



ACCREDITATION EVIDENCE

Title: Board of Trustees Special Meeting – A: New Business 1. Approval of Budget Reduction Plan pg. 2

Evidence Type: Clear

Date: 21 September 2020

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Classification: Minutes

PII: Yes

Redacted: No





Board of Trustees

SPECIAL MEETING MINUTES

September 21, 2020

Trustees Present:

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

Trustees Absent:

None

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	
Josefina Testini	Caleb Smith
Kami Danaei	Susie Rawlings
Dana Pertermann	Tom Clark
JT Larson	Pete Candelaria
Karen Lackey	Katrina Marcos
Kasey Damori	Paul Johnson
Linda Wiebe	Jaqueline Monzon
Stephanie Thompson	Amanda Baldwin
Angela Thatcher	Randy Goff
Amy Galley	Grady Hutcherson
Heidi Currutt	Britney Lewis
Kendra Meeker	Carlton DeWick
Kristy Kauppi	RJ Pieper
Jon Harwood	Katey Ellis
Maren Womble	Michelle Zuppa
Dorothy Harton	Deanne Garner
Geoff Phillips	Sarah Pauley
Jen Stone	Chuck Newberg
Mark Rembacz	Bill Formanek
Sue Fahlsing	Beth Gard
Danette Winn	Chad Banks
Janice Grover-Roosa	Lisa McClure
Zandra Ritter	Linda Day
Kandy Frink	

SPECIAL BOARD OF TRUSTEES MEETING

I. AGENDA

A. Call to Order

The special meeting of the Western Wyoming Community College District Board of Trustees was called to order at 5:36 p.m., Monday, September 21, 2020, via video conferencing, President Regina Clark presiding.

B. Approval of Agenda

1. Trustee Eckman made a motion to approve the special meeting agenda. The motion was seconded by Secretary Donaldson and was approved by vote.

II. PUBLIC COMMENT

A. Visiting Delegations

Dr. Randall Goff asked to read a prepared statement. Dr. Goff urged the Board to delay any program changes, saying that these changes will have a negative impact on students.

B. Questions/Media/Public

None

III. RECOMMENDED ACTION

A. New Business

1. Approval of Budget Reduction Plan

During the September 10, 2020 regular meeting, the Board of Trustees voted to declare a financial emergency and directed the President to reduce Western's FY21 general fund budget by \$875,000.00. To that end, the President's Cabinet is presenting a variety of scenarios to meet this expectation considering the short- and long-term impact on students, employees and the institution as a whole. If this plan is approved, at this time no currently filled positions will be laid off in the 2020-2021 fiscal/contract year. However, this may change at any time with new directives from the State. **It is also important to note that this scenario is currently forecasting a deficit of approximately \$2,400,000 for fiscal year 2021-22.**

Recommendation:

To direct the President to implement the following actions:

- A. Immediately eliminating vacant positions as follows;
 - a. Custodian II
 - b. PC Support Technician
 - c. Facility Use/Purchasing Office Assistant
 - d. Workforce Services Office Assistant
 - e. Costume Designer
 - f. History Faculty
 - g. Chemistry Faculty
 - h. Music Faculty
 - i. Biology/Natural Science Faculty
 - j. Student Success Advisor (effective December 11, 2020)
- B. Reducing the institutional employee stipend by \$300 per year effective January 1, 2021;
- C. Reducing the employee retirement contribution by 2% per year effective January 1, 2021; and
- D. Eliminating \$200,000 in budgeted pay corrections recommendations from the market compensation study.

Dr. Dale said Western must make changes to remain viable in the future. Dr. Dale asked Vice President Reynolds to present the budget reduction scenarios.

Vice President Reynolds went through four scenarios with differing levels of reductions, noting that the recommendation from Administration is to approve scenario #1. Vice President Reynolds said the legislature has told the Wyoming Community College Commission to be prepared for another 10% cut in funding. Vice President Reynolds said Western had already cut its operating budget by 10%, saying that it would be difficult to find additional cuts in that budget. Vice President Reynolds said we have to work with the revenue forecast information we have at this time, saying that the information may change at any time.

