

MINUTES

WYOMING COMMUNITY COLLEGE COMMISSION MEETING September 21, 2018

The September 21, 2018 special Commission meeting was called to order by Commission Chair Sandra Meyer at 8:30 a.m. at Casper College, Casper, Wyoming.

Commissioners present: Commissioners Larry Atwell, Kay Dooley, Craig Frederick, Jackie Freeze, Sandra Meyer and Julia Newman. Commissioner Brown was not present.

Commission staff present: Executive Director Sandy Caldwell, Deputy Director and Chief Financial Officer Matt Petry, Programs Team Leader Joe McCann, Fiscal Team Leader Larry Buchholtz, and Administrative Services Manager Claire Smith (by phone).

A roll call was taken. A quorum was present. Due notice had been published.

Motion: Commissioner Atwell moved and Commissioner Newman seconded a motion to approve the agenda. **Motion passed unanimously as amended.**

Commissioner Meyer asked for introductions.

ACTION AGENDA ITEMS

Prioritized Approvals

1. NWCCD: Culinary Arts – President Young state the original cost did not include the acquisition and installation of fixed equipment. **Motion:** Commissioner Dooley moved and Commissioner Atwell seconded a motion to approve an increase in spending authority for the NWCCD Culinary Arts Building for a total budget of \$4,156,160. **Motion pass unanimously.**
2. CWC: Agriculture – President Tyndall stated the design and scope of this project has changed since the original approval in 2015, resulting in an increase in cost. **Motion:** Commissioner Freeze moved and Commissioner Dooley seconded a motion to approve the CWC Ag and Animal Science Center project for a total budget of \$18,353,584. **Motion passed unanimously.**

Annual Escalation Factor

The meeting packet contains a memo detailing the escalation factor issue.

- In response to a question by Commissioner Atwell, Dr. Caldwell said this puts in place a best practice but does not require a change in rules.

- As stated by Mel Muldrow, Administrator, State Construction Department (SCD), the SCD includes escalation factors while designing a project, adding them to the costs which are then presented to the State Building Commission for inclusion in the SCD budget request.
- Dave Webb, Project Manager, SCD, said this is a critical step because additional costs beyond the approved appropriation are born by the colleges.
- Mr. Muldrow used this opportunity to inform colleges that major maintenance is going to be more closely scrutinized.
- Mr. Webb said all projects have a 5% contingency built into the cost.
- Dr. Caldwell reiterated this process will bring forth a best practice allowing the commissioners to approve escalating costs annually instead of only at the time costs exceed 10%.

Motion: Commissioner Freeze moved and Commissioner Frederick seconded a motion to authorize Commission staff to implement a system of

- Incorporating an annual escalation factor into all previously approved level I construction projects that are more than one year post-approval using the annual escalation factor to be provided every April by State Construction Department, and
- Incorporating an annual escalation factor into all previously approved level II construction projects that have passed two years of post-project development using the annual escalation factor to be provided every April by State Construction Department.

Motion passed unanimously.

ADJOURNMENT

Motion: Commissioner Frederick moved and Commissioner Dooley seconded a motion to adjourn the regular commission meeting at 9:00 a.m. **Motion passed unanimously.**

The tuition workshop convened at 9:00 a.m. No action was taken. The workshop adjourned at 2:30pm.

Saundra Meyer 10/16/18
 Saundra Meyer Date
 Commission Chair

Sandy Caldwell 10/16/18
 Sandy Caldwell Date
 Commission Executive Director