WESTERN WYOMING COMMUNITY COLLEGE
BOARD OF TRUSTEES

REGULAR MEETING MINUTES
March 12, 2009

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

Also Present:
Karla Leach, College President
Marty Kelsey, VP for Administrative Services
Ken Fitschen, VP for Student Learning
Sandy Caldwell, Assoc. VP for Student Learning
Laurie Watkins, Assoc. VP for Student Success Services
Carol Brown
Stacee Hanson
Dudley Gardner
Dustin Conover
Amy Critchfield
Mark Padilla
Kandy Frink

Trustees Absent:
None

REGULAR BOARD OF TRUSTEES MEETING

I. AGENDA
A. Call to Order
The regular meeting of the Western Wyoming Community College District Board of Trustees was called to order at 7:30 p.m., Thursday, March 12, 2009, in Board Room 3060, President John Freeman presiding.

B. Approval of Agenda
I. Secretary Eckman made a motion to move Item #2 from the Consent Agenda to new business. Motion approved by vote.
Trustee Honaker made a motion to move Item #1 from the Consent Agenda to New Business. Motion approved by vote.
Vice President Boettcher made a motion to approve the agenda as revised. Motion approved by vote.

II. REPORTS
A. Association of Student Government
None.

B. WWCC Senate
Mr. Dustin Conover, WWCC Senate President, gave a brief report on the activities of the group. Mr. Conover said that other than Salaries & Benefits discussions, the main topics that the Senate had been discussing were conducting information forums for employees. Mr. Conover said that the first forum would deal with Horizontal Advancement and the steps needed to apply. Mr. Conover said that the next forum would cover Early Retirement. Mr. Conover said that the Senate will also be conducting Senate elections soon. The Board thanked Mr. Conover for his report.
C. Paraprofessional Association
Ms. Frink told the Board that Ms. Shipman had indicated that no Paraprofessional report would be given since all recent efforts had been on the Salaries & Benefits discussion which was reported on during the Board workshop held earlier in the evening.

D. Carol Brown – Hay Library
Ms. Carol Brown, Hay Library Director, gave the annual report for the Library to the Board. Ms. Brown said that Hay Library continues to expand its subscriptions to online databases and publications. Ms. Brown said that UW has an online catalog of all available databases and publications. Ms. Brown also said that the Wyoming State Library System partnered with a Colorado college to provide materials to students such as reference cards and flash drives to help them navigate the information available on the internet. Ms. Brown went on to say that WWCC will be offering an 'Information Literacy' course to help students know what information is needed, how to find it and how to use it effectively.

Ms. Brown said that Hay Library has a new webpage and encouraged the Board members to visit the webpage. Ms. Brown said that students can access the databases and publications through their Mustang Cruiser account rather than having to login into each specific database or publication site. Ms. Brown said that an additional webpage with the databases listed by subject is being designed and will be implemented this year.

Ms. Brown said that Hay Library continues to participate in the state-wide program, Reading Wyoming; and also hosts events during Free Day. Ms. Brown reported that Hay Library has been designated as a Federal Depository Library for the 40th consecutive year. Ms. Brown concluded her report by saying that Hay Library is currently storing the Andy Warhol photograph collection and that library staff have been adding books and informational items on art in general.

Trustee Honaker asked if the reference cards were available online. Ms. Brown said that the cards were only available in a hard copy format. Trustee Honaker said that the cards were an excellent resource for students and suggests that they be put online. Trustee Stith asked if the databases and publications could be accessed by the public. Ms. Brown said that anyone desiring access to the online information could get a temporary password through the library. Ms. Brown said that the person would have to physically access the information in the library but that students would have full access from anywhere. President Freeman commented that he had requested an information literacy course for his students at the high school and that it helped them use the resources available to them in a more efficient manner. The Board thanked Ms. Brown for her report.
E. Stacee Hanson – Financial Aid
Ms. Stacee Hanson, Financial Aid Director, gave the annual report for the department to the Board. Ms. Hanson reported that there have been no staffing changes in the Financial Aid department and that all staff are active in regional and state organizations. Ms. Hanson said that the information required to apply for the Hathaway scholarship was incorporated into the information required for WWCC’s admission application to reduce the amount of paperwork students needed to complete. Ms. Hanson also said that imaging software, Image Now, is being implemented into the financial aid process. Ms. Hanson said that this software would allow the financial aid department to view transcripts or other information immediately rather than waiting for another department to mail them hard copies of documents. Ms. Hanson said that financial aid documents would also be imaged.

