



ACCREDITATION EVIDENCE

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Board of Trustees

REGULAR MEETING MINUTES

May 14, 2020

Trustees Present:

Regina Clark, President
Dr. Greg Erramouspe, Vice President
Dr. Veronica Donaldson, Secretary
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
Mark Neels
Linda Day
Derek Robinson
Jason Barnett
Molly McClure
Kandy Frink
Debbie Baker
Bill Formanek
Kasey Damori
Paul Johnson
Brian Marincic

Trustees Absent:

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, May 14, 2020, via Zoom video conferencing, President Regina Clark presiding.

B. Approval of Agenda

1. Trustee Eckman made a motion to approve the agenda as presented. The motion was seconded by Vice President Erramouspe and was approved by vote.

II. REPORTS

A. Senate

Dr. Mark Neels and Mr. Jason Barnett presented a brief report on behalf of the Senate. Mr. Barnett said Senate has continued to meet via video conferencing and has been discussing their role in resolving issues submitted via Agenda Item Request Forms (AIRF's). Dr. Neels said this is his first time speaking to the Board, and sadly almost his last day with Western. Dr. Neels thanked the Board and Dr. Dale for their support over the last year, saying he is taking a job as a high school teacher in Missouri because family health issues require moving to a lower altitude. Dr. Neels said he will be teaching for Western as an adjunct instructor for the fall semester. Dr. Dale thanked Dr. Neels for his contributions to Western, saying that she's glad that he'll continue to be an adjunct and he'll be missed.

Dr. Dale said that Mr. Barnett was named the Innovative Educator of the Year, saying that he will receive \$1,000 and state recognition for his achievement. The Board congratulated Mr. Barnett on his award.

B. Business and Industry Annual Report

Mr. Paul Johnson presented the annual report for the Business and Industry division. Mr. Johnson said there have been many successes in the division over the last year. Mr. Johnson said the Business Information Systems (BIS) program added e-commerce and web development courses. Mr. Johnson also said Ms. Jennifer Allen began teaching web development to strengthen the relationship between the BIS and Computer Information Systems (CIS) specialties. Mr. Johnson said the department also transitioned to the newest version of Microsoft Office in their Office application courses. Mr. Johnson reported that instructors attended various workshops and conferences as well as serving on advisory councils for high school educators. Mr. Johnson said the department will be preparing to offer more varied CTE courses in their programs. Mr. Johnson went on to say that the addition of full-time instructor Tammy Robertson in Computer Science will benefit the department immensely. Mr. Johnson reported that Ms. Beth Gard in the Business division attended the Community College Baccalaureate Association conference in preparation for the launch of our BAS degree. Mr. Johnson said that Ms. Gard also developed a 'Fast Track' certificate for business students. Mr. Johnson went on to say that Mr. Jim Forbes, also in the Business department, has been working to offer online textbooks to students through Cengage Publishing.

Mr. Johnson reported that the Plant Operations program has been successful, saying that 14 students were in the new program this year. Mr. Johnson said eight of those students were sent by their employers and four of the six non-industry students have already been offered jobs at one of the trona mines. Mr. Johnson reported that the Electrical and Instrumentation program continues to be successful. Mr. Johnson said one of the instructors will be returning to a career in industry, saying that unfortunately we cannot compete with the wages available in the field. Mr. Johnson reported that the number of graduates in the CDL program who successfully passed their licensure exam increased which is a testament to the new instructor, Matt Henley. Mr. Johnson said the Diesel program continues to be successful with instructor Beau Murray. Mr. Johnson reported that Jeff Braegger in the Welding program will be retiring this year and Mr. Richard Paravicini will be the new full-time instructor. Mr. Johnson concluded his report with the Oil and Gas program, saying that enrollment has declined in that program. Mr. Johnson said enrollment in that program mimics the economic climate surrounding the industry which is currently in a decline. The Board thanked Mr. Johnson for his report.

C. Mustang Success

Dr. Molly McClure presented the annual report for Mustang Success. Dr. McClure thanked Dr. Dale and Administration for negotiating an exit for the Navigate software, saying that it was a relief to be able to move on to tools that met our needs. Dr. McClure also thanked Mr. Derek Robinson and his team for their repeated attempts to fix the problems. Dr. McClure reported that Ms. Peg Larson continues to strengthen our transfer initiatives to help students transfer in and out of Western. Dr. McClure also said that Ms. Teresa Shafe had completed planning and preparations for the career fair but the event was cancelled due to COVID. Dr. McClure said the hope is to be able to

reschedule that once it is safe to do so. Dr. McClure went on to say that Ms. Daisy Moore is working on the early alert program and developing a more frequent and positive communication plan for those students. Dr. McClure said students respond better to positive communications. Dr. McClure said Ms. Brenda Haskins has been supporting the Mustang Success office while also volunteering for tasks in Mustang Central. Dr. McClure said that she is currently focusing on possible changes to the established degree pathways and using retention data as part of her work with strategic enrollment management.

Trustee Eckman asked for clarification on the portion of Dr. McClure's written report regarding incentivizing international recruitment. Dr. McClure said that institutions are not allowed to reward current students for recruiting their countrymen so we provide alumni with an incentive to encourage their friends and family to attend Western. The Board thanked Dr. McClure for her report.

D. Western Celebrations

Dr. Dale said she would like to play the employee recognition video that was presented to employees during a Town Hall meeting earlier today. Associate Vice President Adams played the video. Dr. Dale said she also presented her first annual 'President's Atlas Award', which will be given to the individual and/or department that 'holds up Western's world'. Dr. Dale said she is actually giving two awards this year, saying that Mr. Derek Robinson and the ITS Department, and Ms. Kasey Damori and the Outreach Department both received awards. Dr. Dale said these two leaders, and their teams, have truly carried the weight of Western's world through an unprecedented situation. Dr. Dale said our efforts to ensure our students educational continuity, and our business continuity, would not have been possible without these outstanding employees. President Clark congratulated Mr. Robinson and Ms. Damori, and their teams, saying that the awards are well deserved.

III. PUBLIC COMMENT

A. Individuals or Visiting Delegations

None

B. Questions from the Media/Public

None

IV. ADMINISTRATIVE INFORMATION AND UPDATES

A. President's Listening Session and Outreach Report

Dr. Dale said that Ms. Kasey Damori, Director of Outreach, has prepared a summary report of the President's Listening Sessions and Outreach visits. Ms. Damori thanked the Trustees who traveled to the different sessions. Ms. Damori also thanked Mr. John Freeman for his frequent attendance and Ms. Brooke Quintrall for her invaluable assistance at each session. Ms. Damori said the visits were conducted during the Fall, 2019 semester and were very well received by our Outreach communities. Ms. Damori said the visits helped to solidify the relationships with our service area, saying that sessions were held in 12 communities and featured meetings with Outreach and BOCES personnel, school district administration and business/community members. Ms. Damori said themes emerged as the visits continued, such as a need for Western to be more visible in those communities and a desire for more dual and concurrent courses. Ms. Damori said the information gathered from the sessions was used to

develop a list of opportunities and potential programs to respond to the needs in our service area. Ms. Damori presented a list of next steps, saying that Dr. Dale has committed to visiting each of these communities again during the 2020-21 academic year. Ms. Damori said information gathered from these sessions, as well as the next sessions, will be used to inform our strategic and academic master plans. Ms. Damori said that Dr. Dale has also directed Mr. Bill Formanek, Director of Workforce Development, to start actively visiting industry leaders in our service area to engage in conversations about expanding our workforce development offerings in those communities. President Clark said she attended several sessions, saying that the feedback was very positive and it was exciting to be a part of that. Trustee Eckman said he also attended several of the sessions and the communities were happy to have us there. Trustee Eckman also said he hopes the crisis does not delay the return visits. Dr. Dale said that sessions could possibly be conducted via video conferencing if that was necessary. The Board thanked Ms. Damori for the report.

B. Tentative FY2021 Budget

Vice President Reynolds asked Associate Vice President Baker to provide information on the FY2021 Tentative Budget. Associate Vice President Baker began with a table with the Board's portion of the budget. Associate Vice President Baker noted that the total projected budget for the Board was subject to the 10% cut mandated by Governor Gordon. Associate Vice President Baker said the College uses pooled accounts in each department to allow for greater flexibility within the specific budget. Associate Vice President Baker said a tentative total of \$72,771.00 is being budgeted for FY2021. Trustee Eckman said the Board will need funds to attend conferences and meetings, along with advertising. Associate Vice President Baker said the Board will have the flexibility to use their budgeted funds however they need, saying that budgeting a specific dollar amount for travel, and another for advertising, would require account adjustments to move money from one line item to another if one line item is over expended. Associate Vice President Baker said charges are still assigned to each line item code, referring to the column with the actual FY2020 figures. Trustee Honaker said the Board is obligated to pay dues and memberships, some of which are fixed and are not optional. Associate Vice President Baker said the required memberships and dues are included in the total shown in the pooled account. Trustee Honaker asked for clarification on what kind of advertising the Board pays for. Associate Vice President Baker asked for a moment to pull that information. Ms. Frink asked to speak, saying that she could provide that information. Ms. Frink said the annual dues are all reflected in the actual to date figure, saying that the WACCT dues are \$20,500 per year and ACCT dues are approximately \$5000 per year. Ms. Frink said the Board also pays a yearly fee for BoardDocs. Ms. Frink said the advertising line item is used for legal ads for Board meetings and notices of Board vacancies in addition to public hearing notices for the mill levy, budget adoption and budget transfers. With no further questions or comments on the Board's tentative departmental budget, Associate Vice President Baker moved onto the full budget.

