

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

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: March 20, 2018

**CHAIRPERSON/CLERK
CERTIFICATION**

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

Trustees Attending:

David Bennett
Josh Welling (Audio)
Cassie Torres
Dr. Thomas Spicer (Audio)
Troy Archurleta (Audio)

Chairperson Signature

Clerk Signature

Also Attending Were:

Mike Williams
Kiley Ingersoll
Heidi Currutt
Candy Hamblin

The meeting was called to order by Chairperson Bennett at 6:00 p.m. There being a quorum present the meeting was adjourned by Chairperson Bennett at 7:59 p.m.

I. WELCOME AND CALL TO ORDER

Chairperson Bennett called the meeting to order at 6:00 p.m.

II. APPROVAL AND SETTING OF AGENDA

Motion to approve Agenda with the addition of adding A. Insurance under New Business: Cassie Torres
Second: Josh Welling
Vote: Unanimous, motion carries

III. REVIEW AND APPROVAL OF MINUTES

Motion: Cassie Torres to approve the minutes from December 13, 2017 board meeting

Second: Josh Welling

Vote: Unanimous, Motion Carries

IV. SCHEDULE OF BILLS

A. General Fund

Motion: Cassie Torres to approve amount of \$324,190.02

Second: Troy Archuleta

Vote: Unanimous, Motion Carries

Discussion: Cassie Torres asked for an explanation of credit card charges. Mike Williams stated most credit card charges are used for travel, but there are some supply charges as well.

B. Payroll

Motion: Cassie Torres to approve amount of \$198,482.31

Second: Troy Archuleta

Vote: Unanimous, Motion Carries

Discussion: Dr. Thomas Spicer asked why the salary budget is higher even though we have had some resignations. Mike Williams stated he would look into this. Dr. Thomas Spicer stated he would appreciate an explanation when the issue is found.

C. Bills Prior to Next Board Meeting as Listed

Motion to approve all expenditures as presented: Cassie Torres

Second: Troy Archuleta

Vote: Unanimous, Motion Carries

V. COMMUNICATIONS

A. Visitors to Address the Board

Candy Hamblin gave a report on Industrial Safety Training (IST). Candy stated she has been with Uinta B.O.C.E.S. #1 for approximately 20 years. In 1996, the industry leaders came to Uinta B.O.C.E.S. #1 to see if we would give training for their needs. They created an advisory board that still exists today and meets quarterly to bring ideas for training in the construction and industrial fields. Some of the benefits of IST include customizations, flexibility, convenience, cost-

effectiveness, timeliness, and multi-purposes. Recently, some of the supplies for training has had an increase in price, which increased our training prices. Cassie Torres asked if we have seen any companies deterred because of the cost increase. Candy Hamblin stated no, but there whole industry has been slower.

Candy Hamblin stated most of the certifications are nationally recognized, so they transfer. PEC is one of the most in demand in the last few years. Candy has become a certified instructor with PEC. We currently have four instructors who include Brent Bowcut, Dean Wood, Paul Freeman, and Candy Hamblin.

Mike Williams stated that Candy Hamblin also coordinates all of the testing that happens at Uinta B.O.C.E.S. #1, and this has gotten busier.

B. B.O.C.E.S. Roundtable

C. Director's Report

In addition to the written report:

Mike Williams stated we are still working to pick up from the loss of LaDean Andreasen as our fiscal controller. Mike Williams stated while we are getting the crucial items done, there are some intricacies in the program and spreadsheets that he is not familiar with and items that we don't know are needed, and we need more time to learn. Mike Williams stated at this point, there is an overwhelming amount of information we are learning. Mike Williams stated he has put a lot of hours in, but this is the busiest he has been with all of these duties.

Mike Williams stated in the future, one of our ABE instructors has asked about retiring. When that occurs, we will have to hire part time to cover the instruction. It would help our budget.

Mike Williams stated he wanted to formally compliment Kiley Ingersoll on how she has stepped up and taken on the additional duties. Kiley Ingersoll is intent on learning all of the intricacies so the next transition is seamless.

Mike Williams stated he attended a payroll training and will be attending an excel training as well.

D. WWCC Coordinator's Report

In addition to the written report:

Heidi Currutt stated that WWCC has eight weeks left in the spring semester.

