



ACCREDITATION EVIDENCE

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Board of Trustees

REGULAR MEETING MINUTES

April 8, 2021

Trustees Present:

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

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
Traci Lacock
Karen Lackey
Caleb Smith
Steve Iriki
Amy Galley
Derek Robinson
Chris Propst
Kandy Frink
Ryan Desmond
John Reynolds
Jenny Daniel
Jeremy Weber
Dorothy Harton
Bill Formanek
Heidi Brown

Trustees Absent:

None

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 7:30 p.m., Thursday, April 8, 2021, in Board Room 3060, Rock Springs Campus, President Regina Clark presiding.

B. Approval of Agenda

1. Secretary Erramouspe made a motion to approve the agenda as presented. The motion was seconded by Treasurer Lorimer and was approved by vote.

II. REPORTS

A. Student Government Association

Mr. Ryan Desmond provided a brief report on the activities of the SGA. Mr. Desmond invited the Trustees to attend the annual SGA Awards ceremony on April 29. Mr. Desmond reported that the SGA is continuing to work on their legacy projects, saying that they are providing the Children's Center with iPads and plan to purchase a privacy wall for Wellbeing & Accessibility. Mr. Desmond said the Student Storehouse continues to be a success, saying that they have helped dozens of students since it opened. Mr. Desmond encouraged the Trustees to attend a performance of *Romeo and Juliet*. The Board thanked Mr. Desmond for his report.

B. WWCC Senate

Mr. Chris Propst presented a brief report on behalf of the Senate. Mr. Propst recited the two purpose statements of the Senate. Mr. Propst reported that a list of questions

on the budget cuts were sent to Dr. Dale and Dr. Dale provided responses which were discussed in the Senate. Mr. Propst also said that the Senate sent a response to Dr. Dale after reviewing her responses to the questions. Mr. Propst went on to say that employees are no longer allowed to lodge complaints on other employees through the Maxient reporting system, although the Senate's Agenda Item Request Form (AIRF) is still available for that purpose. Mr. Propst said the AIRF cannot be submitted anonymously, noting that at least one Senate member must be privy to the name of the person submitting the AIRF to allow for any necessary follow up. Mr. Propst reported that the Senate had been working on revisions to the policy governing committee formation but has tabled further work to avoid duplication with anticipated changes to that process. Mr. Propst said that Ms. Susie Rawlings has been re-elected as the Senate Secretary and he will be the incoming Vice-Chair. The Board thanked Mr. Propst for his report.

C. Health Sciences and Wellness Annual Report

Ms. Heidi Brown, Chair of the School of Health Sciences and Wellness, presented the annual report for the School. Ms. Brown reported that several staffing changes have occurred, adding that Ms. Codi Alderson will be completing a Doctorate degree soon and Ms. Sarah Corhn received her Masters Degree in Nursing. Ms. Brown said the pandemic created some challenges but also resulted in the Nursing and EMT programs receiving new equipment and creating new learning opportunities for students. Ms. Brown said some program changes have been proposed in the School which she hopes will be approved by the Fall, 2021 semester. Ms. Brown went over enrollment figures and graduation rates for the School. President Clark congratulated Ms. Brown on the achievements of the School, saying that she is doing a wonderful job in a discipline that is critical for our community. Trustee Eckman said the simulators are fascinating and asked if local law enforcement and highway patrol officers receive this type of training. Trustee Eckman said that those groups might be potential students for the College. Ms. Brown said we would have the capacity to recruit additional students once we have the physical space to expand. The Board thanked Ms. Brown for her report.

D. Math and Science Annual Report

Ms. Dorothy Harton, Interim Chair of the School of Math and Science, presented the annual report for the School. Ms. Harton said she was named as the Interim Chair approximately 13 months ago, just before the pandemic hit. Ms. Harton said it has been a whirlwind since then but the faculty were resilient and stepped up to embrace the challenges presented which is a testament to their dedication. Ms. Harton said the faculty have worked hard to ensure the level of rigor in their courses remains high. Ms. Harton commended the Center for Teaching, Learning and Innovation and Information Technology Services for making it possible for instruction to continue during our transition to online instruction. Ms. Harton reported that significant staffing changes will be made, saying that this School was heavily impacted by the budget cuts. Ms. Harton said some programs were consolidated and some programs were eliminated. Ms. Harton reported that Ms. Sarah Pauley will be the new School Chair, saying that she will do an excellent job. Ms. Harton also said that Dr. Bud Chew, Dr. David Tanner and Dr. Josh Holmes have been instrumental in significant increases in our INBRE grant funding, saying the funding has allowed new equipment purchases and provided funding for other needs as well. Ms. Harton said the INBRE grant provides research opportunities for our students that are not normally seen in community colleges. Ms.

Harton recognized several instructors, including Ms. Sarah Pauley who was named as the Vice President of the regional American Mathematical Association of Two-Year Colleges (AMATYC) for the second time. Ms. Harton reported that the annual Undergraduate Research Day will be held on April 14 and the annual 'Run with Sandy' event will be held on May 1st. President Clark thanked Ms. Harton for her report. Dr. Dale added that Ms. Harton will be retiring this year after 25 years of service, saying that her recognition is well deserved.