Ms. Hanson said that over $5.3 million in aid was disbursed over the last year in both external and institutional aid. Ms. Hanson reported that 4 new scholarships were available; the ASG Scholarship, the Honors Stipend, the Step Up Scholarship and the Almost There Scholarship.

Ms. Hanson said that the Financial Aid department participated in the ‘College Goal Sunday’ event which targets first generation students. Ms. Hanson said that although the event has been successful, the event may be discontinued due to a loss of state funding. Ms. Hanson said that she is proud of the student support her department offers. Ms. Hanson concluded her report by thanking the Board for approving her Academic Leave request, saying that she is excited to continue her studies.

Trustee Honaker asked if conversations were still being conducted with Green River High School. Ms. Hanson said that conversations about dual enrollment and the Hathaway scholarship are ongoing. Trustee Chadey thanked Ms. Hanson and the staff of the Financial Aid department, saying that they are doing a terrific job. The Board thanked Ms. Hanson for her report.

III. MINUTES
A. Approval
   1. Secretary Eckman made a motion to accept the minutes of the January 29, 2009 and February 12, 2009 meetings 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 $2,164,230.31 and the Electronic Transfers as designated in the amount of $298,101.31 for a grand total ratification of $2,462,331.62. Motion approved by vote.

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Board Meeting Minutes – March 12, 2009 – Page 4

Advices 016531 through 016694 $525,608.66
Total - All Clearing Account Warrants $2,164,230.31

Electronic Funds Transfers

Payroll Tax Payments to I.R.S.

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Bank to Bank Transfers

Investment Transfers

Total Electronic Funds Transfers $298,101.31

GRAND TOTAL FOR BOARD RATIFICATION $2,462,331.62

(Copies of Warrant Registers are filed in the Addendum and become a part of the official Board Minutes.)

V. RECOMMENDED ACTION

A. Old Business

1. Authorization to Solicit Bids, Parking Lot Lighting Renovation Project

The Administration has determined that twenty two (22) light poles and associated light fixtures need to be replaced on the Rock Springs campus. The areas involved are the west parking lot, the north student parking lot, and the east parking lot near circle drive. Over the past few years the College has experienced several problems with the lights. The light poles and fixtures are the original ones installed when the campus was expanded in the mid-1980s. At the February meeting of the Board of Trustees, the Board tabled this agenda item primarily because it was suggested that the College retain the services of a professional electrical engineer to study the matter and make a recommendation to the College. A few other questions were raised about the Administration’s proposal as well. The College’s physical plant staff have been working with various firms to determine how best to remedy the problems. Plans and specifications have been developed. Per direction from the Board, the Administration secured the services of Engineering Design Associates, Casper, Wyoming. Mr. Steve Holcomb, P.E., and a principal in the firm, computer modeled the Administration’s suggested design. Mr. Holcomb has concluded that the Administration’s proposal is sound. The Board was presented with some additional information at the workshop earlier in the evening. The Administration’s recommendation remains unchanged. The estimated cost for this project is $90,000. Major Maintenance funds are budgeted and available to cover the cost. It is anticipated that bid results and a
recommendation will be presented to the Board at the April meeting.

Recommendation
To authorize the Administration to solicit competitive bids for the replacement of 22 light poles and light fixtures on the Rock Springs campus as described above.

Vice President Kelsey gave an explanation of the request to solicit bids. Treasurer Roth made a motion to authorize the Administration to solicit bids for the parking lot lighting renovation project as described above. Motion approved by vote.

