



Board of Trustees

SPECIAL MEETING MINUTES

November 26, 2014

Trustees Present:

Tom Spicer, Acting President
George Eckman, Vice President*
Richard Baxter, Treasurer*
Lynne Chadey*

Also Present:

Dr. Karla Leach, College President
Jackie Freeze, VP for Student Success Services*
David Tate Christian Clemmensen
Kandy Frink

Trustees Absent:

James Roth, President
Dick Boettcher, Secretary
Shannon Honaker

*via conference call

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 12:02 p.m., Wednesday, November 26, 2014 in Board Conference Room 3071, Rock Springs Campus, Acting President Tom Spicer presiding.

B. Approval of Agenda

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

II. RECOMMENDED ACTION

A. New Business

1. Employment Contract, Vice President for Administrative Services

The Human Resources Office conducted a national search commencing in August 2014 to fill the position of Vice President for Administrative Services. The Human Resources Office received 15 completed applications for this position. The Professional Standards Board conducted 6 telephone interviews and 4 on campus interviews. The Professional Standards Board recommends that Phillip (Sheldon) Flom be offered this position. Mr. Flom holds two bachelor's degrees from the University of Wyoming; one in Business and the second one in Accounting. Mr. Flom also holds a Master's degree in Business Administration from the University of Wyoming. Mr. Flom is currently the Interim Vice President for Administrative Services at Northwest College. He has served in this capacity for one year. Prior to this, Mr. Flom was the Finance Director at Northwest College for eight years. Mr. Flom's proposed contract details would be as follows: Annual Salary, \$109,000.00 for a 12 Month

Contract; Fund, Unrestricted Operating Fund; Rank, N/A; Column Placement, N/A.

Recommendation:

To offer an employment contract to Mr. Phillip (Sheldon) Flom of Powell, Wyoming for the position of Vice President for Administrative Services for the period of January 5, 2015 through June 30, 2015.

Dr. Leach gave an explanation of the proposed employment contract. Trustee Chadey made a motion to offer an employment contract to Mr. Phillip Flom as described. The motion was seconded by Vice President Eckman. Trustee Chadey asked when Mr. Flom would start his employment at WWCC and if the salary offered is standard for the position. Dr. Leach said that if the contract is approved, Mr. Flom will start work on January 5, 2015 and that the offered salary is standard for the position. Vice President Eckman asked if the College offers reimbursement of relocation expenses. Dr. Leach said that the College does cover relocation expenses up to a specific amount provided that receipts are presented. Vice President Eckman asked if the employment contract has a clause that would require a candidate to commit to staying at WWCC for a specific length of time or face repayment of the moving expenses. Dr. Leach said that there is no provision in the contract to require repayment of the moving expenses although it could be considered for future employment contracts. The motion was approved by vote.

2. Employment Contract, Admissions Counselor

The Human Resources Office conducted a national search commencing in September, 2014 to fill the position of Admissions Counselor. The Human Resources Office received 39 completed applications for this position. The Professional Standards Board conducted 5 telephone interviews and 2 on campus interviews. The Professional Standards Board recommends that Kurtis Wilkinson be offered this position. Mr. Wilkinson holds a Bachelor's degree in Communication from Weber State University, Ogden, Utah. He is currently employed at Weber State University as an Admissions Advisor. He has held this position for over 4 years. Prior to this he was employed at Weber State University as an Admissions Transfer Evaluator for a year. Mr. Wilkinson's proposed contract details would be as follows: Annual Salary, \$61,881.00 for a 12 Month Contract; Fund, Unrestricted Operating Fund; Rank, N/A; Column Placement, Column II.

Recommendation:

To offer an employment contract to Mr. Kurtis Wilkinson of Clearfield, Utah for the position of Admissions Counselor for the period of January 5, 2015 through June 30, 2015.

Vice President Freeze gave a brief explanation of the proposed employment contract, stating that the search produced good results. Trustee Chadey made a motion to offer an employment contract to Mr. Wilkinson as described. The motion was seconded by Vice President Eckman. Trustee Chadey asked how many admissions counselors are employed at WWCC and who they report to. Vice President Freeze said that WWCC has one admissions counselor and that

person reports to her and to the Director of Admissions. Trustee Chadey asked how many people are in the admissions department. Vice President Freeze said that four people are in the department and various other Student Services staff members help with the recruiting fairs. The motion was approved by vote.

VIII. ADJOURNMENT

Having no further business to act on, Acting President Spicer adjourned the special meeting at 12:14 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