E. Western Celebrations

Dr. Dale reported that a blog has been launched on the website and encouraged Trustees to read the entries. Dr. Dale also said Western recently received two additional awards, saying that we were recognized as one of the Top Online Community Colleges as well as being named as having some of the Best Affordable Online Degrees in the USA by Best Value Schools. Dr. Dale said Western was better prepared for the transition to online instruction during the pandemic, and commended Ms. Kasey Damori, her team and all faculty for their outstanding performance with the challenges presented. Dr. Dale reported that the Wrestling team won the District Championship and will be competing in the National Championship tournament. Dr. Dale also reported that individual wrestlers achieved high academic awards and Coach Art Castillo was named as the Coach of the Year. Dr. Dale also said the team achieved an impressive team GPA at 3.3 and will be eligible for team academic recognition. Dr. Dale reported that the other athletic teams are also doing well, noting that the Women's Soccer team is nationally ranked for the first time in Western's history. Dr. Dale commended the Volleyball team for persevering after the death of a teammate, adding that they accumulated the highest amount of community service hours of any of our athletic teams. President Clark congratulated all the athletes for their achievements.

III. PUBLIC COMMENT

A. Visiting Delegations
None

B. Questions/Media/Public
None

IV. ADMINISTRATIVE INFORMATION AND UPDATES

A. President and Staff Updates

Dr. Dale said the legislative session has concluded, saying the session resulted in numerous changes. Dr. Dale reported that House Bill 121, regarding Capital Construction, passed both the House and the Senate, and the Governor has signed the bill. Dr. Dale said Western's HVAC funding was included in that bill so we will be able to move forward with critical repairs to our systems. Dr. Dale said many legislators were steadfast in their support for Western. Dr. Dale also said House Bill 165, Wyoming's Tomorrow, was combined with another initiative, Earn While You Learn, although the combined bill was ultimately unsuccessful. Dr. Dale reported that the Gillette College proposal passed the House and the Senate and has been signed by the Governor, noting that the next step is for the proposal to go to the voters. Dr. Dale said the legislature is planning a special session in July to determine how the most recent round of C19 relief funds will be disseminated. Dr. Dale said she believes that sustainable funding will also be discussed during that special session. Dr. Dale

went on to say that a press release regarding the American Rescue Plan (ARP) funding indicated that the Governor's top priorities will be Health and Social Services, Education and Workforce, and Economic Diversity and Economic Development in disbursing those funds.

Vice President Reynolds reported that Western received the second round of the Higher Education Emergency Relief Fund (HEERF II) funding, saying that we will receive approximately \$7 million. Vice President Reynolds said some of that funding is designated for students and the rules have been relaxed on the institutional portion which will allow Western to recover some of the lost revenue and expenses that were not allowed in the first round of HEERF funding. Vice President Reynolds also said Western will receive approximately \$3 million in American Rescue Plan funding, saying that half of that funding is earmarked for students which will provide a significant benefit to our students.

B. COVID-19 Update

Dr. Dustin Conover provided an update on Western's COVID numbers for both students and employees. Dr. Conover reported that we have received a total of 142 reports from employees, 44 of which have been in the current semester. Dr. Conover reported that the 40 employees who tested positive have since recovered. Dr. Conover also said we currently have four positive cases in employees, two of which will be recovered tomorrow. For student numbers, Dr. Conover reported that nine additional students were quarantined since the March report, saying that four of those tested positive with three having since recovered and one still in isolation off campus. Dr. Conover went on to say that five of those students quarantined ultimately tested negative for the virus. Dr. Conover said six of the nine students live on campus, including four athletes, and three students live off campus. Dr. Conover reported that the surveillance testing will be continued through the end of the semester with nine more testing sessions scheduled. Dr. Conover said that 2,029 tests have been administered since December 28, 2020 with 42 of those being positive, which equates to a 2.07% positivity rate. President Clark commended Dr. Conover and the Administration, saying that the low numbers are awesome.

V. BOARD INFORMATION AND UPDATES

A. Trustee Questions/Topics

Trustee Eckman encouraged everyone to attend the Undergraduate Research Day on April 14, saying that it is a worthwhile experience. Trustee Eckman congratulated Dr. Bud Chew and Ms. Janice Grover-Roosa for their work in holding the annual event. Trustee Hester-Croff said she developed and implemented the annual research event and Ms. Grover-Roosa took over for her when she left Western.

President Clark said she has been participating in the Higher Learning Commission's (HLC) annual conference this week and thanked Dr. Dale for encouraging her to attend. President Clark said the conference has been very educational and the HLC President said that colleges are the thought leaders for change in the areas of diversity and inclusion. President Clark said we are part of that change.

Trustee Hester-Croff said she recently participated in the American Association of Community College Trustees (ACCT) Governance Leadership Institute.