B. Consent Agenda
1. Moved to New Business Item #4

2. Moved to New Business Item #5

3. Authorization to Pneumatic Trainers as Sole Source
The Industrial Maintenance program has requested the purchase of 2 Lab Volt pneumatic trainers from Silverstone Systems. Pneumatics is an important learning component for this program as well as for the Oil and Gas Production and Compression Technology programs. We currently own 4 of these trainers. However, 2 of these trainers are now obsolete because we can no longer obtain parts. Four functioning trainers will allow us to have more students involved in hands-on training at the same time. Trainers are programmable such that the instructor can create technical problems that the students must then troubleshoot and solve. The cost of these 2 trainers is $28,437.06 including shipping. This includes a 10% discount because we have previously purchased Lab Volt trainers. These new trainers will include upgrades to make them more applicable to local industries by adding electro-pneumatic control. This feature accounts for $19,000 of the total cost. However, to keep our training current, this feature is needed. The request for a sole source purchase is based on the following reasons: These trainers match the existing Lab Volt trainers; Having all students on the same trainer increases efficiency and effectiveness. For example, all students will have the same lab book; Learning how to use, maintain, and repair will be more efficient for faculty if all are the same trainer; Because we have purchased trainers from Lab Volt before, it is giving WWCC a 10% discount; and Silverstone Systems is the local authorized vendor for Lab Volt in our area. These state funds are part of the funds related to the Diesel Building project. These funds include equipment for diesel, industrial maintenance, oil and gas production, and compression technology. The Administration recommends approval of this purchase.
Recommendation
To authorize the administration to purchase 2 pneumatic trainers from Silverstone Systems, LLC for $28,437.06 as a sole source purchase.

4. Approval of Sole Source Contract with Blackboard
WWCC has used Blackboard as our Course Management System since the inception of our Internet Course program in 1998. They have proven to be a reliable partner and provide a user-friendly system and excellent support. We have utilized the Enterprise System and its features since 2005. This is a sole source contract because this is a continuation of our current course management system and changing systems would require major training and conversion issues. We renegotiate our contract every three years and in between pay only COLA increases. This is the 2nd year of a three-year cycle.

Recommendation
To authorize the Administration to pay the annual maintenance agreement on the Blackboard Course Management System in the amount of $42,700 for year April 1, 2009 through March 31, 2010.

5. Authorization for Sole Source Purchase of Student Computers
The Board of Trustees must approve all purchases over $15,000. The following request is to purchase Dell computers, one of the vendors that the Board has approved as a sole source vendor for College computers. Every year, the College purchases new computers to replace those that no longer meet the requirements of the software. The standard rotation is to replace these heavily used student computers every 4 years. These computers will be purchased from the student-required fees in the 13 fund designated for this purpose. Cost for each standard lab computer is $999.99 (note: last year they were $1104.50 each). These computers will be replacements for student-used computers in a variety of labs in both Rock Springs and Green River. The total cost to replace these 38 student computers will be $37,999.62.

Recommendation
That the Board of Trustees approve the purchase of 38 Dell computers for a total of $37,999.62.

6. Extension of Real Estate Brokerage Contract, Brokerage Southwest
In October 2008, the Board of Trustees extended Brokerage Southwest’s real estate brokerage agreement to market the lots in the College View Commercial Park until March 20, 2009. The commission is 4%. The Administration recommends that the Agreement be extended for six months until September 20, 2009. The Administration has visited with Jim Anselmi from time to time. Obviously the market is very
slow now with little interest in our property. However, occasionally some interest is expressed and Jim is working hard to market these lots.

Recommendation
To extend the real estate brokerage agreement with Brokerage Southwest until September 20, 2009.

7. Acceptance of Applications for Deposit of Public Funds
Wyoming State Law requires that College funds be deposited in a financial institution that has been accepted as an official depository by the Board of Trustees. The financial institutions are required to make formal application. The Administration has received applications from the following financial institutions: 1st Bank; Rock Springs National Bank; Wells Fargo Bank; US Bank; Rawlins National Bank; Bank of the West; State Bank; Bank of Commerce; and Commerce Bank. All of our outreach locations are served by one or more of the above-listed banks.

Recommendation
To accept the above-named institutions as official depositories of public funds for Fiscal Year 2009-10.

8. Extinguishment of Bad Debts
State law provides that public entities must adopt procedures regarding the collection and extinguishment of bad debts. The College has adopted such procedures and has implemented same for several years. These procedures provide direction for discharging debts due the College, which the College deems to be uncollectible. On an annual basis, the Administration presents to the Board a listing of debts due the College, which, for various reasons, have been deemed to be uncollectible. By extinguishing debts, the accounts receivable of the College are “cleaned up” from time to time. These debts, though deemed uncollectible, are still owed the College and in most cases have been turned over to the collection agency for action. When one of these debts is collected, it is credited to the College’s “unanticipated revenue” account. Included in the addendum is a listing of the debts the Administration is showing as uncollectible. The total deemed to be uncollectible is $45,401.85 which represents primarily the Spring and Fall semesters of calendar year 2006. The bad debt total, as a percentage of tuition collected, is about 1.6% and within industry standards.

