WESTERN WYOMING COMMUNITY COLLEGE
BOARD OF TRUSTEES

REGULAR MEETING MINUTES
January 6, 2009

Trustees Present:
John Freeman, President
Dick Boettcher, Vice President
George Eckman, Secretary
James Roth, Treasurer
Lynne Chadey
Clark Stith

Also Present:
Dr. Karla Leach, College President
Marty Kelsey, VP for Administrative Services
Ken Fitschen, VP for Student Learning
Jackie Freeze, VP for Student Success Services
Sandy Caldwell, Assoc. VP for Student Learning
Laurie Watkins, Assoc. VP for Student Success Services
Troy Archuleta
Bradley Gardunt
Cheryl Gardunt
Al Smith
Molly Pland
Lu Sweet
Ken Swartz
Rick Reynolds
Kandy Frink

Trustees Absent:
Shannon Honaker

REGULAR BOARD OF TRUSTEES MEETING

I. AGENDA
A. Call to Order
The regular meeting of the Board of Trustees of the Western Wyoming Community College District was called to order at 8:16 p.m., Tuesday, January 6, 2009, in Board Room 3060, Rock Springs Campus, President John Freeman presiding.

B. Approval of Agenda
   1. Secretary Eckman made a motion to accept the consent and regular agendas as presented. Motion approved by vote.

II. REPORTS
A. Association of Student Government
   None

B. WWCC Senate
   None

C. Paraprofessional Association
   None

D. Troy Archuleta – UW
   Mr. Troy Archuleta, UW Academic Coordinator, gave a brief report to the Board regarding the UW Outreach office located on campus. Mr. Archuleta thanked the Board for the opportunity and explained that the Rock Springs UW Outreach school serves all of Southwestern Wyoming. Mr. Archuleta said that he and Dr. Leach
are working together to continue collaborations that will benefit WWCC students who are transferring to UW. Trustee Stith asked if that collaboration would make the process easier for students to transfer. Mr. Archuleta said that while no plans to change the transfer process have been discussed, educating the student on the transfer process is paramount. Mr. Archuleta said that most students are unaware of how the requirements differ from college to college within UW (e.g., College of Business, College of Education, etc.). Dr. Leach said that she and Mr. Archuleta have been discussing how to address the problem of getting the relevant information to students who plan to transfer.

Mr. Archuleta said that UW is no longer operating on the state WEN system but has purchased and implemented its own videoconferencing system to create more flexibility in courses offered via videoconference.

The Board thanked Mr. Archuleta for his report.

E. Jackie Freeze – Athletics
Dr. Jackie Freeze, Director of Athletics, gave the first annual report to the Board for the Athletics division. Dr. Freeze said that the Men’s and Women’s Soccer program has done well and has been a good addition to the athletic program. Dr. Freeze also said that Men’s and Women’s Basketball continues to be the mainstay of WWCC’s athletic programs and that it has been successful both on and off the court, with its participants doing well academically. Dr. Freeze went on to say that Women’s Volleyball does very well, and that the Wrestling program continues to garner huge community support. Dr. Freeze said that most of the wrestling matches are not conducted in Rock Springs due to the size of the region the Wrestling program is included in. Dr. Freeze said that the Cheerleading and Dance squads, which are also included in the athletic programs, create a good atmosphere for athletics.

Dr. Freeze reported that the Booster Club raised more than $20,000 last year which is used to supplement financial aid for athletes. Dr. Freeze said that a new athletic weight facility is now in use due to changes in NJCAA rules.

Dr. Freeze highlighted various personnel in the athletic division, and introduced those who were present at the meeting. Dr. Freeze then invited those present to speak.

Ken Swartz, Women’s Basketball Coach, thanked the Board for the opportunities they provide. Mr. Swartz said that he has been coaching for 37 years and has been at WWCC for nine years. Mr. Swartz said that the overall record for the Women’s Basketball team has been 100 wins to 37 losses. Mr. Swartz said that the athletes are also good students with an average gpa of 3.55.

Rick Reynolds, Women’s Volleyball Coach, said that he had served as ASG President during his college career. Mr. Reynolds said
that he had always wanted to coach and is grateful to be able to coach for a college that is not struggling with too little funding. Mr. Reynolds thanked the Board for that opportunity.

Ms. Lu Sweet thanked the Board for the opportunity to speak, and thanked Dr. Freeze for her support. Ms. Sweet said that her work with the coaches has been rewarding. Ms. Sweet also said that safety is her first concern. Ms. Sweet went on to say that the athletic events are being broadcast on the college radio station and that she is happy to be 'on the air' again as she previously worked as a radio personality. Ms. Sweet concluded by saying that she also facilitates the Challenge Course and complimented the Board on the opportunities available at WWCC.

Dr. Freeze concluded her report by giving each Board member a copy of the Athletic Code of Ethics. The Board thanked Dr. Freeze for her report.

III. MINUTES
A. Approval
   1. Vice President Boettcher made a motion to accept the minutes of the December 11, 2008 meeting as presented. Motion approved by vote.

IV. FINANCIAL REPORTS/TRANSACTIONS
A. Clearing Accounts and Electronic Funds Transfers
Treasurer Roth moved to ratify the Clearing Accounts as designated in the amount of $1,549,323.86 and the Electronic Transfers as designated in the amount of $311,572.67 for a grand total ratification of $1,860,896.53. Motion approved by vote.

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<th>Clearing Accounts</th>
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<td>Vouchers</td>
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<td>Payroll</td>
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<td>Advices</td>
<td>009023 through 009152</td>
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<td>Total – All Clearing Account Warrants</td>
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<td>$1,549,323.86</td>
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| Electronic Funds Transfers |                     |
|-----------------------------|--|--|
| Payroll Tax Payments to I.R.S. | From | To | Amount |
| US Bank                     | EFTPS-CHICAGO USATAXPYMT | $311,572.67 |
| A/C# 147497000116           |                     |       |

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<th>Total Electronic Funds Transfers</th>
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(Copies of Warrant Registers are filed in the Addendum and become a part of the official Board Minutes.)
V. RECOMMENDED ACTION

A. Old Business
None

B. Consent Agenda

1. Approval of Academic Year Calendar for 2009-10

   College Policy 6210A requires that the Board review and approve the Academic Calendar. WWCC builds its calendars based on the following premises:
   - Start the Fall semester as late as reasonable and yet allow enough time for class meetings and exam days to end the semester before Christmas.
   - Start Fall classes on a Wednesday to get the students engaged in learning as quickly as possible. Students move into the residence halls on Sunday, typically with help from family members. The last registration is held on the Monday before classes start on Wednesday.
   - Start evening and distance courses on the same date.

   Comparison of Calendars: The proposed calendar is similar to previous academic calendars. Fall 2008 classes began on August 27 and ended on December 11 with 71 teaching days. Fall 2009 classes began on August 26 and ends on December 10 with 71 teaching days. Spring 2009 classes began on January 14 with graduation on May 15 with 72 teaching days. Spring 2010 classes begin on January 20 with graduation on May 21 with 73 teaching days. The challenge continues, particularly in the Fall, of finding adequate time both for scheduling classes and for training or for working together on the use of technology and improving learning and teaching.

   **Recommendation**
   Approve the Academic Calendars for 2009-10

2. Approval of FY 2010 Budget Calendar

   Each year in January, the Board of Trustees approves a Budget Calendar, per Board policy. The proposed calendar is included in the addendum. It has been approved by the Executive Council. The Board will note a special workshop devoted to the Board scheduled for Tuesday, April 7th, 2009.