Trustee Eckman said that although the Board had committed to providing salary adjustments based on the results of the compensation study, Western is not in a position to implement those adjustments at this time. Trustee Eckman said the adjustments might be possible in the future. Trustee Honaker said UW was directed to reduce their budget immediately and to expect an additional 10% cut next year. Trustee Honaker said Wyoming has an opportunity to redefine itself. Trustee Honaker said it is better to implement plans that ensure the health of Western to retain employees. Trustee Honaker also said Administration should plan for additional reductions in state aid. Treasurer Lorimer asked if the budget includes funding for maintenance on our aging facilities. Vice President Reynolds said maintenance funding was not included in these scenarios because it is in a separate budget. President Clark thanked Dr. Dale and the President's Cabinet for developing the scenarios and helping the Board navigate this difficult economic climate. Dr. Dale said the budget reductions are not over, saying that we recognize the need to continue analyzing costs and organizational structure to increase efficiencies for future sustainability. Trustee Honaker said she prefers the second scenario, saying that this scenario will be much better for Western if the additional 10% reduction comes to pass. Trustee Honaker also said Administration must consider whether it's better to implement all the reductions at once or in phases. Dr. Dale said the Cabinet felt it was better to ease into the reductions. Trustee Honaker said UW cut \$42 million from its budget which highlights the seriousness of the situation.

Trustee Eckman made a motion to approve the scenario recommended, scenario #1, with the understanding that it may change if needs change. The motion was seconded by Trustee Demshar and was approved by vote.

2. New and Existing Degree Program Changes

On June 26, 2020, President Dale commissioned two task forces to develop a rubric to analyze academic programs and nonacademic departments. The Academic Program Efficiency Rubric task force membership was led by Dr. Cliff Wittstruck and included all division chairs, a faculty representative from each division, and Mark Rembacz, Associate Vice President of Institutional Effectiveness. The outcome of this rubric was to help define the viability and sustainability of each degree program, analyzing student demand, number of graduates and other criteria. Based on the rubric data, the President's Cabinet is recommending development of new, general degree programs to allow for more flexibility and student choices, and the subsequent closure, consolidation and hiatus of current degree programs. The Board was provided with

documents showcasing these data and recommended board action related to these programs. The overarching outcome of making these program changes is to enhance student enrollment, retention, completion, transfer and employability. It is important to note that this does not mean the College will no longer offer these *courses*, it means that the College will no longer offer these *degrees*.

Recommendation:

To approve the submission of new degree programs to the Wyoming Community College Commission and authorize consolidation, hiatus and closure of current degree programs, as presented.

Vice President Wittstruck said the task force included all division chairs, a faculty representative from each division and Associate Vice President Rembacz. Vice President Wittstruck said the Board had asked Administration to conduct a review of all degree offerings several years ago. Vice President Wittstruck explained how the rubric scoring was developed and spoke about the topics of conversations during task force meetings. Vice President Wittstruck presented charts depicting our enrollment trends, transfer numbers, retention, and graduation. Vice President Wittstruck then presented the program scores, noting that any program with less than 12 students in the Fall 2020 cohort is being recommended for consolidation, hiatus or closure. Vice President Wittstruck presented the summary of recommended changes, saying that 23 degree programs will continue with some minor revisions; 5 new degrees are being recommended to consolidate programs in performing arts, math/science, and social science/education; 3 degree programs are recommended to be placed on hiatus; and 4 programs are being recommended for closure. Dr. Dale added that she recently had a conversation with Dr. Tom Bordenkircher who is our HLC liaison. Dr. Dale said that Dr. Bordenkircher told her the HLC will take notice of degree programs with no graduates or low numbers of graduates. Dr. Dale said we must focus our limited resources. Dr. Dale also said that students ask for flexibility and these changes will provide that flexibility.

Vice President Erramouspe made a motion to approve the submission of new degree programs to the Wyoming Community College Commission and authorize consolidation, hiatus and closure of current degree programs, as presented. The motion was seconded by Treasurer Lorimer. Trustee Honaker said the recommendation was well thought out and she appreciates the work done on identifying these opportunities to increase efficiencies and provide more flexibility to students. The motion was approved by vote.

IV. ADJOURNMENT

Having no further business to act on, President Clark adjourned the special meeting at 6:51 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