Associate Vice President Baker went through the estimated revenues and expenditures for FY2021, saying that the revenue estimates will likely change between now and when the final budget is presented for Board approval in July. Trustee Eckman said the Board and Administration have a standing agreement that the Board will be provided with a list of all planned expenditures between \$15,000 and \$49,999.

Trustee Eckman said the Board will expect to see that listing when the final budget is presented in July.

President Clark thanked Associate Vice President Baker and Vice President Reynolds for their work on the budget, saying that the continued cuts to local revenue and state aid present difficult challenges.

B. Quarterly Financial Report

Vice President Reynolds presented the quarterly financial report for the period ending March 31, 2020. Vice President Reynolds said the majority of departments have expended approximately 75% of their annual budget as is expected at this point in the fiscal year.

C. President and Staff Updates

Dr. Dale said the WCCC meeting will be held on June 4, with workshop sessions on June 3. Dr. Dale said some of the commissioners and WCCC staff will be on campus while the majority of participants will connect via video conferencing. Dr. Dale said that she and Board President Clark will attend in person. Dr. Dale said Dr. Sandra Caldwell, WCCC Executive Director, asked that part of the meeting be held in person to highlight our facility. Dr. Dale said all persons attending on campus will go through the safety protocols before being able to continue on to the meeting room.

Dr. Dale said the Board retreat will be held on June 17, saying that the agenda is still being developed and the logistics are being discussed.

Dr. Dale said she anticipates announcing the new Vice President for Student Learning, pending Board approval, next week. Dr. Dale commended the PSB for their work, saying that the three candidates chosen to complete the full interview process were all very qualified.

Vice President Parnell asked that Dr. Conover provide an update on the plans for commencement. Dr. Conover said commencement will be done differently this year due to COVID19, saying that all activities will be held on June 27. Dr. Conover said the Nurse's Pinning will be held at 10am, the main ceremony will be at 1pm and the HiSet/ABE ceremony will be at 4pm. Dr. Conover said the ceremonies will be a combination of videos and photos, with a simultaneous radio broadcast on Mustang Radio. Dr. Conover said graduates and family members will be encouraged to come to campus and honk for their graduate when their name comes up. Dr. Conover said graduates will be allowed to take photos with the Mustang letters and will be asked to park so that an empty parking space is left between each vehicle. Dr. Conover said the main ceremony will have a parade after the ceremony broadcast concludes, saying that the parade will make one loop from College Drive down to Dewar, over to Gateway and back to College Drive. Vice President Parnell added that the Outstanding Graduate will have a sign on their car in recognition of their achievement. Vice President Parnell commended Dr. Conover and his team for their work on the commencement ceremonies, saying that they've done an outstanding job with the planning with the challenges presented. President Clark commended Dr. Conover and his team, saying they've done a great job.

Vice President Parnell said that he was contacted by a university in Oklahoma regarding the consistently high gpa of our athletic teams. Vice President Parnell said

we have five teams with average gpa's over 3.0 and the university was interested in learning how we've help those student athletes achieve that average. President Clark commended Vice President Parnell on the achievement, saying that it is impressive to know a large university is interested in our methods.

Vice President Reynolds said that thanks to Associate Vice President Baker, we have a method to distribute the CARES Act funding to the students, saying that 38 of our applicants are eligible for the funding. Vice President Reynolds said we anticipate being able to distribute these funds to approximately 500 students and Administration continues to search for additional funding resources for our students. Vice President Reynolds said receipt of the institutional portion of the funding has been delayed due to an error in the submission form but the error has been corrected and Western should receive its share of funding soon. Associate Vice President Baker said the checks for the 38 eligible students were sent out today. Vice President Erramouspe asked how much funding Western will receive in the institutional portion. Vice President Reynolds said we will receive just over \$361,000 that can be used to offset expenses directly related to COVID19.