   **Recommendation**
   To approve the FY 2010 Budget Calendar as presented.

3. Appointment of Audit Firm to Audit FY 2009 and FY 2010 Records

   The College’s audit agreement with the CPA firm Hansen, Barnett, and Maxwell ended with the completion of the Fiscal Year 2007-08 audit. The College is required by state and federal law to have a qualified CPA firm audit the College’s financial records each year. The College Administration has been pleased with the quality of the
work performed by Hansen, Barnett, and Maxwell. For the FY 2007-08 audit, the firm charged the College $37,000. The firm is proposing fee of $38,000 for the FY 2008-09 audit and a fee of $39,500 for the 2009-10 audit. The Administration has compared their fee proposal with what the other six community colleges are paying. In comparison, the proposed fee is in line with the other colleges. Some colleges pay more than this and some pay a little less. As usual, the Administration recommends that the audit agreement cover both years of a biennium.

Recommendation
To enter into an agreement with the CPA firm Hansen, Barnett, and Maxwell, Salt Lake City, Utah, to audit the financial records of Western Wyoming Community College for the 2008-09 year and the 2009-10 year as described above.

4. Revision of Board Procedure 3710F, Surplus Property Disposal
This Board procedure has not been changed since it was adopted in July, 1989 and needs to be updated. Basically, two changes are being recommended. First, it is recommended that a provision be added regarding the sale of real estate to provide for the usage of real estate brokerage firms. Second, it is recommended that the threshold fair market value for equipment, materials and supplies be raised from $300 to $2,000 to trigger a requirement that the Board of Trustees grant approval to dispose of an item in this category. The College’s Policies and Procedures Committee unanimously approved these changes at their December meeting.

Recommendation
None. First reading only. Second and final reading is scheduled for the February 2009 meeting of the Board of Trustees.

5. Revision of Board Procedure 4230E, Voluntary Early Retirement Plan
The College has had a voluntary early retirement plan in place for a number of years. This Board Procedure was last revised in May, 2003. The Administration recommended two material changes to this Board Procedure to the College’s Policies and Procedures Committee. The changes are as follows:

Maximum Age To Receive Retirement Incentive
The current Board Procedure provides that an early retiree may receive early retirement incentive payments until he/she reaches the age of 65 or has received five years of incentive payments, whichever comes first. This revision provides that the maximum age one may receive incentive payments is the early retiree’s “full retirement age” as defined by the U.S. Social Security Administration. Thus,
an early retiree may receive early retirement incentive payments for five years or up to the early retiree’s "full retirement age", whichever comes first. The "full retirement age" has been changed in recent years. Sixty-six is the full retirement age for people born between 1943 and 1954. For people born in 1955 or later, the "full retirement age" incrementally increases until it reaches age 67.

Health Insurance Payments
The current Board Procedure provides that the College’s participation in the payment of health insurance ends concurrently with the end of the incentive payments. This can be at age 65 or earlier. This revision provides that health insurance will be provided for five years or until the early retiree is eligible for Medicare, whichever comes first. Early retirees are eligible for Medicare at age 65.

Recommendation
None. First Reading Only. Second and final reading is scheduled for the February Board meeting.

Trustee Chadey made a motion to accept the Administration’s recommendations on the consent agenda. Motion approved by vote.

C. New Business

1. Bid Quotations, Forklift
At the December 2008 Board meeting, the Board of Trustees authorized the administration to solicit competitive bids for a new fork lift. Bids were opened on December 22, 2008. Bid results are as follows: Crown Lift Trucks, Salt Lake City, UT for a Hamech G40ZT-8 in the amount of $41,859.10; Arnold Machinery, Salt Lake City, UT for a Hyster H80FT in the amount of $42,396.38 (Does not meet specs: Bid 2-mast instead of 3-mast); Arnold Machinery, Salt Lake City, UT for a Hyster H-80FT in the amount of $44,147.66 and Wyoming Machinery, Casper, WY for a Cat GP40K in the amount of $54,976.00. The lowest bid is from Crown Lift Trucks for $41,859.10.

Recommendation
To accept the bid from Crown Lift Trucks of Salt Lake City for $41,859.10 for a new forklift.