B. BOCES Reports

Vice President Donaldson said the Sweetwater BOCES audit is now complete. Vice President Donaldson said the audit was favorable. Vice President Donaldson said the BOCES plans to hold classes as normal for the summer and recently implemented an online registration platform.

Trustee Eckman said the Carbon County BOCES Board discussed news that is both wonderful and terrible. Trustee Eckman said the BOCES spends 22% of its mill levy revenue on the dual and concurrent programs in Carbon County, which is great for students but a significant burden for the BOCES to shoulder. Trustee Eckman said further discussions will need to be held to develop recommendations on changes to the program, including potentially using Hathaway Scholarship funds to finance the programs. Trustee Eckman said the programs are important for the students and also for Western and it would be devastating to have to cut back on those programs.

C. Topics for Future Workshop Agendas

- Outreach/Listening Session Report
- Shared Governance
- Diversity, Equity and Inclusion
- Dual/Concurrent Enrollment
- Erin Taylor, Taylor Strategies and Consulting
- Academic Leave Reports
- Accreditation

Dr. Dale said the Strategic Plan and Key Performance Indicators (KPI's) will be discussed at the May workshop.

Trustee Hester-Croff asked that Organizational Culture and Improvement be added to the list.

D. Calendar of Future Events

April 8 5:30 p.m.	Regular Board of Trustees Dinner Board Conference Room 3071
April 8 6:00 p.m.	Regular Board of Trustees Workshop Board Conference Room 3071
April 8 7:15 p.m.	Regular Board of Trustees Meeting Board Room 3060
April 15 TBD	WCCC Meeting Casper
May 8 11:00 a.m.	Nurse's Pinning Rushmore Gymnasium
May 8 4:00 p.m.	HSEC Graduation Theatre
May 8 7:00 p.m.	Commencement Rushmore Gymnasium
May 13 5:30 p.m.	Regular Board of Trustees Dinner Board Conference Room 3071

May 13 6:00 p.m.	Regular Board of Trustees Workshop Board Conference Room 3071
May 13 7:15 p.m.	Regular Board of Trustees Meeting Board Room 3060
May 31	WWCC Holiday – Memorial Day
June 10 5:30 p.m.	Regular Board of Trustees Dinner Board Conference Room 3071
June 10 6:00 p.m.	Regular Board of Trustees Workshop Board Conference Room 3071
June 10 7:15 p.m.	Regular Board of Trustees Meeting Board Room 3060
June 10 TBD	WCCC Meeting Riverton

VI. MINUTES

A. Approval

1. Treasurer Lorimer made a motion to approve the minutes of the March 11, 2021 Regular meeting as corrected. The motion was seconded by Trustee Eckman and was approved by vote.
2. Secretary Erramouspe made a motion to approve the minutes of the March 25, 2021 Special meeting as presented. The motion was seconded by Vice President Donaldson 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 for a grand total ratification of \$2,887,877.08. The motion was seconded by Trustee Eckman and was approved by vote.

<u>Clearing Accounts</u>	<u>Warrant Nos.</u>	<u>Amount</u>
Vouchers	313725 through 314418	\$1,457,136.82
ACH Payments*	E00006485 through E00006555	
TIAA CREF		\$96,407.86
Advices	073456 through 074120	<u>\$915,837.38</u>
Total – All Clearing Account Warrants		\$2,469,382.06

*=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	\$278,983.92

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	\$139,511.10

<u>Bank to Bank Transfers</u>	0.00
<u>Investment Transfers</u>	0.00
Total Electronic Funds Transfers	<u>\$418,495.02</u>
GRAND TOTAL FOR BOARD RATIFICATION	<u>\$2,887,877.08</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. Second Reading, Board Policy 5420A

Administration continues to update the policies and procedures. Western's policy and procedure consultant has recommended revisions to Board Policy 5420A, Code of Student Conduct. The consultant is recommending moving language from Board Policy 5420B and 5420C and deleting those policies. The proposed revisions were presented for employee comment in August, and have been approved by the Policies and Procedures Committee and the College President. Any procedures included are for information only.

Below is a brief summary of the proposed revisions. Board members received three different layouts as follows:

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

5420A Code of Student Conduct

The policy language has been updated to include the relevant references and to incorporate language from Board Policy 5420B, Use of Alcoholic Beverages; and Board Policy 5420C, Use/Possession of Illegal Drugs and Drug Paraphernalia. The procedure was also revised to include the relevant language from the President's Procedures 5420B and 5420C.

Recommendation:

To approve the revisions to Board Policy 5420A as presented and to delete Board Policies 5420B and 5420C.

Dr. Conover gave a brief explanation of the proposed revisions. Dr. Conover noted that the provisions for alcohol and drugs will also be included in proposed revisions for Board Policy 1330A (Facility Use). Vice President Donaldson made a motion to approve the revisions to Board Policy 5420A as presented and to delete Board policies 5420B and 5420C. The motion was seconded by Treasurer Lorimer and was approved by vote.