V. BOARD INFORMATION AND UPDATES

A. Trustee Questions and Topics

President Clark said the WACCT officers will meet at 2pm on June 4, saying that the WCCC meeting is expected to conclude at noon. President Clark said the WACCT meeting will be held via video conference.

B. 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

C. Calendar of Future Events

May 14 6:00 p.m.	Regular Board of Trustees Workshop Zoom Video Meeting
May 14 7:15 p.m.	Regular Board of Trustees Meeting Zoom Video Meeting
May 18	Summer Hours Begin
May 25	WWCC Holiday – Memorial Day
June 4	WCCC Meeting – Rock Springs Hybrid of Zoom and In-Person
June 11 6:00 p.m.	Regular Board of Trustees Workshop Zoom Video Meeting
June 11 7:15 p.m.	Regular Board of Trustees Meeting Zoom Video Meeting

June 17 TBA	Board of Trustees Retreat Zoom
June 27 10:00 a.m.	Nurse's Pinning Virtual/Interactive Ceremony
June 27 1:00 p.m.	Commencement Virtual/Interactive Ceremony
June 27 4:00 p.m.	HiSet Graduation (GED) Virtual/Interactive Ceremony
July 2	WWCC Holiday – Independence Day
July 15 6:00 p.m.	Regular Board of Trustees Workshop TBA
July 15 7:15 p.m.	Regular Board of Trustees Meeting TBA

VI. MINUTES

A. Approval

1. Treasurer Lorimer made a motion to approve the minutes of the March 26, 2020 special meeting as presented. The motion was seconded by Trustee Eckman and was approved by vote.
2. Secretary Donaldson made a motion to approve the minutes of the April 9, 2020 regular meeting as presented. The motion was seconded by Trustee Demshar and was approved by vote.
3. Treasurer Lorimer made a motion to approve the minutes of the April 29, 2020 special meeting as presented. The motion was seconded by Trustee Honaker and was approved by vote.

VII. FINANCIAL REPORTS/TRANSACTIONS

A. Clearing Accounts and Electronic Funds Transfers

Treasurer Lorimer moved to ratify the Clearing Accounts as designated in the amount of \$1,764,696.26 and the Electronic Transfers as designated in the amount of \$304,958.44 for a grand total ratification of \$2,069,654.70. The motion was seconded by Trustee Eckman and was approved by vote.

<u>Clearing Accounts</u>	<u>Warrant Nos.</u>	<u>Amount</u>
Vouchers	308616 through 308723	\$753,796.34
ACH Payments*	E00005761 through E00005783	
TIAA CREF		\$118,063.06
Advices	067465 through 067904	<u>\$892,836.86</u>
Total – All Clearing Account Warrants		\$1,764,696.26

*=included in Vouchers Total

Electronic Funds Transfers

Payroll Tax Payments to I.R.S.

<u>From</u>	<u>To</u>	<u>Amount</u>
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US Bank A/C# 147497000116	EFTPS-CHICAGO USATAXPYMT	\$304,958.44
<u>Credit Card Payments to US Bank Corporate Payment System</u>		
<u>From</u>	<u>To</u>	<u>Amount</u>
US Bank A/C# 147497000116	EFT US Bank CC Payments	0.00
<u>Bank to Bank Transfers</u>		0.00
<u>Investment Transfers</u>		0.00
Total Electronic Funds Transfers		<u>\$304,958.44</u>
GRAND TOTAL FOR BOARD RATIFICATION		<u>\$2,069,654.70</u>

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

VIII. RECOMMENDED ACTION

A. Old Business

1. None

B. Consent Agenda

1. None

C. New Business

1. Approval of Real Estate Brokerage Contract

The contract with Southwest Real Estate, LLC of Rock Springs, WY for commercial real estate brokerage services has expired. In October 2019, we released a request for proposals (RFP) for commercial real estate brokerage services, which were due by December 9, 2019. Three proposals were received from: ReMax Mountain Realty – James Lever, Rock Springs, WY; Marcus & Millichap/Home Smart CH4 Realty Group – Brian Marincic, Denver, CO with local representation and; Colliers International, Steve Thain, Salt Lake City, UT. During this period of time, the scope of services changed when we eliminated Aspen Mountain Hall from the property listing, so Administration released a second request for proposals (RFP) in February 2020 which were due by March 19, 2020. Two proposals were received during the second request from ReMax Mountain Realty – James Lever, Rock Springs, WY and Marcus & Millichap/CH4 Realty Group – Brian Marincic, Denver, CO with local representation. To evaluate the proposals that were received, the Board Real Estate Committee used the criteria listed in the RFP:

- Proven ability to market and close commercial real estate property
- Scope and quality of the services
- Proposed Commission rate
- Thorough, relevant, and organized responsiveness to RFP
- Evidence that the Brokerage Firm is currently licensed and registered in the State of Wyoming and maintains Professional Liability Insurance

- Responses from references

Based on the evaluation criteria, results of analysis, and after negotiating the commission rate, the Board Real Estate Committee is recommending to award a contract to co-brokers Marcus & Millichap/CH4 Realty for a term of one year.

Recommendation:

To award a one-year contract to co-brokers Marcus & Millichap Real Estate Investment Services of Atlanta, Inc. and CH4 Realty Group of Rock Springs, WY, as described.

Vice President Reynolds gave a brief explanation of the proposed real estate brokerage contract and thanked the Board Real Estate Committee for their work in reviewing the proposals. Treasurer Lorimer made a motion to award a one-year contract to co-brokers Marcus & Millichap Real Estate Investment Services and CH4 Realty Group as described. The motion was seconded by Trustee Honaker and was approved by vote.

2. Approval of Bid Quotations, Access Control System Upgrade Project

At the February meeting of the Board of Trustees, the Board authorized the Administration to solicit bids for the Access Control System Upgrade Project. Life safety is always a foremost concern for Administration to keep students and employees safe while on campus. When safety issues were discovered and reported in the 2015 Security Audit, research began to address the issues that were identified. One of the great concerns was door access controls at the Rock Springs Campus and Green River Center. As a reminder, the current access controls system has software issues, limited abilities to lock and unlock doors and limited coverage/control where some areas are not monitored and/or programmed at this time. The engineering estimate at the time of design was approximately \$650,000 for both the RS Campus and GRC. Major maintenance funds have been budgeted for this project. Bids were opened on Wednesday, April 15, 2020 with one company returning a bid. Five security firms and three electrical companies (subcontractors) attended the pre-bid meeting on Thursday, March 12, 2020. Investigation ensued when only one bid was returned for the project. It was discovered that one firm was not able to obtain certification in time to bid/perform the project, one firm was not comfortable submitting a bid amid the COVID-19 uncertainties, one firm's schedule was too busy at this time to submit a bid and the last firm stated that they did not have the manpower for this large of a project. The only bid received was from Convergent Technologies in West Valley City, UT at an amount of \$717,144.17 which includes \$60,000 in contingency funds, if needed. The contracted design firm for this project, BNA Consulting, reviewed the proposal extensively and thoroughly, and has recommended that the bid be accepted. A recommendation letter from the design firm was provided to Board members.

Recommendation:

To accept the bid from Convergent Technologies of West Valley City, UT in the amount of \$717,144.17 to perform the Access Control System Upgrade Project per bid specifications.

Vice President Reynolds said this project would use major maintenance funding, saying all major maintenance projects have been put on hold by the legislature. Vice President Reynolds said Administration will need to submit an exception request to complete the project. Vice President Erramouspe made a motion to accept the bid from Converjint Technologies for the Access Control System Upgrade Project as described. The motion was seconded by Trustee Demshar and was approved by vote.

3. Approval of Retirement Contribution Increase

Effective July 1, 2014, the College contributed the full contribution amount of 16.62% for the full-time and benefitted part-time employees and 8.25% for non-benefitted part-time employees. This amount continued through August 31, 2018. Enrolled Act No. HEA No. 0065 passed in the State of Wyoming 64th Legislature and was signed by the Governor on March 16, 2018. The act provided for a total 2% increase in contribution rates – 1% in employee and 1% in employer – which will be fully effective July 1, 2021. The act phased in the new rates as follows: The employee and the employer contribution rates were each increased by 0.25% on September 1, 2018, July 1, 2019, and will be increased again on July 1, 2020 and July 1, 2021. As approved by the Board on May 9, 2019, effective July 1, 2019, the College absorbed the Phase II increase of 0.25% in the employee contribution rate and the increase of 0.25% in the employer contribution rate. Currently, the College contributes the full 17.62% for full-time and benefitted part-time employees and contributes 8.87% for non-benefitted part-time employees. Although it is too early to forecast a recommendation for July 1, 2021, for now, the College wishes to absorb the third phase of the increase on July 1, 2020. The cost of absorbing the third phase increase of 0.25% will be approximately \$40,000 each for the employee and employer contributions.

