

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:** September 19, 2017

**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  
Jenny Welling  
Regina Clark  
Dr. Thomas Spicer

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*Chairperson Signature*

**Also Attending Were:**

Mike Williams  
LaDean Andreasen  
Kiley Ingersoll  
Heidi Currutt  
Scott Neue (Audio)

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*Clerk Signature*

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The meeting was called to order by Chairperson Bennett at 6:01 p.m. There being a quorum present the meeting was adjourned by Chairperson Bennett at 7:28 p.m.

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**I. WELCOME AND CALL TO ORDER**

Chairperson Bennett called the meeting to order at 6:01 p.m.

**II. APPROVAL AND SETTING OF AGENDA**

Motion to approve Agenda: Dr. Thomas Spicer  
Second: Jenny Welling  
Vote: Unanimous, motion carries

**III. REVIEW AND APPROVAL OF MINUTES**

Motion: Jenny Welling to approve the minutes from July 19, 2017 board meeting

Second: Regina Clark

Vote: Unanimous, Motion Carries

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

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

Motion: Dr. Thomas Spicer to approve amount of \$167,915.85

Second: Jenny Welling

Vote: Unanimous, Motion Carries

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

Motion: Dr. Thomas Spicer to approve amount of \$97,224.10

Second: Jenny Welling

Vote: Unanimous, Motion Carries

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

Motion to approve all expenditures as presented: Dr. Thomas Spicer

Second: Jenny Welling

Vote: Unanimous, Motion Carries

#### **V. Presentation of the 2016-2017 Uinta B.O.C.E.S. #1 Audit**

Discussion: Decoria, Maichel, & Teague P.S. presented their audit findings via a conference call, with a clean, unqualified opinion, and stated that financially we are very strong, and stable for the audit. Scott Neue did note that the decrease in revenue was larger than the decrease in expenses. The professional standards require them to point out the segregation of duties, but it is pointed out each year, and is not a problem. They thanked LaDean Andreasen for her help and a job well done, and also thanked the B.O.C.E.S.; stating they enjoys working with us.

Dr. Spicer asked if they found any significant discrepancies. Scott Neue stated that did not see any except the bankruptcy with Rykman Creek.

Motion: Jenny Welling to accept the audit as presented

Second: Dr. Thomas Spicer

Vote: Passed

#### **VI. COMMUNICATIONS**

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

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

Regina Clark thanked Mike Williams for the updates monthly. Dr. Spicer asked if financial conditions stay the same, what programs would be scaled back? Mike Williams stated he would discuss this item later in the meeting.

**C. Director's Report**

In addition to the written report:

Kiley Ingersoll gave an overview of both the community education program and the contract training program at Uinta B.O.C.E.S. #1.

Mike Williams stated he is very active in the Southwest Wyoming WAG and the Uinta County WAG. These are required groups that formed out of the Wyoming workforce law. Local, state, and regional WAGS have all been formed. Colby Gull, the Lyman superintendent is starting a pilot program similar to the Park City CAPS School. Mike Williams discussed the trip to visit the school and stated he hopes to create a class in Evanston as well. Mike Williams stated we need to find businesses to help create and provide projects for the students to work on. Mike Williams stated he also talked to Doug Rigby about the possibility of doing a shadow day in the elementary schools.

Mike Williams stated it has now been a few months with the new staffing structure. Additional work has been added to those still on staff and schedules have been changed. We did lose a full FTE in the Adult Basic Education department. Mike Williams stated he does enjoy the face-to-face time he is getting with the students.

Mike Williams stated we have proctored tests for higher education institutes for a long time. Since it started, the demand for testing has increased dramatically because of all the online availability of schooling. We have now set up a small fee for each test. We do not charge WWCC, UW, or USU because they have programs in our building and are partners. We did get one complaint from a student at Weber State asking us to reconsider charging Weber State students the fee. We stated if Weber State wanted to become a partner university, we would consider it at that time. Dr. Spicer asked if the fee is charged to the student or the university. Mike Williams stated it is charged to the student. Heidi Currutt stated that WWCC went from no proctoring many tests, but now several are proctored. She stated the demand for proctored testing has really increased.

Mike Williams stated the Wyoming State Hospital buildings are being looked at by people in the community for what they would like to have them become. Some community members think WWCC should use the buildings for a college campus. Mike has spoken to Dr. Leach about this.