Recommendation
To declare the bad debts totaling $45,401.85 on the listing included in the addendum as uncollectible and to discharge and extinguish them as an accounts receivable of the College.
9. Authorization to Solicit Bids, Crack Sealing and Patching of Asphalt Surfaces

Every year the College patches damaged areas and seals the cracks on the College’s asphalt surfaces. In addition, every three years, the College contracts for seal coating the asphalt surfaces. This summer the College needs to crack seal and patch the College’s asphalt surfaces as needed. The cost from year to year varies, depending on the need and the cost of materials and labor. In the summer of 2008, the cost was close to $29,000. It is anticipated that the cost for the 2009 work should be in the neighborhood of $30,000. Funds are budgeted and available in the Major Maintenance Account to pay for this work. It is anticipated that bid results and a recommendation will be presented at the May meeting of the Board.

Recommendation
To authorize the Administration to solicit competitive bids for crack sealing and patching the College’s asphalt surfaces.

10. Authorization to Solicit Competitive Bids, Replacement Big Bus

The College is in need of a replacement for our 47-passenger 1982 vintage Prevost “big bus.” It is now 27 years old and the typical annual repair bills are too high. The bus is not as reliable as it needs to be giving rise to security and safety concerns for our students. The College is having (and has historically had) a hard time finding drivers willing to drive it as well because it has a rather difficult to operate standard transmission (as opposed to a modern, easier to operate automatic transmission). It is time to replace this old bus. At a special Board workshop held on January 29, 2009, the Administration explained the need for the bus and informed the Board as to what the Administration is considering specifying for a replacement. The Administration is recommending that the College solicit bids for a passenger coach bus that meets or exceeds the specifications for a 3035 RE Coach bus marketed by ABC Companies. This is a 41-passenger bus. A College employee has test driven this particular bus and has expressed his satisfaction. There may be other busses marketed by other companies that will meet our specifications. The estimated cost for this bus is approximately $300,000. It is anticipated that bid results and a recommendation will be presented to the Board at the April meeting.

Recommendation
To authorize the Administration to solicit competitive bids for a replacement big bus as described above.

11. Bid Quotations, Phase III Window Replacement Project

At the December meeting of the Board of Trustees, the Board authorized the Administration to seek competitive bids for
the Phase III window replacement project. At the December meeting, the Board was informed that the estimated cost for the project would be $135,000. However, subsequent to the December write-up, the Physical Resources Department suggested that some additional windows be replaced in Unit Q (Old Library Building) so that all the old windows in that building will be replaced. The Administration agreed with this suggestion. Bids were opened on February 24th. Two bids were received as follows: K.R. Goble Construction, Inc., Mapleton, Utah, in the amount of $172,200 and DJ’s Glass Plus, Inc., Green River, Wyoming, in the amount of $185,000. The Administration recommends that the bid submitted by K.R. Goble be accepted. Monies for this project are budgeted and available in the Major Maintenance Account in the Plant Fund.

**Recommendation**

To accept the low bid submitted by K.R. Goble Construction, Inc., Mapleton, Utah, per bid specifications, in the amount of $172,200 for the Phase III Window Replacement Project.

12. **Bid Quotations, Exterior Painting**

At the February meeting of the Board of Trustees, the Board authorized the Administration to solicit competitive bids for exterior painting to be performed during the summer of 2009. The Board was informed that the estimated cost was $37,000. Bids were received on March 3rd. Two bids were received as follows: Gus’s Decorating, Green River, WY, in the amount of $39,895 and Signature Painting, Rock Springs, WY, in the amount of $44,800.

**Recommendation**

To accept the low bid submitted by Gus’s Decorating, Green River, Wyoming in the amount of $39,895, per bid specifications, for exterior painting on the Rock Springs Campus.

13. **Authorization to Solicit Bids, Theater Lighting and Sound**

The Theater wishes to upgrade the lighting and sound systems that are 22 years old. These two systems have impacted our theater productions and are due for an upgrade.