Recommendation:

To absorb the third phase of the retirement plan increase of 0.25% on July 1, 2020, on the employee and employer contribution rates.

Vice President Reynolds gave a brief explanation of the retirement contribution increase, saying that the total cost for the increase will be \$80,000 per year. Trustee Eckman made a motion to absorb the third phase of the retirement plan increase as described. The motion was seconded by Treasurer Lorimer and was approved by vote.

4. Approval of Employment Contract, Enterprise Resource Planning and Information Systems Administrator

The Human Resources Office conducted a national search commencing in February 2020, to fill the position of Enterprise Resource Planning and Information Systems Administrator. The Human Resources Office received seven completed applications for this position. The Professional Standards Board conducted three virtual interviews and three on-campus interviews. The Professional Standards Board recommends that Ms. DeeAnna Archuleta be offered the position. Ms. Archuleta holds an Associate of Science in Business Administration from Western and an Associate of Arts in Education from

Northern Wyoming Community College District. She is currently enrolled in a Bachelor of Business Administration program with the University of Wyoming. Ms. Archuleta has been employed with Western since 10/2006. She has held the position of Federal Financial Aid Specialist/Financial Aid Assistant since 12/2012, and previously held the positions of Financial Aid Assistant from 04/2007 to 12/2012 and Theatre Office Assistant from 10/2006 to 04/2007. Prior to joining Western Ms. Archuleta worked with Panhandle Community Service as an Office Manager, a Head Start Teacher, and an Office Assistant. Ms. Archuleta also worked with the University of Wyoming as an Office Assistant, and with Sheridan College – Gillette campus as a Financial Aid Assistant. Ms. Archuleta's proposed contract details would be as follows: Annual Salary, \$50,000 for a 12-month contract; Fund, Unrestricted Operating Fund; Rank, N/A; Column Placement, N/A.

Recommendation:

To offer Ms. DeeAnna Archuleta employment contracts for the period June 12, 2020 – June 30, 2020, and also for the period July 1, 2020 – June 30, 2021, for the position of Enterprise Resource Planning and Information Systems Administrator.

Vice President Reynolds gave a brief explanation of the proposed employment contract. Trustee Eckman made a motion to offer an employment contract for Ms. DeeAnna Archuleta for the remainder of this fiscal year, and an additional employment contract for the 2021 fiscal year, as described. The motion was seconded by Trustee Honaker and was approved by vote.

5. Approval of Computer Purchase

Each year the Information Technology department (IT) replaces a portion of the computers on campus to maintain a healthy balance of computer operations. This year, Microsoft has ended the support for Windows 7 and required compliance to remove all Windows 7 machines from our network by the end of June 2020 as part of the terms of the Campus Enrolled Agreement contract. To accommodate this transition, IT is upgrading or replacing machines that cannot be upgraded to, or have installed already, Windows 10. IT is also decommissioning numerous computers that are not used significantly as determined by our statistical software. IT seeks approval to purchase 50 Dell computers to ensure that we remain compliant and technology-ready. We have evaluated Lenovo, ByteSpeed, and Dell for enterprise-grade machines and through our own testing as well as overwhelming feedback from our clients, Dell was the number one pick in all categories including cost. IT has worked directly with Dell to secure the best possible funding as a preferred source vendor in pricing (no value added reseller, a.k.a. "middle man"). Board members were provided with a detailed quote of the purchase.

Recommendation:

To accept the quote from Dell and authorize IT to purchase 50 configured Dell computers and 50 Dell monitors in the amount of \$57,000.00 as described.

Vice President Reynolds asked Mr. Derek Robinson to present this item. Mr. Robinson gave a brief explanation of the proposed computer purchase.

Secretary Donaldson made a motion to accept the quote from Dell and to purchase 50 computers and monitors as described. The motion was seconded by Trustee Honaker. Treasurer Lorimer asked if the College is able to sell the decommissioned computers. Mr. Robinson said yes, the computers are erased of all information and programming and then sold during Western's obsolete sale. Mr. Robinson said we also use a recycler when computers cannot be sold to the public which provides a modest salvage price. The motion was approved by vote.

IX. EXECUTIVE SESSION

A. Executive Session - Legal/Personnel

President Clark asked if an Executive Session would be necessary. Dr. Dale said no.

X. ADJOURNMENT

Having no further business to act on, President Clark adjourned the regular meeting at 9:19 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