Vice President Fitschen gave an explanation of the bid quotations. Secretary Eckman asked how the bid specifications were developed. Vice President Fitschen said that bid specifications were developed by the departments that would use the forklift. Secretary Eckman made a motion to accept the low bid from Crown Lift Trucks, Salt Lake City, UT, in the amount of $41,859.10 for a forklift. The motion was approved by vote.
2. Bid Quotations, Automotive Dynamometer
At the December 2008 Board meeting, the Board of Trustees authorized the administration to solicit competitive bids for the dyno, its related equipment, and specialized walls to be sold to the highest bidder as obsolete equipment. Bidding must include removal. The administration received two bids as follows: Brian Leibee in the amount of $5,700; and Gordon Gunter in the amount of $2,150.

Recommendation
To accept the bid of $5,700 from Brian Leibee for the purchase and removal of the dyno, its related equipment, and specialized walls.

Vice President Fitschen gave an explanation of the bids received for the automotive dynamometer. Treasurer Roth asked if the bids had been examined to ensure proper removal of the dyno and related equipment. Vice President Fitschen said that both bids met the removal requirements stated in the bid package. Treasurer Roth made a motion to accept the bid from Brian Leibee for the purchase and removal of the dyno, its related equipment and specialized walls. Motion approved by vote.

3. Bid Quotations, Sealing Floors and Painting Walls, T&I Labs
At the December meeting of the Board of Trustees, the Board authorized the Administration to seek competitive bids for the sealing of floors and painting of walls in two Technology & Industry Labs. Bids were opened on December 22nd. Bids were received as follows: Gus’s Decorating, Green River, Wyoming in the amount of $18,240 and; Signature Painting, Rock Springs, Wyoming in the amount of $37,930. The Administration recommends that the bid from Gus’s Decorating be accepted. They do excellent work for the College. Funds are budgeted and available in the College’s Major Maintenance Account to pay for this work.

Recommendation
To accept the low bid submitted by Gus’s Decorating, Green River, Wyoming, in the amount of $18,240, per bid specifications, to seal floors and paint walls in two Technology and Industry Labs.

Vice President Kelsey gave an explanation of the project and the bids received. Vice President Boettcher made a motion to accept the low bid from Gus’s Decorating as described above. Motion passed by vote with Trustee Stith abstaining.

4. Acceptance of Grant from Department of Workforce Services
The Department of Workforce Services has approved a grant for $20,000 to expand our delivery of the ACT Workkeys test in our various sites. Workforce Services is using this test to provide workplace assessments for employers by
providing Workforce Readiness Certificates at 3 levels: Bronze, Silver, or Gold, based on this Workkeys test. Workkeys is an assessment developed by ACT in conjunction with many industries to assess a student’s ability to solve practical problems in applied math, locating information, and reading for information. The results provide an assessment of the student’s basic skills to work in over 12,000 professions. Workforce Services is working with the 7 community colleges to provide the Workkeys assessment. WWCC was approved for a grant of $20,000. The Grant will provide Software and training; Expenses for staff from outreach sites to attend training; 3 computers for administering the test in RS; Some salary/benefits to pay for any overtime pay needed to administer the test after hours.

Recommendation
To accept the grant from Workforce Services for a total of $20,000.

Vice President Fitschen gave an explanation of the Workkeys test and the grant. Trustee Stith made a motion to accept the grant as described above. Motion passed by vote.

VI. INFORMATION/PROPOSALS
A. Visiting Delegations
None

B. Questions/Media/Public
None

C. President/Staff
None

D. Trustee Questions/Topics
President Freeman reminded the Board that the Board Retreat would be held Saturday, January 10, 2009 at Red Canyon Lodge.

E. Topics for Future Workshop Agendas
1. Facility Tours
2. BOCES Reports

F. Executive Session - Legal/Personnel
President Freeman asked if an Executive Session would be necessary. Dr. Leach said no.

VII. FUTURE BUSINESS
A. The next regular Board of Trustees workshop will be held on Thursday, February 12, 2009, at 6:00 p.m., in Board Conference Room 3071, Rock Springs Campus.

B. The next regular Board of Trustees meeting will be held on Thursday, February 12, 2009, at 7:15 p.m., in Board Room 3060, Rock Springs Campus.
VIII. ADJOURNMENT

Having no further business to act on, President Freeman adjourned the regular meeting at 8:56 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