2. Second Reading, Board Policy 5460A

Administration continues to update the policies and procedures. Western's policy and procedure consultant and the Director of Wellbeing & Accessibility

have recommended revisions to Board Policy 5460A, Counseling and Mental Health Services for Students. The proposed revisions were presented for employee comment in June, and have been approved by the Policies and Procedures Committee and the College President. Any procedures included are for information only.

Below is a brief summary of the proposed revisions. Board members received three different layouts as follows:

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

5460A Counseling and Mental Health Services for Students

The policy language has been updated to reflect the new name of the counseling center and to remove procedural information. The procedure is being revised to update the scope of services and services offered.

Recommendation:

To approve the revisions to Board Policy 5460A as presented.

Dr. Conover gave a brief explanation of the proposed revisions. Secretary Erramouspe made a motion to approve the revisions to Board Policy 5460A as presented. The motion was seconded by Trustee Jessen and was approved by vote.

3. Second Reading, New Board Policy: Transcript Notations

Administration has determined the need for a policy governing Transcript Notations. In conjunction with Western’s policy and procedure consultant, a draft policy and procedure was developed. The proposed policy and procedure were presented for employee comment in November, have been approved by the Policies and Procedures Committee and the College President. The procedure is provided for information only.

Transcript Notations

The state-wide Community College Student Services Council recommended implementing transcript notations to the state-wide Community College Executive Council for severe disciplinary offenses. The use of transcript notations would be limited to only expulsion, dismissal or suspension due to disciplinary actions resulting from severe Title IX or violent behavior violations. Western’s Policies and Procedures Committee carefully reviewed the draft policy and procedure to ensure appropriate limits on the use of transcript notations and protocols to allow students to request removal of the notation. If approved, the policy and procedure will be in the 5000 Series (Students).

Recommendation:

To approve the new Board Policy on Transcript Notations as presented.

Dr. Conover gave a brief explanation of the proposed new Board Policy. Dr. Conover said the statewide student services counsel recommended that

transcript notations be utilized for severe violations of Title IX regulations or violent behavior. Trustee Hester-Croff made a motion to approve the new Board Policy on Transcript Notations as presented. The motion was seconded by Secretary Erramouspe and was approved by vote.

4. Second Reading, Board Policy 3120A

Administration continues to update policies and procedures, and to consolidate policies where appropriate. Western's policy and procedure consultant has recommended consolidation of various current policies regarding budget planning and adoption. The proposed revisions were presented for employee comment in October, and have been approved by the Policies and Procedures Committee and the College President. Any procedures included are for information only.

Below is a brief summary of the proposed revisions. Board members received three different layouts as follows:

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

3120A Annual Budget Adoption

The name of the policy is being changed to 'Budget Adoption and Management' and the language has been revised to include information from: Board Policy 3120B, Fiscal Year; Board Policy 3120C, Budgeting Planning; and 3120D Budget Implementation/Transfer Authority. If the proposed revisions are approved, those policies will be deleted.

Recommendation:

To approve the revisions to Board Policy 3120A as presented, and to delete Board Policies 3120B, 3120C and 3120D.

Vice President Reynolds gave a brief explanation of the proposed revisions to Board Policy 3120A, noting that the language from Board Policies 3120B, 3120C and 3120D has been moved into Board Policy 3120A. Vice President Donaldson made a motion to approve the revisions to Board Policy 3120A as presented, and to delete Board Policies 3120B, 3120C and 3120D. The motion was seconded by Treasurer Lorimer and was approved by vote.

5. Second Reading, Board Policy 3210A

Administration continues to update policies and procedures, and to consolidate policies where appropriate. Western's policy and procedure consultant has recommended consolidation of three current policies regarding quotations, bids and purchasing protocols. The proposed revisions were presented for employee comment in November, and have been approved by the Policies and Procedures Committee and the College President. Any procedures included are for information only.

Below is a brief summary of the proposed revisions. Board members received three different layouts as follows:

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

3210A Quotations and Bids

The name of the policy is being changed to ‘Purchasing Approval’ and the language has been revised to include information from: Board Policy 3210B, Purchasing Procedures; and Board Policy 3310A, Contracts and Agreements. If the proposed revisions are approved, those two policies will be deleted. Two procedures have been drafted to accompany the proposed policy, one for quotes and bids, and the other for purchasing procedures. Language from the existing procedures for Policy 3210B and 3310A has been moved into these two procedures. If the revisions are approved, there will be one Board Policy, entitled Purchasing Approval, and two separate procedures, Quotes and Bids, and Purchasing Procedures.

Recommendation:

To approve the revisions to Board Policy 3210A as presented, and to delete Board Policies 3210B and 3310A.