**D. WWCC Coordinator's Report**

In addition to the written report:

Heidi Currutt stated that enrollment numbers are 252 with concurrent enrollment still coming in.

Early Registration begins on November 14 for students.

Heidi Currutt is going to take packets to the High School for concurrent enrollment so the process goes smoother for the next semester.

Heidi Currutt stated we did have to cancel several live classes because we need 8 students in each class.

Heidi Currutt stated that WWCC is switching to a new online platform in January (Canvas) which is sooner than expected, but due to all of the problems Blackboard is having.

Heidi Currutt stated she is planning on several financial aid nights and hopes for good attendance.

Heidi Currutt stated there are two new faculty on the nursing team here. They are Bailey Jensen and Bev Stephens. Both are excited to be here and offer a fresh perspective.

Heidi Currutt stated Horizon High School came over for a tour and Kiley Ingersoll helped to show the students around.

Heidi Currutt stated that she is teaching and now appreciates more what the teachers are going through.

Heidi Currutt stated the first CNA class did go. She is very excited to offer Welding 1755 to community members. Brenden Ellis will be the teacher. Heidi Currutt stated this class will go, but she is still looking for students. This class will also go in the spring.

## **VII. NEW BUSINESS**

### **A. Excess Outdated Equipment**

Discussion: Mike Williams stated we have some old equipment that we no longer have a need for because we have updated. Dr. Thomas Spicer asked if this is sold or thrown away. LaDean Andreasen stated we typically do a silent bid and

sell items to the highest bidder. Most of the equipment has very little value because it is old.

Motion: Dr. Thomas Spicer moved to approve the list of equipment to excess

Second: Regina Clark

Vote: Passes

## **B. Financial Discussion**

Discussion: Mike Williams stated that after the financial audit, we have been looking at projections for our next 5-7 years. At this point, we are not financially secure at 5-7 years out if nothing changes. Our assessed value has decreased significantly, and if it does not increase at some point, we do not believe we will be financially secure. The assessed value has gone down, state funding has decreased, and our IST department revenue has also decreased. Mike Williams stated we have tried to be conservative and made changes (including staff reduction) to be proactive in our approach. Some items that could impact us include Ryckman Creek, Haystack Coal Mine, natural gas prices, Windmill farms, the ICE Detention Center. However, none of these are actual numbers at this point, so we have to look at actual numbers to make projections.

Mike Williams stated we are looking at all options here and all programs. We are hoping for some help from WWCC in the financial area. We have a MOU with WWCC and after looking at all of the options, we feel we need to renegotiate the agreement we currently have.

Dr. Thomas Spicer asked if the 2 mills is the most we can ask for. Mike Williams stated, yes.

Dr. Thomas Spicer asked at what point we look at different programs and what it costs to run them. Mike Williams stated we are looking at everything at this point. As of December, IST will have no full time instructor for the first time. We use to employ three full time instructors. We will now use contract instructors. Our electrical program never did earn revenue, so we decided to cut this program. Community education classes are looked at to see if we will break even (and many times cancelled if we do not).

Dr. Thomas Spicer asked what the current MOU is. Mike Williams stated it is currently a payment to WWCC of \$225, 000. Dr. Thomas Spicer asked what

we would like to negotiate the MOU to. Mike Williams stated we would like to negotiate for it to be approximately half of the \$225,000.

Dr. Thomas Spicer stated he was fully aware of the budget issue, but isn't sure where the extra money needed will come from. Mike Williams stated we hope to make the financial situation a joint effort.

Dr. Thomas Spicer stated he has a sense that things are starting to pick up. Jenny Welling stated it is better to be conservative and hope these other options will also help.

Motion: Jenny Welling moved to open negotiations with WWCC

Second: Dr. Thomas Spicer

Vote: Unanimous, Passes

#### **VIII. OLD BUSINESS**

#### **IX. NEXT MEETING**

Wednesday, December 13, 2017 – 6:00 p.m.

Uinta B.O.C.E.S. #1 Education Center

1013 W Cheyenne Dr, Evanston, WY

#### **X. ADJOURNMENT**

Motion to adjourn: Dr. Thomas Spicer

Second: Jenny Welling

Vote: Unanimous, Motion Carries

Meeting adjourned at 7:28 p.m.

Board Approved: