



ACCREDITATION EVIDENCE

Title: Board of Trustees Special Meeting –III. Recommended Action; A. New Business 1. Approval Budget Reduction Recommendations Page 2.

Evidence Type: Corroborating

Date: 28 January 2021

WAN: 22-0160

Classification: Minutes

PII: Yes

Redacted: No





Board of Trustees

SPECIAL MEETING MINUTES

January 28, 2021

Trustees Present:

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

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
Aaron Jensen
Angela Thatcher
Beth Gard
Burke Morin
Chuck Newberg
Danette Winn
Maik Pertermann
Eliza Morin
Jaqueline Monzon
Jennifer Baguma
John Thune
Kami Danaei
Kasey Damori
Kendra Meeker
Kristy Kauppi
Kyle Rossetti
Lisa Romero
Lusi Stephens
Melissa Martin
Nicole Castillon
Randy Goff
Russ Bates
Sarah Pauley
Sammi Pirooska
Stephanie Thompson
Michelle Schutten
Susie Rawlings
Tyler Johnson
Traci Lacock
Drew Beardall
Heather Pristash
Steve Cramer
Kandy Frink
Allyson Cross
Austin Cassel
Britney Lewis
Caleb Smith
Cindy Schultz
David Martin
Dana Pertermann
Greg Herold
Jennifer Stone
Jim Forbes
Jonathan Harwood
Karen Lackey
Kelsey Bensen
Kit Kofoed
Kurtis Wilkinson
Kyra Seppie
Luke Audette
Mark Rembacz
Molly McClure
Pete Candelaria
Rose Klein
Ryan Desmond
Shane Westfall
Stacie Lynch-Newberg
Steve Schutten
Steve Iriki
Teresa Shafe
DeeAnna Archuleta
Rob Jarosh
Kellie Salas
Pepper Brandt
Alex Nelson

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 6:01 p.m., Thursday, January 28, 2021, via Zoom video conferencing, President Regina Clark presiding.

B. Approval of Agenda

1. Treasurer Lorimer made a motion to approve the special meeting agenda as presented. The motion was seconded by Secretary Erramouspe. President Clark noted that action items may not be added to a special meeting agenda. The motion was approved by vote.

II. EXECUTIVE SESSION

Vice President Donaldson made a motion to recess the special meeting to enter into an Executive Session for legal issues. The motion was seconded by Treasurer Lorimer and was approved by vote. The special meeting was recessed at 6:01 p.m.

Trustee Eckman made a motion to reconvene the special meeting. The motion was seconded by Treasurer Lorimer and was approved by vote. The special meeting was reconvened at 6:20 p.m.

III. RECOMMENDED ACTION

A. New Business

1. Approval of Budget Reduction Recommendations

On September 10, 2020, Western's Board of Trustees declared a financial emergency due to a significant revenue shortfall caused by Wyoming's economic crisis. After eliminating and/or discontinuing 9 full-time positions and 1 part-time position for the FY20-21 and foregoing additional layoffs of occupied positions, Western projects a \$2.4 million deficit for its FY21-22 budget.

At a special Board meeting held on January 21, 2021, the President's Cabinet presented the Board with budget reduction recommendations to address this shortfall. Public comment was encouraged at that special meeting and employees were given the opportunity to speak after the Administration requested, and the Board approved, a temporary suspension of the policy that governs communications between the Board and College staff.

The President's Cabinet developed the recommendations through the use of two rubrics which were developed by teams with representatives from faculty and staff. The rubrics were used to score each program, department or area.

The President's Cabinet also utilized other considerations to inform decision-making, including but not limited to potential for consolidation with existing departments, employment status (initial or continuing contract), operating budget expenses, class fill rates, number of course offerings, additional use of adjunct faculty and enrollment trends. Employee performance was not a consideration.

Administration has provided supporting documentation on the budget reduction recommendations, including the populated Academic and Non-Academic program rubrics, enrollment reports and trends, department budgets, organizational charts and FY21-22 budget projections with proposed reductions.

Completion of student outcomes has been of paramount importance and plans are being finalized to ensure that these outcomes are not negatively impacted by the budget reductions. Advisors are already working closely with our students to ensure they have clear plans to complete their degree or certificate requirements.

There is no plan to discontinue cultural events on campus. Events such as guest speakers, colloquiums, art exhibits, and theatre productions will still be held.

The proposed reductions in math faculty would not eliminate opportunities for students to receive in-person assistance as the department will still have six full-time faculty members, one of whom will become the School Chair in May, maintaining teaching requirements.

The President's Cabinet is confident that these recommendations will position the college to continue to fulfill its mission through this economic crisis.

Recommendation:

To approve the FY22 budget reduction recommendations as presented.

Dr. Dale said the budget reduction recommendations were provided to the Board at their special meeting on January 21, 2021. Dr. Dale said these decisions are particularly difficult because Western has never had to enact layoffs or position eliminations. Dr. Dale went on to say that with the decline in state aid and local revenue, these hard decisions must be made to ensure the sustainability of the College. Dr. Dale asked Vice President Reynolds to provide updated information on the projected budget shortfall with the additional information received from the Wyoming Community College Commission. Vice President Reynolds said he was informed that our state allocation might be approximately \$300,000 more than originally projected but even with that increase, we will still have a deficit of approximately \$200,000 that will have to be taken from reserves. Trustee Eckman added that approximately 75% of Western's operating budget is dedicated to salaries and benefits. Dr. Dale said the recommendation for the potential increase in state aid is to use it to offset the amount that will need to be taken from reserves to balance the budget. Dr. Dale said that while she is presenting these recommendations with a heavy heart, the President's Cabinet is confident in the recommendations being made.

Treasurer Lorimer made a motion to approve the FY22 budget reduction recommendations as presented, including using any additional state aid to offset the remaining budget deficit. The motion was seconded by Secretary Erramouspe. Trustee Eckman made a motion to revise the language on the elimination of the planned salary adjustments resulting from the current salary study. Trustee Eckman said he would prefer that the word 'elimination' be replaced with 'temporarily suspended'. Dr. Dale said that section of the budget reduction information is simply a reiteration of the reductions that the Board approved at a special meeting on September 21, 2020. Trustee Eckman withdrew his motion. Treasurer Lorimer said

the decreases to benefits represents significant changes to all employees, saying that \$200,000 may not be enough for salary adjustments when the funding for those adjustments is available. Dr. Dale said the original amount earmarked for salary adjustments was \$500,000. Dr. Dale said employees will be asked to assume additional duties so we will need to ensure that salary adjustments are fair and equitable. Hearing no further discussion, President Clark called for the vote. The motion was approved with Trustee Hester-Croff voting 'Nay'. Trustee Hester-Croff said that Western's purpose is to educate and we must be transparent in order to thrive and survive. Trustee Hester-Croff said we have known since March of 2020 that these cuts would be necessary and we should have considered promoting dual enrollment, cutting the number of adjunct instructors, outsourcing services and reducing the cost of textbooks rather than cutting faculty.

President Clark thanked everyone who joined the special meeting. President Clark thanked those who made verbal comments at the January 21, 2021 special meeting and those that submitted written comments. President Clark said that the Board and the President's Cabinet have been open and transparent with how the recommendations were developed, as illustrated by the 22 documents publicly posted on BoardDocs. President Clark also said that these decisions were not made lightly but the Board realizes that the decisions are difficult to deal with. President Clark went on to say that when she served on the Board's search committee for the College President after Dr. Leach announced her retirement, they knew that funding would be decreasing significantly and that sustainability was being impacted with the continued enrollment declines over the last decade. President Clark said that Dr. Dale and her team did a great job of using data to make these budget reduction recommendations and she is confident that we can now focus on education and student success to provide an educated workforce that will help to turn Wyoming's economy around. President Clark also said that the Board recognizes that Western is an important part of the community and these decisions will ensure that we are able to continue with our mission in the face of these trying economic times.

IV. ADJOURNMENT

Having no further business to act on, President Clark adjourned the special meeting at 6:50 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