**Lighting:** Upgrading the lighting primarily entails upgrading the dimmers and the light board.

- The dimmers are 22 years old and have become unreliable and out-of-date. New dimmers are smaller, take less space, and are more efficient.
- We will also create a separate circuit so that we don’t have to turn on the dimmers when only house lights are needed.
- The present light board can freeze, is near capacity, can’t be upgraded, and is no longer supported by the
company. A new light board will double the capacity of the existing board, allow “intelligent lighting,” and be upgraded modularly as need requires.

- Also, we will add the wiring capability to install a powerful data projector so that the Theater can more readily accommodate presentations via computer technologies.

Sound: The present sound system has been a problem for a number of years stemming from the original installation. We will upgrade the speakers, the sound board, and add Cat5 cable to provide Ethernet connections.

The administration is seeking approval to go to bid. These upgrades would be funded with major maintenance funds. The administration estimates that costs for upgrading the lighting system will be approximately $100,000 and the sound system about $90,000. These will be bid separately.

**Recommendation**

To authorize the administration to solicit bids for upgrading both the lighting and sound systems in the Theater.

14. Employee Resignation, Admissions Coordinator

Brant Brown has been employed by WWCC, as the Admissions Coordinator, since 9/25/06. Brant represented the College in high schools and at other special events throughout the region and service area. He was also responsible for a number of recruiting activities on-campus. Brant has resigned his position to pursue other opportunities effective at the end of the contract period, June 30, 2009.

**Recommendation**

To accept the Resignation of Brant Brown effective June 30, 2009.

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

C. New Business

1. Appointment of College Designee for Statewide Strategic Plan

House Bill 114, if signed by the Governor, requires that each college appoint a designee to serve as the conduit between the college, the trustees, and the Wyoming Community College Commission. Specifically, the legislation reads: “Each president shall provide the draft plan to his district board of trustees. Each board shall review the draft plan and shall appoint a designee to report back to the commission prior to the timelines specified under paragraph (vi) of this subsection and the November 1, 2009, final report date required under 2008
Wyoming Session Laws, 24 chapter 84, section 2.” The president, vice presidents, and several members of the Board of Trustees have attended the meetings held by the Community College Taskforce throughout the summer and fall of 2008. The legislation comprising HB114 was developed in those meetings and the plan for the development of a strategic plan also emerged as a result of those sessions. The president is required contractually to participate in all state level meetings. Additionally, she is required to communicate directly with the board of trustees on matters of particular importance to the College. As the state-wide strategic plan is developed, the president is directed to share information with the trustees, and elicit their input and approval on behalf of the trustees. While these activities currently take place due to contractual obligation, HB114 requires that the College officially appoint a designee to perform these duties specifically in regards to the College’s participation in the creation of a state-wide strategic plan for community college education in the State of Wyoming.

Recommendation

That the WWCC Board of Trustees appoint Dr. Karla Leach, College President, as Western Wyoming Community College’s designee as required by HB114.

Dr. Leach gave an explanation of the required College Designee. Secretary Eckman made a motion to appoint Dr. Leach as the designee as described above. Motion approved by vote.

2. Authorization to Solicit Competitive Bids, Unit M (Cafeteria Hillside) Landscaping

At the November workshop of the Board of Trustees, the trustees discussed the topic of landscaping the Unit M (Cafeteria Hillside) landscaping project. Moreover, at a special workshop conducted by the Board of Trustees on January 29th, the Board heard a proposal from the Administration to include this project among other projects to be completed as soon as practical. The Board also, during a special meeting later that evening, authorized the Administration to retain the services of VLA, Inc. to design the proposed landscape improvements. The Administration recommends that the College make every attempt to complete this project this summer/fall. If the project is not completed in this time frame, the College will need to put in temporary landscaping to fulfill the requirements for landscaping set forth by the City of Rock Springs in connection with the erection and completion of Wind River Hall. In order to obtain bids in time for a 2009 summer/fall project, authorization to bid must be obtained in March. This provides for a bid award possibility at the May Board meeting. The estimated cost
for the installation of the landscaping is $300,000. Funds are budgeted and available to complete this project.

Recommendation
To authorize the Administration to solicit competitive bids for the landscaping of the Unit M (Cafeteria Hillside) area as described above.

Vice President gave an explanation of the request to solicit bids. A short discussion ensued regarding current economic conditions effecting any bids received, concerns about using an out-of-the-area landscape contractor, possible guarantees on the plants used and concerns about acid or salt content in the soil. Vice President Boettcher made a motion to authorize the Administration to solicit bids for the landscaping work described above. Motion approved by vote.

3. Approval of Sole Source Contract, Billboards
The WWCC Marketing Team has been searching for ways to increase visibility of the campus and provide more community awareness to our programs and services. It is clear from responses we got from the strategic planning effort and the mil levy walking that there are many in the communities who don’t know much about the College despite our heavy coverage (both press and paid advertising) in local radio and newspaper. One of the areas that we have not tried for a long time is billboards. We did some research and identified the company, Lamar Companies, that has many of the billboards in Southwestern Wyoming and have worked with them to create a campaign. After several months of work, we have created a campaign that will cover much of our service area. It will begin in March and continue through December, 2009. There are four rotating billboards that focus on connecting with the communities through athletics, cultural events, academic programs and our 50th celebration.

Recommendation
To allow the administration to enter into a contract with Lamar Companies of Casper, Wyoming for Billboard coverage through 2009 in the amount of $16,200.

Associate Vice President Watkins gave an explanation of the proposed contract with Lamar Companies. A short discussion ensued regarding the makeup of the marketing committee. Trustee Stith stated that he would abstain from the vote due to a potential conflict of interest. Vice President Boettcher made a motion to enter into a contract with Lamar Companies for billboard coverage as described above. Motion was approved by vote with Secretary Eckman voting “Nay” and Trustee Stith abstaining.
4. Revision of Board Procedure 3210A, Quotations and Bids
(Moved from Consent Agenda Item #1)

At the September and October, 2008 Board Workshops, the Board spent a considerable amount of time discussing proposed changes to two related Board Procedures, Board Procedure 3310A, Contracts and Agreements and Board Procedure 3210A, Quotations and Bids. The Administration recommended to the Board that these two Board Procedures be revised. The last time these Board Procedures were revised was in December 2001. The Administration shared with the Board the practices at the other Wyoming community colleges regarding these matters. Following these Board workshops, the Administration submitted the proposed revisions to the College’s Policies and Procedures Committee. The Committee unanimously approved the proposed revisions. The proposed revisions are as follows:

Dollar Value of Quotations and Bids
The upper limit for obtaining comparative quotes would be raised from $7,499 to $14,999. The upper limit for bidding without seeking prior approval from the Board of Trustees would be raised from $14,999 to $49,999. However, all such bidding in this category of expenditures would require advertising. Moreover, a clause would be inserted authorizing the Administration to seek Board approval prior to bidding in this expenditure category if felt necessary or appropriate.

Budget and Expenditure Notification
As discussed in the Board workshops, to enhance communication between the Board and the Administration regarding items purchased at the College, the Administration would provide the Board with a listing of those items in the budget plan estimated to cost $15,000 or more which would likely be purchased, either through the bidding process or through sole source procurement and submit that list to the Board of Trustees. Prior to the end of each fiscal year, the Administration would provide the Board a report indicating the status of the planned purchases.

Secretary Eckman’s Suggested Language Addition
Secretary Eckman suggested that the following language be added in the “Emergency Purchases” section. President Leach is aware of this suggestion.

“For expenditures of funds between $30,000 and $49,999, the College President shall inform the Board President of the situation and the Board of Trustees at their next regular meeting.”
Recommendation
None. First Reading Only. Second and final reading scheduled for the April Board Meeting.

Vice President Kelsey gave an explanation of the proposed revision to procedure 3210A. A lengthy discussion ensued regarding the makeup of the Policies and Procedures committee, the flow of proposed revisions on policies and/or procedures, spending levels and corresponding authorizations, the role of the Board in day to day operations of the College and voting on amendments to policy and procedure revisions not yet approved. Vice President Boettcher made a motion to remove Treasurer Eckman’s suggested amendment. The motion failed by vote. Trustee Stith made a motion to strike the words “...the Board President of the situation and...” in the suggested amendment. Motion was approved by vote with Treasurer Eckman voting “Nay”.

