Vice President Adams said we have a dashboard on our website that is updated each weekday, we have multiple documents available on the staff/student portal, a weekly update is sent out via email and we've held multiple Town Hall meetings. Associate Vice President Adams went on to say that just as the Fall, 2020 Academic Calendar was modified in response to C19, the

Spring, 2021 Academic Calendar has been modified to begin the majority of face-to-face courses on February 15. Associate Vice President Adams said the semester will begin on January 25 with online instruction, saying that the additional time will allow the CCT to monitor the health of our college populations before bringing all students back to campus. Associate Vice President Adams went on to say that the Families First Coronavirus Response Act (FFCRA) has provided sick leave for C19 related issues, adding that the act also provided additional benefits under the Family Medical Leave Act (FMLA). Associate Vice President Adams said those provisions expire on December 31 unless the federal government chooses to extend the benefits. Associate Vice President said she and Ms. Amy Galley have worked with students and employees requesting C19 related accommodations. Associate Vice President Adams asked Dr. Conover to provide an update from the student side.

Dr. Conover said his team has worked with 223 individual students since the beginning of the pandemic, saying that we currently have two students in quarantine off campus who were either exposed or are awaiting test results, and one current positive student in isolation off campus. Dr. Conover said 152 students tested negative during the testing earlier this fall, and 68 positive cases have recovered. Dr. Conover said our numbers are decreasing after seeing a spike in October and November. Dr. Conover said his team is preparing for the Spring semester, including continuing to conduct the surveillance testing. Dr. Conover said testing will begin when the athletes return to campus on December 28 in preparation to begin practice for the Spring semester. Dr. Conover said that athletes will be tested weekly and students living in the residence halls will be tested every other week.

Vice President Reynolds provided an update on the CARES Act funding, saying that we have already used a significant portion of the money and are in the process of requisitioning additional purchases. Vice President Reynolds said we received approximately \$3.8 million and have spent \$2.6 million so far. Vice President Reynolds said the remaining \$1.2 million will be requisitioned before the deadline. Vice President Reynolds thanked the Board for allowing Dr. Dale and the Administration to expend the grant funding, saying that the flexibility allowed the College to fully leverage the funding. Vice President Reynolds commended Vice President Wittstruck and Mr. Derek Robinson for their work in identifying qualifying purchases that have benefitted our students, and will continue to benefit them, as they work to complete their studies while we navigate the pandemic.

VI. BOARD INFORMATION AND UPDATES

A. Trustee Questions/Topics

Trustee Hester-Croff commended the Senate on their report, saying that the Senate is important to the college community and it's important to keep communications open.

B. BOCES Reports

Secretary Erramouspe reported that Mr. John Anderson, Sublette County BOCES Director in Pinedale, is retiring effective December 15. Secretary Erramouspe said negotiations are currently underway and they hope to have a new Director soon.

President Clark said that the Director of the Evanston BOCES may also be leaving, saying that Ms. Kylie Ingersoll has expressed interest in the position. President Clark

said the Evanston BOCES program is quite large and she has the utmost respect for the Director and staff.

- 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

Trustee Eckman asked for an update on security upgrades at a future workshop.

- D. Calendar of Future Events

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. 5	WACCT Trustee Training Video Conferencing
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)
Feb. 3-5	WCCC Meeting & WACCT Legislative Reception Cheyenne
Feb. 11 5:30 p.m.	Regular Board of Trustees Workshop TBA
Feb. 11 7:15 p.m.	Regular Board of Trustees Meeting TBA

President Clark noted the WACCT training on January 5, saying that she is glad they are continuing to offer trustee education events virtually during the pandemic. Trustee Eckman asked if the WCCC meeting and WACCT Legislative Reception might be delayed or cancelled in light of the situation. Dr. Dale said she believes the WCCC meeting will be held via video conferencing with Central Wyoming College hosting although that has not been confirmed. Dr. Dale said the WACCT Legislative Reception will be postponed until the legislature commences its session.

VII. MINUTES

A. Approval

1. Secretary Erramouspe made a motion to approve the minutes of the November 2, 2020 special meeting as presented. The motion was seconded by Trustee Eckman and was approved by vote.
2. Vice President Donaldson made a motion to approve the minutes of the November 12, 2020 regular meeting as presented. The motion was seconded by Trustee Eckman 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 \$3,320,850.87 and the Electronic Transfers as designated in the amount of \$499,742.05 for a grand total ratification of \$3,820,592.92. The motion was seconded by Secretary Erramouspe and was approved by vote.