Heidi Currutt stated the TEAS test has just finished and there were 12 students who took the test from our area to apply for admittance into the nursing program.

Heidi Currutt stated the annual in-service will be on April 13, 2018. Heidi stated her and the staff plan to attend and learn about all of the changes. Heidi Currutt stated the registrar that was hired in October has resigned. Heidi Currutt stated early registration will start on April 4.

Heidi Currutt stated the Evanston Campus has 29 graduates from WWCC.

Heidi Currutt stated the next C.N.A. class started yesterday. There have been some major changes with the C.N.A. licensing exam. The company used previously was Credential, but it is now Prometrics. Prometrics will hire someone to test, but it will not be someone from WWCC. This puts the April C.N.A. testing on hold, but hopefully it will all be worked out soon.

Heidi Currutt stated the student of the month for February was Tammy Hughes who was nominated by April Lange. Heidi Currutt stated this has been a good way to recognize the students here in Evanston.

Heidi Currutt stated that she will be attending the Uinta B.O.C.E.S. #1 graduation on May 12, 2018.

Troy Archuleta asked Heidi Currutt what majors/areas of interest are students looking for when they move on for bachelors, etc. Heidi Currutt stated several students may not have any intention of moving on. Some of the ones she sees most frequently include nursing, physical therapy, and criminal justice.

VI. NEW BUSINESS

A. Insurance

Motion: Dr. Thomas Spicer to approve the insurance invoice for this year

Second: Cassie Torres

Vote: Unanimous, motion carries

Discussion: Mike Williams stated that we received an invoice for the insurance for Uinta B.O.C.E.S. #1 for next year. Cassie Torres asked how often we go out for bid for our insurance coverage. Mike Williams stated we have not for approximately 3-5 years. Dr. Thomas Spicer stated he would like to go out for bid next year for comparison purposes.

VII. OLD BUSINESS

A. Uinta B.O.C.E.S. #1 Board Size

Mike Williams stated that with direction from the previous board meeting, he has continued to look into reducing the board size from seven to five. With all of the changes that have occurred, Mike Williams stated that this issue has fallen through the cracks, but he does have an email about the board reduction size out to Dr. Leach.

Discussion: David Bennett stated this came about because he felt it would be more efficient and would help in making sure we can maintain a quorum. Josh Welling stated that he doesn't have strong feelings either way and would be good moving forward with the reduction. Troy Archuleta stated that stated that he is not for or against the reduction, but he does see the flexibility both sides have right now and the board seems to be working effectively as is. Cassie Torres stated she didn't see the need to reduce and from her research, the typical representation is five members, but can be up to nine. Cassie Torres stated she has no strong feeling either way.

Dr. Thomas Spicer stated that there was an issue eight or nine years ago with both the school board members and WWCC members wanting different items, but the board seems to be working well now. Dr. Thomas Spicer stated he would be able to live with it staying the same or moving down.

VIII. EXECUTIVE SESSION

Motion: Cassie Torres to move into Executive Session at 6:48 p.m.

Second: Dr. Thomas Spicer

Vote: Passed

Regular session resumed at 7:55 p.m.

A. Executive Director Evaluation & Contracts

Motion: Cassie Torres moved to accept the contract evaluation for Mike Williams, Executive Director as presented.

Second: Dr. Thomas Spicer

Vote: Unanimous, motion carries

Discussion: Cassie Torres stated the evaluation of Mike Williams was very favorable from the board's point of view.

Motion: Cassie Torres moved to accept Keith Douglass's contract as presented.

Second: Josh Welling

Vote: Unanimous, motion carries

Motion: Dr. Thomas Spicer moved to extend the contract of the executive director for a total of three years with a 4% increase raise and with no additional increases in raises for the remainder of the contract.

Second: Josh Welling

Vote: Unanimous, motion carries

IX. NEXT MEETING

Tuesday, June 19, 2018 – 6:00 p.m.
Uinta B.O.C.E.S. #1 Education Center
1013 W Cheyenne Dr, Evanston, WY

X. ADJOURNMENT

Motion to adjourn: Cassie Torres

Second: Dr. Thomas Spicer

Vote: Unanimous, Motion Carries

Meeting adjourned at 7:59 p.m.

Board Approved: June 19, 2018