Vice President Reynolds gave a brief explanation of the proposed revisions to Board Policy 3210A. Vice President Reynolds said the proposed revisions will streamline processes and create more efficiency in purchasing protocols. Vice President Reynolds noted that two sentences were added to the policy after the first reading occurred in March regarding the purchasing authority granted to the College President. Vice President Donaldson made a motion to approve the revisions to Board Policy 3210A as presented, and to delete Board Policies 3210B and 3310A. The motion was seconded by Secretary Erramouspe. Trustee Eckman made a motion to amend the proposed revisions to add the following statement to the policy: *The President of the College will keep the President of the Board informed of major unanticipated and emergency purchases, and at their discretion, the full Board of Trustees at their next regularly scheduled Board of Trustees Meeting.* Trustee Eckman noted that no dollar amount would be attached to the additional statement. Trustee Eckman said he believes this is a reasonable compromise to the proposed elimination of the annual report of purchases between \$15,000 and \$49,999 that is currently part of the procedure. President Clark said added statement would potentially require the proposed policy to be reviewed by the Policies & Procedures committee again, and asked that the Board be given time to consider the additional statement. Trustee Eckman withdrew his motion to amend and made a motion to table the proposed revisions to allow the Trustees to review the additional statement. The motion to table was seconded by Secretary Erramouspe and was approved by vote.

- B. Consent Agenda
1. None

C. New Business

1. Approval of Resolution, Community College Month

The Board was provided with a copy of a resolution declaring April as Western Wyoming Community College Month. According to Noah Brown, ACCT President and CEO, Community College Month is our opportunity to demonstrate the vital importance of our college, and to make an undeniable case for why Western deserves greater public support. Now more than ever, community colleges matter. We know that within our 29,000 square mile Wyoming service area, our communities appreciate having this resource for their families, businesses and community members. This is an opportunity for us to recognize the important role that Western provides for post-secondary education, business and economic development. This resolution serves as a launch for a college marketing campaign to celebrate Western Wyoming Community College.

Recommendation:

To approve the resolution declaring April as Western Wyoming Community College Month as presented.

President Clark said Western approved a resolution in 2020 declaring April as Western Wyoming Community College Month and she would like the Board to consider approving the resolution to annually declare April as Community College Month. Vice President Donaldson made a motion to approve the resolution declaring April as Western Wyoming Community College Month. The motion was seconded by Trustee Jessen and was approved by vote.

2. Approval of Project and Service Management Software

The current method of tracking projects at Western relies on specific Directors and Project Managers using their own software or methods such as Excel spreadsheets, Microsoft Project workbooks, and third-party applications. Service Management platforms exist only for Information Technology, Facilities, and Institutional Effectiveness. While these systems work, there is a lot of room for improvement, efficiency, and an opportunity for cost savings while making the process easier for students and employees. We have investigated a multitude of options for project management on our campus after Dr. Dale brought in a project management consultant roughly one year ago. Project management has long been a need of the College and the solution to this need started with the addition of the Project Manager position in Institutional Effectiveness. In addition, we have been looking for software that would tie in all of the service categories at the College and expand the offerings and “catalogs” that the College employs. The goal of the project was to find software that would consolidate all of the functions into a single, easy-to-use software application that everyone can utilize with minimal training. We have reviewed several offerings and found that TeamDynamix offers all of the features we need to effectively manage projects while easily keeping track of service tickets, expanding operations to all service entities, and tracking asset inventories. This option is also cheaper and more effective than trying to expand the many different and disparate solutions that we are using today. The cost of the cloud-based software will be \$46,278.83 for the first year including setup, implementation and training. The hosting costs for years 2 through 5 will be a

total of \$68,947.35. We are able to fund these purchases using the CARES Act funding using the guidelines set by the US Government.

Recommendation:

To approve the purchase of a cloud hosted Project Management and Service Management software from TeamDynamix as described.

Mr. Derek Robinson, Director of Information Technology Services, presented an explanation of the request to purchase Project Management and Service Management software from TeamDynamix. Mr. Robinson said projects are currently being tracked haphazardly, with a multitude of tracking methods. Mr. Robinson said some staff members underwent project management training early last year which was intended to create efficiencies in tracking projects and improve processes. Mr. Robinson went on to say that ITS researched companies and products to implement a campus-wide ticketing system and project management software. Mr. Robinson said this particular software would feature a knowledge base that would enable employees to find solutions to any problems or issues they might be having before submitting a work ticket. Mr. Robinson added that the knowledge base would include tutorials and videos as well as answers to common questions. Mr. Robinson said the cost of this software would be less than the combined cost of the various systems currently in use because everyone would use the same system. Secretary Erramouspe made a motion to approve the purchase of a cloud hosted Project Management and Service Management software from TeamDynamix as described. The motion was seconded by Trustee Hester-Croff. Trustee Hester-Croff asked if the software is a web interface. Mr. Robinson said yes, adding that there will be a link on the portal and each employee will have an icon on their desktop. Trustee Hester-Croff asked if the software would allow importation of capital assets. Mr. Robinson said yes. Secretary Erramouspe asked what the costs would be after the initial five-year period. Mr. Robinson said the cost will increase by 3% each year, noting that the industry standard is between 5% and 8%. Mr. Robinson said the initial five-year contract would be funded with COVID relief funding. The motion was approved by vote.

