

Minutes of the  
**BOARD OF COOPERATIVE EDUCATIONAL SERVICES**  
of  
**UINTA COUNTY SCHOOL DISTRICT NO. ONE**  
and  
**WESTERN WYOMING COMMUNITY COLLEGE**

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When the Clerk's signature is affixed, this is an official and public record of the Board of Trustees, organized under the laws of the State of Wyoming.

**Meeting Location:** Educational Service Center

XX Regular      \_\_\_\_\_ Called

**Date:** February 21, 2017

**Trustees Attending:**

David Bennett  
Troy Archuleta (Audio)  
Dr. Thomas Spicer  
Cassie Torres  
Regina Clark

**Also Attending Were:**

Mike Williams  
LaDean Andreasen  
Kiley Ingersoll  
Heidi Currutt

**CHAIRPERSON/CLERK  
CERTIFICATION**

*These minutes are a true account of proceedings approved by majority vote of a quorum of the membership.*

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*Chairperson Signature*

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*Clerk Signature*

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The meeting was called to order by Chairperson Bennett at 6:04 p.m. There being a quorum present the meeting was adjourned by Chairperson Bennett at 7:10 p.m.

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**I. WELCOME AND CALL TO ORDER**

Chairperson Bennett called the meeting to order at 6:04 p.m.

**II. APPROVAL AND SETTING OF AGENDA**

Motion to approve Agenda: Dr. Thomas Spicer

Second: Cassie Torres

Vote: Unanimous, motion carries

**III. REVIEW AND APPROVAL OF MINUTES**

Motion: Cassie Torres to approve the minutes from January 17, 2017  
Second: Dr. Thomas Spicer  
Vote: Unanimous, motion carries

#### **IV. SCHEDULE OF BILLS**

##### **A. General Fund**

Motion: Dr. Thomas Spicer to approve amount of \$120,070.40  
Second: Cassie Torres  
Vote: Unanimous, Motion Carries

##### **B. Payroll**

Motion: Dr. Thomas Spicer to approve amount of \$48,008.80  
Second: Cassie Torres  
Vote: Unanimous, Motion Carries

##### **C. Bills Prior to Next Board Meeting as Listed**

Motion to approve all expenditures as presented: Dr. Thomas Spicer  
Second: Cassie Torres  
Vote: Unanimous, Motion Carries

#### **V. COMMUNICATIONS**

##### **A. Visitors to Address the Board**

##### **B. B.O.C.E.S. Roundtable**

Regina Clark stated she was happy to be here and thanked everyone.

##### **C. Director's Report**

###### **In addition to the written report:**

Mike Williams stated that we are a well-run organization financially. Unlike a school district or community college, we don't have to spend and give back money we don't use. This has allowed us over time, to have built a solid reserve. Mike Williams stated our budget is tied to the local mill levy so our value constantly changes. The reserve allows us to have stable program. We have started to run in the reserves. Mike Williams stated if the situation does not change, we may have to make some serious changes. Mike Williams stated a significant amount of money does also come in through grants. Mike Williams stated as of now, we will know more after we look at the initial budget. Mike Williams stated he would keep the board up to date on information.

Mike Williams stated he would be traveling to Casper on Friday to participate in a statewide initiative, on trying to transition kids from high school to college.

Mike Williams stated Chevron has been in the building long before Uinta B.O.C.E.S. #1 was in the building. Uinta B.O.C.E.S. #1 leased the building for three years from the school district who purchased the building from BP. Then, after the three year period, Uinta B.O.C.E.S. #1 purchased the building. Chevron then leased from Uinta B.O.C.E.S. #1. Because Chevron sold to Hillcorp, we know they are not planning to lease the space next year although we have not had notice from Chevron. LUCDA has contacted Uinta B.O.C.E.S. #1 about renting the space and remodeling the area where Chevron currently leases. Mike Williams stated we have been looking at the possibility and would need to upgrade the fire code for the building. Mike Williams stated we do not know the exact cost it will be to upgrade to the fire code, but we are meeting with them soon to get a quote. The fire marshal stated all three floors will need to be upgraded. LUCDA does have money for the remodel, but we may have to help upgrade our two floors. Mike Williams stated we may also have to take a reduction in rent, but the benefit of having one entity for the long term would be positive. Cassie Torres stated she thinks it is a good fit, especially if we do not have to give up too much. Regina Clark asked how their classroom size has grown. Mike Williams stated that LUCDA is looking at expanding and are up to just under 100 children. Mike Williams stated it would be a nice fit and be a completely education building.

#### **D. WWCC Coordinator's Report**

Heidi Currutt stated her support and noted she would be excited to have LUCDA be in part of the building.

Heidi Currutt stated the late start D block classes just started. March 20 will be the next start for classes and then the CNA class will start April 3, 2017.

Heidi Currutt stated nursing applications are due March 31 for students to apply for the program. WWCC Evanston Campus will be doing TEAS testing on March 13, 2017.

Heidi Currutt wants to thank Uinta B.O.C.E.S. #1 for the additional money for the concurrent textbooks.

Heidi Currutt stated she is currently working with UCSD #1 schools to get more students and parents to be aware of concurrent and dual classes offered. Cassie Torres asked about how many students are currently enrolled in dual classes. Heidi Currutt stated only about 10 students are in dual classes, but around 200 are enrolled in concurrent.

Heidi Currutt stated she has been working to get Math 1400 approved for dual enrollment. To do this, schools want to add a requirement that students would then take Trigonometry. The instructor also needs to be approved for overtime hours.

Regina Clark asked if we have a CLIMB program that works with the CNA class. Mike Williams stated we don't have a CLIMB program, but our Evanston Ready to Work program is similar.

## **VI. NEW BUSINESS**

### **A. Uinta B.O.C.E.S. #1 Billboard**

Motion: Dr. Thomas Spicer moved to approve and continue to fund the billboard.

Second: Regina Clark

Vote: Passes

Discussion: Mike Williams stated the billboard we currently have is up for a yearly renewal of the contract. The cost is \$7200 per year. We feel it is a good way to get our name out to the community members, especially those who never walk through our doors. Dr. Thomas Spicer stated he would also like to see more social media. Regina Clark stated that at a previous training she was at, the trainer stated Facebook was still a good option for marketing to all ages. Troy Archuleta stated that at that same training he asked about whether the more traditional generations were using Facebook and it seems like it is still a good option for marketing.

## **VII. OLD BUSINESS**

### **A. Quarterly Board Meetings**

Motion: Dr. Thomas Spicer moved to adopt the presented quarterly board meeting schedule presented.

Second: Cassie Torres

Vote: Passes

Discussion: Mike Williams stated the idea of quarterly board meetings has been brought up prior and is legal. Mike Williams stated there is certain business that occurs each month, but he presented a schedule that showed what would occur at each meeting. There would also be a presenter at the meeting so the board would get in-depth knowledge of the programs. Mike Williams stated he has spoken with other's who use the quarterly system and it work well. Mike Williams stated if the board chooses to move to quarterly, special meetings are always available to be called if needed. David Bennett stated he felt this was a positive

step, especially since many of the meetings were very short. Dr. Thomas Spicer stated he wanted to wait until after the turnover of the board members, but thinks this schedule would work well. Cassie Torres stated she thought it was a fine idea as long as Mike Williams thought it would work. Regina Clark stated that she had been on a board previously that was quarterly and it did not work well because people forgot about the meetings. Cassie Torres stated she would appreciate some additional communication from Mike Williams in between the meetings.

**VIII. NEXT MEETING**

Tuesday, March 21, 2017 – 6:00 pm  
Uinta B.O.C.E.S. #1  
1013 W. Cheyenne Dr., Evanston WY

**IX. ADJOURNMENT**

Motion to adjourn: Regina Clark  
Second: Dr. Thomas Spicer  
Vote: Unanimous, Motion Carries

Meeting adjourned at 7:10 pm

Board Approved: