SPECIAL MEETING MINUTES
April 24, 2013

Trustees Present:
Shannon Honaker, President
George Eckman, Vice President
Lynne Chadey, Secretary
Tom Spicer, Treasurer
Richard Baxter*
Dick Boettcher
Jim Roth

Also Present:
Dr. Karla Leach, College President
Marty Kelsey, Vice President for Administrative Services
Jackie Freeze, Vice President for Student Success Services
Sandy Caldwell, Assoc. VP for Planning & Improvement
Carla Budd, Assoc. VP for Administrative Services

Trustees Absent:
None

*via conference call

REGULAR 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 6:22 p.m., Wednesday, April 24, 2013 in Board Conference Room 3071, Rock Springs Campus, President Shannon Honaker presiding.

B. Approval of Agenda
1. Vice President Eckman made a motion to accept the agenda as presented. The motion was seconded by Treasurer Spicer and was approved by vote.

II. RECOMMENDED ACTION
A. New Business
1. Employment Contract 2013-2014, Director of Academic Advising
The Human Resources Office conducted a national search commencing in February 2013 to fill the position of Director of Academic Advising. The Human Resources Office received 32 completed applications for this position. The Professional Standards Board conducted 6 telephone interviews and 2 on-campus interviews. The Professional Standards Board recommends that Ms. Molly Murray be offered this position. Ms. Murray holds a Bachelor of Arts Degree in Psychology from the University of Wyoming, Laramie Wyoming; and a Master of Science Degree in Higher Education from the University of Kansas in Lawrence, Kansas. Ms. Murray is currently working on her Doctorate of Education in Educational Administration from the University of Wyoming. Ms. Murray is currently employed with Northern Wyoming Community College district as the Manager of Student Engagement. She has held this position for
three years. Ms. Murray’s proposed contract details would be as follows: Annual Salary, $60,131.00 for a 12 Month Contract; Fund, Unrestricted Operating Fund; Rank, N/A; Column Placement, Column I.

Recommendation
To offer an employment contract to Ms. Molly Murray of Gillette, Wyoming for the position of Director of Academic Advising for the period June 10, 2013 through June 30, 2013.

Vice President Freeze gave an explanation of the proposed employment contract. Vice President Eckman made a motion to offer an employment contract to Ms. Molly Murray as described above. The motion was seconded by Treasurer Spicer and was approved by vote.

2. Employment Contract 2013-2014, Instructor of Welding Technology
The Human Resources Office conducted a national search commencing in February 2013 to fill the position of Instructor/Assistant Professor of Welding Technology. The Human Resources Office received 4 completed applications for this position. The Professional Standards Board conducted 1 interview. The Professional Standards Board recommends that Mr. Christopher Baughman be offered this position. Mr. Baughman holds an Associate’s Degree in HVAC/Refrigeration from the Westwood College of Technology, Thornton, Colorado. Mr. Baughman also holds two welding certificates from Western Wyoming Community College. Mr. Baughman is currently working as a welder at Black Butte Coal Company. He has held this position for three years. Mr. Baughman has also been employed as a part-time welding instructor at Western Wyoming Community College. Mr. Baughman’s proposed contract details would be as follows: Annual Salary, $47,145.00 for a 9 Month Contract; Fund, Unrestricted Operating Fund; Rank, Instructor; Column Placement, Column I.

Recommendation
To offer an employment contract to Mr. Christopher Baughman of Rock Springs, Wyoming for the position of Instructor of Welding Technology for the period August 15, 2013 through May 16, 2014.

Associate Vice President Budd gave an explanation of the proposed employment contract. Secretary Chadey made a motion to offer an employment contract to Mr. Christopher Baughman as described above. The motion was seconded by Treasurer Spicer. Trustee Boettcher asked for clarification on required qualifications for Technology & Industry instructors. Associate Vice President Budd said that T&I Instructors are generally only required to hold an Associate’s degree. Dr. Leach added that T&I Instructors must hold also certification in the discipline they are teaching in. Dr. Leach also said that Mr. Baughman will be undergoing the testing required to obtain an inspection certificate. Vice President Eckman asked if Mr. Baughman was licensed as a journeyman welder, stating that he believed the licensure is required for pipeline work. Trustee Roth stated that he is concerned that the wage is too low, possibly forcing the instructor to return to the private sector. Dr. Leach stated that the pay rate is based on education and experience, and
also includes the discretionary presidential salary enhancement of 8%. Dr. Leach also said that T&I instructors also have the opportunity to conduct specialized workforce training at a rate of $50 an hour. The motion was approved by vote.