3. FY22 Housing Fees

In the Spring semester of each year, the Board of Trustees considers rental rates for on-campus residence halls for the upcoming year. The last time a rent increase was brought to the board for consideration was in 2017 for FY 2018 when a varying percentage rent increase for each unit type was approved. The institution's expectation is that as an auxiliary service, the residence halls operation will be self-supporting. This year, the Administration is recommending an across the board rent increase of 6% for FY 2022. As part of a five-year strategic residence halls budget plan of 6% increases each year, these incremental increases will provide adequate revenue to help the residence halls budget to break even at year three, and then create additional funding for building repairs beginning in years four and five. This additional revenue is necessary to meet current revenue shortfalls and to address future housing repairs.

Proposed FY2022 Fall & Spring Rental Rates (By Semester)			
Unit Type	FY2021	FY2022	\$ Difference
Apartment Ground Level Suite Units (Double)	\$1,145	\$1,215	\$70
Apartment Ground Level Suite Units (Single)	\$2,290	\$2,430	\$140
Rocky Mtn Hall I Suite Units (Double)	\$1,145	\$1,215	\$70
Rocky Mtn Hall I Suite Units (Single)	\$2,290	\$2,430	\$140
Rocky Mtn Hall II Suite Units (Double)	\$1,305	\$1,385	\$80
Rocky Mtn Hall II Suite Units (Single)	\$2,610	\$2,770	\$160
Aspen Mtn Hall Suite Units (Double)	\$1,305	\$1,385	\$80
Aspen Mtn Hall Suite Units (Single)	\$2,610	\$2,770	\$160
Two Bedroom Apartment (Four Person)	\$1,340	\$1,420	\$80
Two Bedroom Apartment (Two Person)	\$2,680	\$2,840	\$160
One Bedroom Apartment (Double)	\$1,595	\$1,690	\$95
One Bedroom Apartment (Single)	\$3,190	\$3,380	\$190
Wind River Hall Apartment (Single Rooms Only)	\$1,970	\$2,090	\$120

Recommendation:

To approve the Administration's recommendation of an across the board Residence Halls rent increase of 6% for FY 2022.

Dr. Conover gave an explanation of the proposed housing fees and provided the Board members with information on how our housing fees compare with the other Wyoming community colleges. Dr. Conover noted that we are the second least expensive with our current rates, and depending on what the other community colleges do, the increase could place us in the middle range of the fee comparison. Treasurer Lorimer made a motion to approve the Administration's recommendation of an across the board Residence Halls rent increase of 6% for FY2022. The motion was seconded by Vice President Donaldson. Treasurer Lorimer thanked Dr. Conover for the comparative information. The motion was approved by vote.

4. FY22 Salaries and Benefits

In April of each year, the Board of Trustees considers salaries and staffing for the upcoming fiscal year. The Administration welcomes input from the surveys conducted by the Senate and the Paraprofessional Alliance to determine their priorities related to salaries and benefits. At the March Board workshop, the Paraprofessional Alliance and Senate presented the results of their salary and benefits surveys to assist in developing recommendations (Policies and Procedures 4210C and 4310A). During our budget discussions in the midst of state and local appropriation reductions and known increased expenses related to health insurance and benefits, the President's Cabinet had to make some difficult but necessary decisions regarding academic programs and ensure Western is positioned to fulfill its mission during our State's economic downturn. We were challenged with balancing our top three guiding principles: "Learning is Our Purpose," "Students are Our Focus," and "Employees are Our Most Important Resource." We recognize our employees play a significant and critical role in the success of our students and of our College and are pleased to maintain our current benefits structure which is a top priority for our employees.

Recommendation:

That the Board of Trustees act to extend FY 2021-2022 employment contracts and approve related salary and benefit matters.

Dr. Dale gave an explanation of the FY2022 salaries and benefits recommendations, saying that the Board considers these recommendations at their April meeting each year. Dr. Dale said the Board had presentations from both the Senate and the Paraprofessional Alliance at the March Board workshop in which they presented the results of their annual employee surveys. Dr. Dale also said the recommendations include the cuts to benefits that the Board approved in January, noting that no further cuts are being planned at this time. Dr. Dale went on to say that the compensation study should be completed later this year and anticipates that the results will be presented at the August Board workshop. Trustee Eckman made a motion to extend FY2021-22 employment contracts and approve related salary and benefit matters as presented. The motion was seconded by Treasurer Lorimer and was approved by vote.