<u>Clearing Accounts</u>	<u>Warrant Nos.</u>	<u>Amount</u>
Vouchers	312220 through 312440	\$2,292,738.15
ACH Payments*	E00006207 through E00006286	
TIAA CREF		\$97,921.20
Advices	071213 through 071834	<u>\$930,191.52</u>
Total – All Clearing Account Warrants		<u>\$3,320,850.87</u>
*=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	\$277,480.90

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	\$222,261.15

Bank to Bank Transfers 0.00

Investment Transfers 0.00

Total Electronic Funds Transfers \$499,742.05

GRAND TOTAL FOR BOARD RATIFICATION \$3,820,592.92

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

B. Audit Report

Each year the College is required by law to have a CPA firm perform an audit of the College's financial transactions and related matters. The Board has a contract with the firm McGee, Hearne & Paiz, LLP to perform the audit services for the fiscal year ending June 30, 2020. The financial audit is complete. The Board Audit Committee met on October 21, 2020 to discuss the audit with management and with Wayne Herr, Partner in McGee, Hearne & Paiz, LLP. The Board also participated in a workshop on November 12, 2020 to consider the auditor's report. Action to accept or reject the audit report is left to the recommendation and subsequent motion by a member of the Board Audit Committee.

Recommendation:

To be determined by the Board Audit Committee.

Vice President Reynolds gave a brief explanation of the audit report, noting that the Board discussed the audit report at their November workshop. Vice President Reynolds said the audit is now complete and ready for consideration by the Board. Treasurer Lorimer, Chair of the Board Audit Committee, made a motion to accept the annual audit report and to direct Administration to implement any required procedures. The motion was seconded by Vice President Donaldson and was approved by vote.

IX. RECOMMENDED ACTION

A. Old Business

1. None

B. Consent Agenda

1. None

C. New Business

1. Rank Advancement, Assistant Professor of Engineering

The Board approved an employment contract for Dr. Alexander Brown on April 9, 2020, for the position of Assistant Professor of Engineering for the period August 17, 2020 – May 14, 2021. Dr. Brown has requested rank advancement from Assistant Professor to Associate Professor as provided in the provisions of Board Policy 4220G. Dr. Brown's Division Chair for the Math & Science Division, Dorothy Harton, has reviewed the application and has recommended that rank advancement be awarded. Dr. Brown has met all of the requirements for rank promotion including minimum education requirement and/or professional experience as outlined in the job description and four years of successful employment with the College at the rank of Assistant Professor or Visiting Assistant Professor. Rank advancement below the Professor level does not require an Educational Achievement Committee recommendation to the President. The request for rank advancement has also been shared with Dr. Kim Dale. Dr. Brown joined Western in August 2016. He holds a PhD in Medical Engineering from the University of Hull, UK and a Bachelor of Mechanical Engineering from the University of Dundee, UK. Prior to joining Western, Dr. Brown worked as a Development Engineer for Smith and Nephew Medical in Hull, UK and as an Instructor with the University of Hull, UK. The change in rank from Assistant Professor of Engineering to Associate Professor of Engineering for Dr. Alexander Brown is submitted to the Board as an

informational item with no change to annual salary nor column placement. Should the Board feel compelled to take formal action on this informational item, such action is welcomed.

Recommendation:

None, for information only.

Vice President Wittstruck gave a brief explanation of the rank advancement, noting that no action is required on this informational item. Trustee Eckman made a motion to approve and recognize the rank advancement, saying that faculty who earn rank advancement should be recognized. Secretary Erramouspe seconded the motion which was approved by vote. President Clark congratulated Dr. Brown on the rank advancement.

2. Rank Advancement, Associate Professor of Anthropology/Geology

The Board approved an employment contract for Dr. Dana Pertermann on April 9, 2020, for the position of Associate Professor of Anthropology/Geology for the period August 17, 2020 – May 14, 2021. Dr. Pertermann has requested rank advancement from Associate Professor to Professor as provided in the provisions of Board Policy 4220G. The Educational Achievement Committee reviewed Dr. Pertermann's application and recommended to Dr. Dale that rank advancement be approved. Dr. Pertermann has met all of the requirements for rank promotion including five years of successful employment with the College at the rank of Associate Professor and terminal degree. Rank advancement at the Professor level requires an Educational Achievement Committee recommendation to the President. Dr. Dale has approved this request for rank advancement. Dr. Pertermann joined Western in August 2012. She holds a Bachelor of Arts in Geology from the University of Minnesota, in Minneapolis, MN, a Master of Arts in Historical Archaeology from Illinois State University in Normal, IL, and a Doctor of Philosophy in Anthropology from Texas A&M University in College Station, TX. She is currently pursuing a Community College Leadership Graduate Certificate from the University of Wyoming with completion anticipated in May 2021. The change in rank from Associate Professor to Professor for Dr. Pertermann is submitted to the Board as an informational item with no change to annual salary nor column placement. Should the Board feel compelled to take formal action on this informational item, such action is welcomed.

Recommendation:

None, for information only.

Vice President Wittstruck gave a brief explanation of the rank advancement, noting that no action is required on this informational item. Trustee Eckman made a motion to approve and recognize the rank advancement, saying that it is important to recognize the achievement. The motion was seconded by Treasurer Lorimer and was approved by vote. President Clark commended Dr. Pertermann on her achievement.

3. Request for Early Contract Release, Instructor of Automotive Technology
Mr. Thomas Clark has been employed as an Instructor of Automotive Technology with Western since August 10, 2017. At its April 9, 2020 meeting, the Board issued a 12-month employment contract to Mr. Clark for the academic year beginning August 17, 2020 and continuing through May 14, 2021. Mr. Clark tendered his resignation from Western on November 17, 2020, indicating a resignation date at the end of the Fall 2020 semester. Mr. Clark has requested to be released from his 2020-2021 employment contract.

Recommendation:

To release Mr. Clark from his Instructor of Automotive Technology employment contract effective December 17, 2020.

Vice President Wittstruck gave a brief explanation of the request for an early contract release. Vice President Donaldson made a motion to release Mr. Clark from his employment contract as described. The motion was seconded by Treasurer Lorimer and was approved by vote. President Clark said it is always sad to lose an instructor but we wish him well in his future endeavors.

4. Acceptance of Additional INBRE Grant Funding
Western has been awarded grant funding through the IDeA Networks for Biomedical Research Excellence (INBRE) for many years. The INBRE grants are administered by UW. Western received the INBRE grant this year, for a maximum allowable cost of \$82,100, which the Board accepted in August, 2020. Administration has been notified that Western's INBRE grant is being increased to 'a maximum allowable cost of \$134,610'. The Board will need to accept the additional grant funds.

Recommendation:

To accept the INBRE grant funds as increased to a maximum allowable cost of \$134,610, to increase the federal by this amount, and to grant authority to spend the monies as specified in the grant.

Vice President Wittstruck gave a brief explanation of the additional INBRE grant funds, saying that the original grant was below the threshold requiring Board approval so having it increase to over \$130,000 is quite an accomplishment. Vice President Wittstruck it is a testament to the work done by Dr. Bud Chew, Dr. David Tanner and Dr. Joshua Holmes. Treasurer Lorimer made a motion to accept the additional INBRE funds as described, to increase the federal fund by that amount, and to grant authority to spend the monies as specified in the grant. The motion was seconded by Vice President Donaldson. Trustee Hester-Croff commended Dr. Chew and the others for their work with INBRE. The motion was approved by vote.

5. First Reading, 3710H Security Cameras
Administration has requested revisions to Policy and Procedure 3710H, Video Surveillance. The proposed policy and procedure revisions were presented for all employee comment in November, have been approved by the Policies and Procedures Committee, and have been approved by Dr. Dale. The procedure

provided is for information only. Below is a brief summary of the proposed revisions. Board members will receive three different layouts as follows:

- The current version
- The proposed revisions
- A “clean” copy of the version incorporating the proposed changes

3710H Video Surveillance

The name of the policy is being changed to ‘Security Cameras’ and the language has been expanded to include the functions and approved uses of the security cameras. The procedure revisions include: the title change; the addition of oversight responsibilities and authority; the revision of the language regarding placement of the cameras; the revision of the language regarding viewing or monitoring live feeds and recordings; the addition of notification requirements; the addition of provisions for the use and retention of recordings; and the addition of language regarding compliance with the policy and procedure.

Recommendation:

None. First Reading Only, No Action Required.

Vice President Reynolds gave an explanation of the proposed revisions, saying that discussions regarding these revisions have been occurring since before his employment with Western. Vice President Reynolds said he met with the previous Chair of the Policies and Procedures Committee, and the former Vice President of Student Services to thoroughly review and discuss all of the proposed revisions. Vice President Reynolds said Western’s policy consultant, Dr. Sandy Veltri has also conducted a thorough review of the proposed revisions. Vice President Reynolds said no action is required on first reading. Trustee Hester-Croff asked if security cameras would be placed outside the automotive area. Vice President Reynolds said the plan is to eventually have each entry/exit point captured, along with some additional areas. Treasurer Lorimer noted that the proposed language on recording retention lists a 90-day maximum retention period and asked how that retention period was determined. Vice President Reynolds said the retention period was set at 90-days because that is the maximum storage capacity of the server. Vice President Reynolds said the server capacity can be easily increased if the Board would like a longer retention period. Treasurer Lorimer said that the retention period could be inadequate because victims don’t always report right away and his experience indicates that if footage were needed for a criminal court case, juries are often frustrated to learn that the footage was deleted. Treasurer Lorimer asked Administration to consider increasing the capacity to 180-days if financially feasible. Vice President Reynolds said the cost to increase the server capacity will be minimal, saying that it would be approximately \$2,000. Vice President Reynolds said the policy language will be adjusted and he will instruct Mr. Robinson to implement the storage upgrade. Trustee Eckman said he trusts Treasurer Lorimer’s knowledge of law enforcement preferences and supports increasing the retention period.

X. EXECUTIVE SESSION

A. Executive Session - Legal/Personnel

President Clark asked if an Executive Session would be necessary. Dr. Dale said yes, an Executive Session will be required for personnel issues and no action will be required following the Executive Session. Treasurer Lorimer made a motion to recess the regular meeting to enter into an Executive Session for personnel issues. The motion was seconded by Trustee Eckman and was approved by vote. The regular meeting was recessed at 8:47 p.m.

Trustee Eckman made a motion to reconvene the regular meeting. Trustee Lorimer seconded the motion which was approved by vote. The regular meeting was reconvened at 9:45 pm.

XI. ADJOURNMENT

Having no further business to act on, President Clark adjourned the regular meeting at 9:46 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