



Board of Trustees

SPECIAL MEETING MINUTES

November 20, 2013

Trustees Present:

Shannon Honaker, President
George Eckman, Vice President
Lynne Chadey, Secretary
Tom Spicer, Treasurer
Richard Baxter
Jim Roth

Also Present:

Dr. Karla Leach, College President
Marty Kelsey, VP for Administrative Services
Jackie Freeze, VP for Student Success Services
Doug Bunn Paul Murray

Trustees Absent:

Dick Boettcher

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 7:30 p.m., Wednesday, November 20, 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 approve the agenda as presented. The motion was approved by vote.
- V. RECOMMENDED ACTION
 - C. New Business
 - 1. Approval of Policy Renewal Consulting Contract

Western Wyoming Community College has struggled to complete a comprehensive review of all policies and procedures. To that end, the Board directed the President to secure qualified consultants to facilitate the process with the goal of completing the review and update within one calendar year. The President identified the College Brain Trust to provide consulting services for this project based on CBT's cadre of experienced professionals in the area of community college governance. CBT conducted telephone interviews with key policy stewards prior to developing the proposal for services. Four consultants with specific expertise will guide the college staff through the policy revamping process: one for Board governance, two for human resources, one for academics, and one for student services. The team of consultants will meet with the administration, Policy and Procedures Committee, Comprehensive

Policy Review Taskforce, and hold an open forum for all employees in early December. Each consultant will conduct an independent review of existing policies, identify missing components, align policies with state and federal laws as well as Higher Learning Commission requirements, and propose a consistent template for construction and editing of all policies. In the proposal, the consultants estimate 274 hours of work, which includes one trip to Western for all consultants and an additional Board Retreat to be held January 31 and February 1. The cost proposed for the above-described work is \$64,116.

Recommendation

To authorize the Administration to contract with College Brain Trust to complete the comprehensive policy review within one calendar year for \$64,116.

Secretary Chadey made a motion to approve the contract with College Brain Trust to complete the comprehensive policy review as described. The motion was seconded by Vice President Eckman. Secretary Chadey said that she would vote in support of the contract and that it was the most efficient and effective way to complete the comprehensive review. Vice President Eckman asked that the Board members be invited to the meetings with the consultants and asked that a link to the corresponding procedure be included in each policy. Trustee Roth requested that the contract be revised to allow Board signature rather than Dr. Leach's signature, and stated that because the consultants are from the west where Boards are elected, they are more closely aligned with us than other consultants might be. A short discussion ensued regarding travel expenses connected to the contract. The Board directed Dr. Leach to oversee travel expenses for the consultants. The motion was approved by vote.

VIII. ADJOURNMENT

Having no further business to act on, President Honaker adjourned the special meeting at 8:01 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