5. First Reading, New Board Policy: Institutional Research

Administration has determined a need to have a policy regarding Institutional Research. Although Western does not commonly engage in research involving human subjects, the policy is required for Western's upcoming reaffirmation of accreditation. The policy sets forth the requirement to have an Institutional Review Board (IRB) to document its written processes according to Federal Protection of Human Subjects Regulations 45 C.F.R. 46.115(a)(6), 45 C.F.R. 46.103(b)(4), and 45 C.F.R. 46.103(b)(5). The policy also requires that all research projects involving human participants conducted by faculty, staff, and students associated with the College must receive IRB approval prior to initiating the research. When this proposed new policy was submitted for Board consideration in November, 2020, Board members asked whether the policy should include provisions for animal research. After conferring with the policy consultant and Dr. Bud Chew, Western's INBRE Coordinator, the proposed policy was revised to include animal research, and a separate procedure was drafted. The proposed policy and both procedures were submitted for employee comment in January, and have been approved by the Policies and Procedures Committee and the College President. The policy will be in the 2000 series if it is approved. The procedures included are for information only. If the proposed policy is approved, there will be one Board Policy entitled Institutional Research Involving Human Subjects and Animals, with two separate procedures, Research Involving Animals, and Research Involving Human Subjects.

Recommendation:

None. No action required on first reading.

Dr. Dale gave an explanation of the new proposed policy, noting that when it was originally presented to the Board in November of 2020, the Board asked if an animal component needed to be added. Dr. Dale said that no action is required on first reading.

6. First Reading, New Board Policy: Student Outcomes and Assessment
Western's policy consultant identified the need for a policy regarding Student Outcomes and Assessment and developed a draft Board Policy and President's Procedure. The Higher Learning Commission requires accredited institutions of higher education to have these learning objectives in place as well as having an established process by which those objectives are measured and assessed. While Western has had a policy governing the Objectives of the Instructional Program in place for many years, those objectives are high-level overviews and not specific desired educational outcomes. The new proposed policy and procedure were presented for employee comment in February, have been approved by the Policies and Procedures Committee and the College President. The procedure is provided for information only.

Student Outcomes and Assessment

The proposed policy establishes expectations for faculty to determine learning objectives, and to perform regular and meaningful assessments in measuring the completion of those objectives. If approved, the policy and procedure will be in the 6000 Series (Academics).

Recommendation:

None. First Reading Only, No Action Required.

Vice President Wittstruck gave an explanation of the proposed new policy, saying that adopting this policy will help prepare Western for the mock HLC review in the Spring of 2022 and the site visit for the reaffirmation of our accreditation later that year. Vice President Wittstruck noted that no action is required on first reading.

7. Acceptance of Additional INBRE Grant
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. Initially, Western received the INBRE grant for 2020-2021, for a maximum allowable cost of \$82,100, which the Board accepted in August, 2020. The Board accepted additional grant funds in December, 2020. Administration has recently been notified that Western's INBRE grant is being increased a second time by \$53,677 to "a maximum allowable cost of \$188,287." The Board will need to accept the additional grant funds.

Recommendation:

To accept the INBRE grant funds as increased by \$53,677 to a maximum allowable cost of \$188,287, to increase the Federal Grant fund by this amount, and to grant authority to spend the monies as specified in the grant.

Vice President Wittstruck gave an explanation of the additional grant funds. Vice President Wittstruck said that Western's INBRE team consists of Dr. Bud Chew, Dr. David Tanner and Dr. Joshua Holmes. Vice President Wittstruck also said the lab space has been expanded. Vice President Wittstruck went on to say that this is the second increase to the original grant amount of just over \$82,000 and he is very proud of the work being done by our INBRE team. Treasurer Lorimer made a motion to accept the INBRE grant funds as

increased to a maximum allowable cost of \$188,287, to increase the Federal Grant fund by this 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 said the students conducting research participate in Western's annual Research Symposium. Vice President Wittstruck agreed, adding that some of them get invited to present at national conferences including Harvard Medical School. Vice President Donaldson commended the INBRE team on a job well done. President Clark congratulated the team for their achievements. The motion was approved by vote.

8. Bid Quotations, West Parking Lot Reconstruction

At the January meeting of the Board of Trustees, the Board authorized the Administration to solicit bids for the West Parking Lot Reconstruction Project in the amount of \$1,170,000. Major maintenance funds have been budgeted for this project. Bids were opened on Wednesday, March 17, 2021. Bid results follow:

Kilgore Companies, LLC; dba Lewis & Lewis, Inc. Rock Springs, WY	\$ 972,814.19*
CPCO, LLC; dba Consolidated Paving & Concrete Ogden, UT	\$1,106,300.35*

*Includes alternates to the bid. There were four alternates bid that included:

1. Install 24" storm pipe and inlet for drainage issue in front of WRH;
2. Install 4" channel drain for drainage issue in front of WRH;
3. Import and place 4" of base and place additional 3% cement at 8" depth for CDL area of lot and provide microcracking of the Cement Treated Base;
4. Circle drive repairs.

Western Engineers is recommending that the College accept all alternates with the exception of alternate #2, which was a 'plan B' option in case alternate #1 was out of budget. Therefore, by accepting the alternates 1, 3 and 4, the bid amount is \$969,421.67. No other bids were received. Unit pricing was provided as a supplement to the bid form for a basis for any adjustments to the work. The bid came in under the Engineer's estimate. Lewis & Lewis, Inc. is the contractor who has done work on the previous lots and Administration has no concerns with their work.

