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 11:01 a.m., Friday, February 17, 2012 in Board Room 3060, Rock Springs Campus. Vice President James Roth presiding.

   B. Approval of Agenda
      1. Trustee Plant made a motion to accept the agenda as presented. Motion approved by vote.

II. RECOMMENDED ACTION
   A. New Business
      1. Approval of Business Ready Community Grant required Documents
         There are four documents that need to be approved by the Board of Trustees associated with the submittal of the Business Ready Community Grant request for $1,000,000 to be used to fund the construction of the proposed new Workforce Training Facility. This grant is being written by Sweetwater County as the College is not eligible to submit a grant application for a Business Ready Community Grant under State of Wyoming rules. These documents have all been approved by the College’s legal counsel, Galen West, and by the grant writer for Sweetwater County, Krisena Marchal. Legal counsel approval was not secured until Friday afternoon, February 10th; thus the Administration was not able to present these at the regular Board meeting held on February 7th. These documents must be executed before the next meeting of the Sweetwater County Commissioners to be held on February 21st. The four documents to be approved by the Board are:
A Resolution supporting the Grant Application
This document basically indicates that the Board of Trustees desires to participate in the grant program and that the College has met the requisite requirements to be a partner in the application which will be submitted by Sweetwater County.

An Agreement between WWCC & Sweetwater County
This document sets forth the responsibilities of WWCC, the responsibilities of Sweetwater County, mutual responsibilities, and general provisions.

Partnership Agreement between WWCC & the Wyoming Contractors Association
This document basically indicates that WWCC and the WCA will work together to increase training opportunities and that the partnership will be beneficial to both WWCC and the WCA.

Revenue Recapture Plan
This document is required by the granting agency, the Wyoming Business Council, and basically sets forth how the College will use the tuition and fees generated as a result of the construction of the Workforce Training Facility.

Recommendation
To approve the following Resolution:
A RESOLUTION SUPPORTING SUBMISSION OF APPLICATION TO THE BUSINESS READY COMMUNITY (BRC) GRANT AND LOAN PROGRAM FOR A COMMUNITY READINESS GRANT PROJECT FOR THE PURPOSE OF CONSTRUCTING A WORKFORCE TRAINING FACILITY TO PROVIDE HANDS-ON LABOR FORCE TRAINING AT WESTERN WYOMING COMMUNITY COLLEGE; AND

To approve the Contingency and Development Agreement between Western Wyoming Community College and Sweetwater County, Wyoming; AND

To approve the Partnership Agreement between Western Wyoming Community College and the Wyoming Contractors Association (d/b/a McMurry Training Center; AND

To approve the Revenue Recapture Plan as required by the Wyoming Business Council.

Acting President Kelsey gave an explanation of the grant application and the submission process. Acting President Kelsey stated that a site plan drawing depicting the training facility would be incorporated into the Master Plan for WWCC. Acting President Kelsey then asked Ms. Carole Shafer, WWCC Director of Workforce and Community Development; and Ms. Krisena Marchal, Sweetwater County Grant Writer, to further explain the individual required documents and answer any questions the Board members may have. Ms. Shafer began with the Resolution, stating that it is required for the grant application and documents the partnership between the county and the college in the application for the grant.
Vice President Roth asked about a statement regarding costs above and beyond the grant amount. Ms. Shafer explained that a contingency amount was calculated and is included in the estimated $1.5 million cost of the facility. Acting President Kelsey said that the facility could cost as much as $1.7 million and that $700,000 has already been budgeted for WWCC’s share of the project. Treasurer Reese asked if a project supervisor had been hired for the project. Acting President Kelsey said that WWCC would likely hire an ‘owner’s representative’ to oversee the project. Vice President Roth asked if the cost for an owner’s representative was included in the estimates. Acting President Kelsey said yes.

Ms. Shafer went on to explain the next document, an agreement between Sweetwater County and WWCC which details individual responsibilities. Vice President Roth asked if WWCC would be paying for the construction costs and then applying for reimbursement from the grant funds. Ms. Krisena Marchal, Sweetwater County Grant Writer, said that grant monies are distributed through a reimbursement system. Ms. Marchal stated that WWCC would submit invoices to her; the county would pay the invoices and then bill the Wyoming Business Council to receive their reimbursement. Ms. Marchal went on to say that the Sweetwater County Commissioners are in favor of the project and believe that it is a valuable project in light of Wyoming’s workplace fatality statistics. Ms. Marchal said that this facility will be the most innovative in the region, if not the entire United States.

Ms. Shafer gave an explanation of the agreement between WWCC and the Wyoming Contractor’s Association, stating that the agreement shows the partnership between WWCC and the McMurry Training Center and illustrates how WWCC will complete the workforce training. Treasurer Reese asked when ownership of the equipment in the facility would be transferred to WWCC. Vice President Roth said that according to grant documents, WWCC would receive ownership of the building and equipment upon substantial completion of the project. Ms. Shafer said that the equipment has all been donated. Trustee Boettcher asked about receiving a match on the donated value through the state program. Ms. Marchal stated that although she could not say whether the equipment value would be eligible for a state match, it would be considered an in-kind match for the purposes of the grant. Ms. Marchal said that the required match for this grant would be 15% and that WWCC has already fulfilled that requirement. Acting President Kelsey said that ‘substantial completion’ is decided by the architect.

Ms. Marchal gave an explanation of the revenue recapture document, stating that it is a ‘cookie cutter format’ used for all grants. Ms. Marchal explained that because most projects are partnerships of municipalities and for-profit entities the agreement assures the public that any profit earned from the project will be used for the benefit of the community. Vice President Roth asked about the enrollment projections included in the document. Acting President Kelsey said that the enrollment figures are based on headcount and not FTE. Acting President Kelsey also said that additional revenue from the project would be in the form of tuition, not formula funding. Ms. Marchal said that the document only concerns revenue generated by this particular facility.
Acting President Kelsey thanked Ms. Marchal for her time and effort on the project, stating that she had donated a substantial amount of her time on behalf of the county.

Trustee Boettcher made a motion to approve the resolution, the agreement between WWCC and Sweetwater County, the agreement between WWCC and the Wyoming Contractor’s Association, and the Revenue Recapture plan as described above. Motion approved by vote.

President Honaker said that she believes this is an ideal partnership and is excited to be in a position to do the project. President Honaker thanked Vice President Roth for presiding over the meeting.

III. ADJOURNMENT

Having no further business to act on, Vice President Roth adjourned the special meeting at 11:50 a.m.

NOTE: Additional information (tapes and/or addenda) from this meeting is available in the Board Office.

Above recorded by:

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Kandy Frink

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WWCC Board President

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WWCC Board Secretary