



ACCREDITATION EVIDENCE

Title: Board of Trustees Special Meeting: II ADMINISTRATIVE INFORMATION AND UPDATES A. Variance Request Submission Page 1.

Evidence Type: Corroborating

Date: 7 May 2020

WAN: 22-0163

Classification: Minutes

PII: Yes

Redacted: No





Board of Trustees

SPECIAL MEETING MINUTES

May 7, 2020

Trustees Present:

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

Also Present:

Dr. Kim Dale, College President
Dr. Cliff Wittstruck, Interim VP for Student Learning
Dr. Philip Parnell, VP for Student Services
Burt Reynolds, VP for Administrative Services
Joy Adams, Assoc. VP of Human Resources
Dr. Dustin Conover, Dean of Students
Linda Day
Rick Paravicini

Bill Formanek
Kandy Frink

Trustees Absent:

Dr. Veronica Donaldson, Secretary

NOTE: This meeting was held via Zoom Video Conferencing

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 6:02 p.m., Thursday, May 7, 2020, 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 Trustee Demshar and was approved by vote.

II. ADMINISTRATIVE INFORMATION AND UPDATES

A. Variance Request Submission

The Governor's latest COVID 19 directive granted authority to state and county health officials in determining the method and timing of reopening businesses and services in each county. The Wyoming Community College Commission provided a guideline for the phased reopening of the community colleges. In order to provide access to areas on the Rock Springs and Green River Campuses for Spring 2020 students to complete lab requirements, as well as conduct requested and much needed workforce testing, Western must submit a variance request. The request will be sent to county and state health officials who will review and either approve or require specified changes to the request. The variance request will be for the Rock Springs and Green River Center campuses, and will focus mainly on Spring 2020 completion. It will cover the time period from May 18 to July 5. The timeline includes a buffer to ensure we are able to respond to any delays in completing Spring requirements or workforce testing before students will be on campus to complete Summer 2020 requirements. The variance request provides detailed information on safety protocols that will be implemented,

information on the square footage of each space that will be used to ensure no less than 120 square feet per person, increased frequency of cleaning and disinfecting of occupied spaces, and contingency plans on how we would respond to any increased threat, change in social distancing requirements or other directives. The variance request was completed and approved by the COVID Crisis Team. This will be the first variance request with subsequent requests being anticipated. Administration anticipates the need to file a variance request in Uinta County for our students there, in addition to a request for Summer 2020 completions and possibly some program specific requests. Potential program specific requests would be needed for programs like Phlebotomy, which requires actual contact between the student and another person.

While Trustees are encouraged to provide feedback on the document, the variance approval falls under the authority given to the College President by the Temporary Powers resolution approved on March 26, 2020. The variance request was provided for informational purposes.

Dr. Dale provided an explanation of the variance request, saying that this request focuses on Spring 2020 completions with some allowance for workforce training and testing. Dr. Dale said the document is very comprehensive, saying that Interim Vice President Wittstruck used the template provided by the WCCC to build our request with members of the COVID crisis team providing content for the sections. Dr. Dale commended Interim Dean Wittstruck and the CCT for their work, saying it was a great collaborative effort. Dr. Dale went through some of the sections of the variance request including the safety protocols that will be in place. Dr. Dale said we will: restrict access to one door; perform health screening; provide personal protective equipment; and strictly adhere to all social distancing requirements. Dr. Dale said this variance will not include allowances for the majority of employees to return to campus, although there may be a need for additional custodial staff with the increased cleaning and disinfecting that will need to occur.

President Clark asked when the request will be submitted. Dr. Dale said it will be submitted tomorrow, adding that she wanted the Board to see the request before it was submitted. Dr. Dale added that Interim Vice President Wittstruck performed the majority of the work on the document, saying that it was done thoughtfully and is very detailed. President Clark commended Interim Vice President Wittstruck and the CCT for their work. Dr. Dale said this variance request will also serve as documentation for the HLC and for accountability. Vice President Erramouspe asked if the College has sufficient supplies of PPE. Vice President Reynolds said we were able to find alternate vendors for necessary items and should have enough supplies on hand by May 18. Dr. Dale added that the College is using 3-D printers to print face masks. Vice President Reynolds said the College has two 3-D printers that have been used to print face masks that are then donated to the Sheriff's office. Treasurer Lorimer asked if the variance includes a provision for community or civic groups to use the facility. Dr. Dale said that this variance is focused on student completion but community and civic group use will be addressed in a future request. Dr. Dale said that the building will remain closed to the public through July 5.

III. RECOMMENDED ACTION

A. Old Business

1. Second Reading, Emergency and Safety Planning

The current COVID-19 crisis has highlighted the immediate need for a Board policy regarding emergency and safety planning. The proposed policy was drafted by Dr. Sandra Veltri, the consultant hired to overhaul Western's policies and procedures. College legal counsel, the Emergency Operations Committee, the COVID-19 Crisis Team and the President's Cabinet have approved the drafts. The policy sets forth requirements on responding to various types of emergencies, communications with students, staff and the Board of Trustees, and endorses efforts to ensure the quality of occupational and community environments while participating in College sponsored activities and work-related activities. If approved, the policy would be in the 7000 series. The President's Procedure sets forth specific tasks to be undertaken and is provided for information only. Changes were requested by Trustees during the first reading. Those changes have been made.

Recommendation:

To approve the Emergency and Safety Planning Policy as presented and to affirm that the President's Procedure meets the intent of the policy.

Vice President Reynolds gave a brief explanation of the new Emergency and Safety Planning policy and procedure. Trustee Eckman made a motion to approve the Emergency and Safety Planning Policy as presented and to affirm that the procedure meets the intent of the policy. The motion was seconded by Vice President Erramouspe and was approved by vote.

B. New Business

1. Acceptance of CARES Act Grand Funding

The CARES Act Higher Education Emergency Relief Fund (HEERF) grant provides funding to institutions to help offset some of the expenses incurred as a result of COVID-19. The Act provides institutions some discretion on how to utilize these funds, the only statutory requirement is that at least 50% (\$362,621.00) must be reserved to provide emergency aid in the form of grants to students. The other 50% (\$362,621.00) may be retained by the institution to offset its costs related to COVID-19. The funds available for emergency student aid have very specific eligibility requirements.

Recommendation:

To accept the CARES Act HEERF grant funds in the amount of \$725,242.00; to give authority to spend the monies for the purposes specified in the grant, and to increase the federal fund by \$725,242.00.

Vice President Reynolds gave a brief explanation of the CARES Act grant funding. Treasurer Lorimer made a motion to accept the CARES Act HEERF grant funds in the amount of \$725,242.00, to give authority to spend the monies for the purposes specified in the grant and to increase the federal fund by \$725,242.00. The motion was seconded by Vice President Erramouspe and was approved by vote.

IV. ADJOURNMENT

Having no further business to act on, President Clark adjourned the special meeting at 6:22 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