Recommendation:

To accept the low bid from Kilgore Companies, LLC, dba Lewis & Lewis, Inc. in the amount of \$969,421.67 to perform construction services on the West Parking Lot Reconstruction Project to include alternates 1, 3 and 4.

Vice President Reynolds gave an explanation of the bids received, noting that even with the alternates included, the bids are below the estimated cost for the project. Secretary Erramouspe made a motion to accept the low bid from Kilgore Companies, LLC for the West Parking Lot Reconstruction project as

described. The motion was seconded by Treasurer Lorimer and was approved by vote with Vice President Donaldson abstaining.

9. Approval of Food Services Agreement

Administration has again negotiated financial terms of the Food Services Agreement to continue to address changes that may reasonably be required by the overall impact of the COVID-19 pandemic. Prior to the pandemic, the financial terms were based on weekly charges for the number of student meal plans that were active thru Mitchell's Dining Hall. In light of the fact that the Fall 2020/Spring 2021 terms are uncertain and student enrollment may still be down in regards to the pandemic impacts, Sodexo will continue to provide required services for our students under a general support services allowance of 5.2% of operating expenses instead of billing any minimum requirements per the original Agreement. This continued management agreement will be a tremendous savings to the College during these uncertain times and we appreciate Sodexo's efforts to minimize and share the financial impact during this time.

Recommendation:

To approve the Amendment for Fall 2021/Spring 2022 that will modify the financial terms of the Agreement by continuing a general support services allowance (5.2%) of operating expenses rather than going back to a cost per student meal plan accounting during this time of uncertainty during the pandemic.

Vice President Reynolds gave an explanation of the food service contract amendment, saying that Sodexo has gone above and beyond to work with us while the pandemic has continued to impact operations. Vice President Reynolds said Sodexo has agreed to an amendment to charge Western on a cost basis plus a minimal service percentage for the next academic year. Secretary Erramouspe made a motion to approve the amendment for Fall 2021 and Spring 2022 as described. The motion was seconded by Treasurer Lorimer and was approved by vote.

10. Authorization to Solicit Bids, Exterior Painting Project

Administration prefers to annually plan for sections of the campus to receive exterior paint on a rotating basis over the summer. Administration has found that the west side of the building not only needs painting, but it also needs the caulk around the doors and windows replaced and expansion joints redone due to active leaking. The plan for this year is to complete the entire West side of the building, all stories; excluding the Atrium area which will be a project of its own. The estimated cost to do this work is \$100,000. Major maintenance funds are budgeted for this project. It is anticipated that the Board will be given bid results with a recommendation at the June meeting of the Board.

Recommendation:

To authorize the Administration to solicit bids for the Exterior Painting Project 2021.

Vice President Reynolds gave an explanation of the request to solicit bids for the exterior painting project. Treasurer Lorimer made a motion to authorize Administration to solicit bids for the exterior painting project as described. The motion was seconded by Trustee Jessen. Trustee Eckman noted that the project will include re-caulking various windows and asked if we could also do something about the glare and heat that comes through the windows in the atrium. Other Board members provided comments on the glare/heat solutions they have seen at other colleges. Treasurer Lorimer asked if the atrium windows will be painted. Vice President Reynolds said no, they will only be caulked which will be a separate project. The motion was approved by vote.

11. Authorization to Solicit Bids, Storage Enclosures for Manufacturing and Industrial Technology

The Manufacturing and Industrial Technology department is requesting Storage Enclosures for two of their outside storage areas off the main building. With the addition of several new programs to meet industry needs, storage space has been revamped for teaching spaces and therefore, additional storage is needed for equipment. Outside storage is not ideal for donated equipment from industry partners because the elements take a toll on items stored in the weather, not to mention they are hard to get to and move in the winter months. Administration is recommending enclosing the two storage areas to protect the College's assets from the elements. The estimated cost to design and enclose the two storage areas is \$250,000. Funds have been budgeted from Major Maintenance. It is anticipated that Administration will provide the Board with bid results and a recommendation at the June meeting.

Recommendation:

To authorize Administration to seek bids for the two Storage Enclosures for Manufacturing and Industrial Technology.

Vice President Reynolds gave an explanation of the request to solicit bids. Vice President Reynolds said three storage enclosures were built but only two had roofs which resulted in the contents of those two enclosures being exposed to the elements. Trustee Eckman made a motion to authorize Administration to solicit bids for two storage enclosures for Manufacturing and Industrial Technology as described. The motion was seconded by Secretary Erramouspe and 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 yes, an Executive Session is needed for Personnel Issues. Dr. Dale said no action will be taken following the Executive Session.

Trustee Eckman made a motion to recess the regular meeting to enter into an Executive Session for Personnel Issues. The motion was seconded by Treasurer Lorimer and was approved by vote. The regular meeting was recessed at 9:33 p.m.

Trustee Eckman made a motion to reconvene the regular meeting. The motion was seconded by Vice President Donaldson and was approved by vote. The regular meeting was reconvened at 10:40 p.m.

X. ADJOURNMENT

Having no further business to act on, President Clark adjourned the regular meeting at 10:41 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