3. Authorization to Submit two Applications for Capital Construction Approval and Funding

This summer, the Wyoming Community College Commission will consider applications for capital construction approval and funding. Applications for projects estimated to cost $1,000,000 or greater that are approved for submission to the Wyoming Legislature will have been ranked sufficiently high by the Commission to warrant submission. It is understood by College personnel that applications must be received by the Commission staff by June 1, 2013. The Administration is recommending that the Board authorize the Administration to submit two projects for approval and funding. These projects are clearly identified in the College’s Master Plan. Two members of the Board Real Estate & Construction Committee, Dick Boettcher and Jim Roth, met with the Administration on April 17th to discuss this matter. These Board members will be ready to present their views at the meeting.

Student Success Services Renovation

The Board was provided with a construction cost estimate prepared by Plan One Architects. The estimated construction cost is $913,776. This cost assumes a construction start date of early 2014. However, construction cannot commence that early. Construction would likely commence in late 2014. Thus the estimated construction cost should be escalated to approximately $950,000. Architectural fees and furnishings costs need to be added to this amount, bringing the total estimated cost to $1,250,000. Earlier this year, the Administration informed the Board that $1,400,000 has been set aside for this project. The Administration recommends that the College apply for state funding (50%) associated with this project. Vice President Jackie Freeze is prepared to discuss the nature and purposes associated with the renovation.

New Information Technology Services Building

The Board was provided with a construction cost estimate prepared by Plan One Architects. The estimated construction cost is $3,853,000 for Scheme C. This cost estimate assumes a construction start date of early 2014. However, construction cannot commence that early. Construction would likely commence in the Spring of 2015. Thus, the estimated construction cost should be escalated to approximately $4,000,000. Architectural fees, furnishing, and moving the Information Technology core room need to be added to this amount, bringing the total estimated cost to $4,650,000. At the present time, the Administration has not identified any specific source of funds for this project, although the low bid on the Wellness Center/Exercise building may result in funds to help provide a local match. The Administration recommends that the College apply for state funding (50%) associated with this project. This new building would house Information Technology Services, Distance Education, and Print Shop operations. It would be located on the west side of the campus in close proximity to where the University of Wyoming Extension offices are now located. The construction of this building would further the goals of the
College’s Master Plan by allowing for the relocation of the nursing program to where Information Technology is now located.

Recommendation
To authorize the Administration to submit two projects as described herein to the Wyoming Community College Commission for approval and funding.

Dr. Leach gave an explanation of the proposed Capital Construction project submittals. Secretary Chadey made a motion to authorize Administration to submit the two projects as described above. The motion was seconded by Treasurer Spicer. Trustee Baxter asked for an explanation on why the special meeting was necessary. Dr. Leach said that the Wyoming Community College Commission has changed the due date for project submittals and that the application process requires more time than would have been available if the Board had waited until its normal May meeting to make the decision. Treasurer Spicer asked for clarification on the application/approval process. A short discussion ensued regarding project submittal, ranking criteria and what projects require WCCC and Legislative approval. The motion was approved by vote.

4. Authorization for the WWCC Administration to Initiate the Development of Conceptual Plans and associated Cost Estimates for the Completion of the Second Floor of the new Wellness Center/Exercise Science Building

The Board is aware that the State of Wyoming has entered into a contract with Delta Construction Company, Inc. for the construction of the new Wellness Center/Exercise Science building. Work should commence in May, 2013 with a completion date set for July, 2014. Bids for the building came in substantially under the estimate. The professional estimator’s cost estimate for the building was $9,047,264 and the low (and successful) bid was for $5,695,000. An obvious matter for Board consideration is whether or not to pursue the option of finishing the remainder of the second floor. There remains approximately 4,500 square feet of space to finish. The College will likely never have another opportunity to get this work completed as inexpensively as it will be with the general contractor doing it while the company is on site. Dennis Egge, State Construction Management, indicates that the State would have no issues with a change order being issued to the contractor to do this work. Further, he is of the opinion that it would be definitely be in the best interest of the College financially to do it via a change order. The Community College Commission would have to approve the additional work. Before they can approve the additional work, plans must be submitted showing how the space will be finished and what the estimated cost will be. The Administration is prepared to work expeditiously to come up with how the space should be finished and to secure a conceptual design and cost estimate from the architect. The Board will have to approve the proposal before approval is sought from the Commission.

Recommendation
To authorize the Administration to initiate the development of conceptual plans and associated cost estimates for the completion of the second floor of the new Wellness Center/Exercise Science building.
Vice President Kelsey gave an explanation of the proposed project. Vice President Eckman made a motion to authorize the administration to initiate the development of conceptual plans and associated cost estimates for the completion of the second floor of the Wellness Center/Exercise Science building as described above. The motion was seconded by Treasurer Spicer. A short discussion ensued regarding the history of development plans for the building and the proposed uses of the space. Vice President Eckman asked if the project should be submitted to the Wyoming Community College Commission along with the other two. Vice President Kelsey said that the project would not be ready for submittal to the WCCC at this time. The motion was approved by vote.

5. Authorization for the WWCC Building Authority to enter into Agreements with Kaiser & Company and Hathaway & Kunz, for Financial and Legal Services Associated with the $2,000,000 Lease Revenue Bond & the Refinancing of the Series 2007 Bonds

The College Board of Trustees has indicated a desire to use $2,000,000 of lease revenue bond proceeds to help finance the construction of the new Wellness Center/Exercise Science building. The Board met in workshop session a few weeks ago with Dan Baxter with Kaiser & Company and with Rick Thompson with Hathaway & Kunz, P.C., bond counsel. Moreover, the WWCC Building Authority has approved the issuance of the $2,000,000 in lease revenue bonds for this project. The Administration has been working with Kaiser & Company to establish a timeline for completing this transaction. An approximate closing date of December 2, 2013 is being suggested by the Administration and Kaiser & Company. At this time, the bond proceeds will be available for project expenditures. Several years ago, the WWCC Building Authority issued lease revenue bonds in the amount of $6,000,000 to help finance the construction of Wind River Hall. The average interest rate of the Series 2007 bonds is 4.25%. Dan Baxter, Kaiser & Company, is suggesting that the College seriously consider refinancing the Series 2007 lease revenue bonds at the same time the new $2,000,000 lease revenue bonds are issued. The reasons underpinning this suggestion area as follows:

- The College’s annual payment will likely be reduced by about $26,000.
- The College should experience a net savings in debt service payments of about $435,000.
- By combining refinancing of the Series 2007 bonds with the issuance of the new bonds, costs of issuance are substantially reduced.
- There are no “out-of-pocket” costs to the College to refinance these bonds.

The Administration is of the opinion that Kaiser & Company’s suggestion to refinance the Series 2007 bonds at the same time the new bonds are issued is a good one. Kaiser & Company is projecting that a new issue could be sold at interest rates averaging in the 3.00% to 3.50% range. Should the Board of Trustees approve the recommendation provided below, the Board will then, at later dates prior to bond closing, take other actions related to the issuance of the bonds, such as public offering vs. private placement, approval of the site
lease agreement with the Trustee and lease agreement with the Building Authority. Moreover, the Administration will call for a meeting of the WWCC Building Authority to seek approval for the refinancing of the Series 2007 bonds. The Board has been given the details of the proposal prepared by Kaiser & Company. Also, two members of the Board Real Estate & Construction Committee, Dick Boettcher and Jim Roth, met with the Administration on April 17th to discuss this matter. Both members are very supportive of this recommendation.

Recommendation
To authorize the Western Wyoming Community College Building Authority to enter into agreements with Kaiser & Company and Hathaway & Kunz, for financial and legal services associated with the $2,000,000 lease revenue bond to partially finance the construction of the new Wellness Center/Exercise Science building and with the refinancing of the Series 2007 lease revenue bonds.

Vice President Kelsey gave an explanation of the proposed new lease revenue bonds and refinancing the 2007 series bonds. Treasurer Spicer made a motion to authorize the Building Authority to proceed with lease revenue bonds as described above. The motion was seconded by Vice President Eckman. Vice President Eckman asked for clarification on the WWCC Building Authority. Vice President Kelsey said that by law an entity separate from the college must be responsible for the lease revenue bonds and that a private Building Authority is permitted by law. Vice President Kelsey explained that the Building Authority would still need to approve the proposed refinancing of the 2007 series bonds. The motion was approved by vote.

III. ADJOURNMENT
Dr. Leach reminded the Board that a ground-breaking ceremony for the Workforce Training building will be conducted at 1:00 pm on May 22.

The Board retreat on Policy Governance was scheduled for May 13 beginning at 6:00 p.m.

Dr. Leach gave a brief update on Vice President Flaim, stating that the surgery went well but he is in quite a bit of pain.

Having no further business to act on, President Honaker adjourned the special meeting at 7:45 p.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