4. Revision of Board Procedure 3310A, Contracts and Agreements, (Moved from Consent Agenda Item #2)
At the September and October, 2008 Board Workshops, the Board spent a considerable amount of time discussing proposed changes to two related Board Procedures, Board Procedure 3310A, Contracts and Agreements and Board Procedure 3210A, Quotations and Bids. The Administration recommended to the Board that these two Board Procedures be revised. The last time these Board Procedures were revised was in December 2001. The Administration shared with the Board the practices at the other Wyoming community colleges regarding these matters. Following these Board workshops, the Administration submitted the proposed revisions to the College’s Policies and Procedures Committee. The Committee unanimously approved the proposed revisions. The proposed revisions are as follows:

Dollar Value of Contracts and Agreements
Under the existing procedure, if a contract or agreement has a dollar value of $15,000 or more, the Board of Trustees must approve it. This change would raise this threshold amount to $50,000.

Amendments to Contracts & Agreements Originally Approved by the Administration
Under the proposed new procedure, if an amendment to a contract or agreement results in the dollar value of the contract or agreement equaling or exceeding $50,000, then these amendments would become effective upon approval by the Board, except that the Administration may approve construction change orders $5,000 or under if approval is needed prior to the next Board meeting. (Same concept as in the existing procedure, however, the threshold amounts would be increased.)
Amendments to Contracts & Agreements Originally Approved by the Board of Trustees
Under the proposed new procedure, the Administration would be given the authority to approve amendments to contracts and agreements originally approved by the Board of Trustees if the amendment (or construction change order) does not exceed $9,999. Any amendment (or construction change order) $10,000 or more would have to be approved by the Board prior to becoming effective.

Board Notification
As discussed in the Board workshop, the Administration would place a listing of amendments or change orders approved by the Administration associated with any agreement or contract originally approved by the Board of Trustees in the Board packet for each Board meeting.

Secretary Eckman’s Suggested Language Addition
Secretary Eckman suggested that the following language be added as a 5th paragraph in the introductory section. President Leach is aware of this suggestion.

“For contracts and agreements with a dollar value between $30,000 and $49,999, the College President shall inform the Board President and the Board of Trustees of such contracts and agreements at the next regular meeting.”

Recommendation
None. First Reading Only. Second and final reading scheduled for the April Board Meeting.

Vice President Kelsey gave an explanation of the proposed revisions to the procedure. Secretary Eckman made a motion to change the suggested additional language to mimic the language approved for Procedure 3210A. The motion was approved by vote.

VI. INFORMATION/PROPOSALS
A. Visiting Delegations
   None

B. Questions/Media/Public
   None

C. President/Staff
   1. State of the College
      Dr. Leach gave the Board a report on the State of the College. Dr. Leach began her report using a theme of a ‘Day in the Life of a Student’ to illustrate how each and every employee and department at WWCC contributes to the success of our students. Dr. Leach then reported on enrollment at WWCC with breakdowns on where on-campus students are from, enrollment in different course types (e.g., online, face-to-face), GED and ESL students,
enrollment trends by both headcount and FTE, and enrollments in each department by the percentage of FTE’s they represent. Dr. Leach also reported on WWCC’s retention and graduation rates, saying that the national average for graduates is 35% with the state average close to that. Dr. Leach reported that WWCC’s graduation rate is 51%. Dr. Leach continued her report with information on student involvement on campus and how many community members use the college or attend functions on campus. Dr. Leach said that successes in the last year implementation of the new registration program, a new orientation and kick-off day program, the strategic planning effort, a new student engagement process, a 100% pass rate for nursing students on the national exam, and having Hau Nguyen selected as the WACCT Student of the Year.

Dr. Leach then concentrated on budget issues including levels and sources of income and a chart showing expenditures for salaries and benefits versus expenditures for operating costs. Dr. Leach reported on the levels of employees at WWCC, showing the percentages of each level of staff (e.g., Staff, Faculty, Professionals, Mid level and Senior Level Officials).

Dr. Leach reported on the AQIP process, with an explanation of the purpose of continuous improvement. Dr. Leach said that having WWCC’s Accreditation reaffirmed through the AQIP process is a by-product of the process rather than the purpose. Dr. Leach went on to talk about the mechanics of the AQIP process, and the first set of action projects identified by the process.

Dr. Leach concluded her report by reminding the Board that 2009 marks WWCC’s 50th Anniversary.

A short discussion ensued regarding the enrollment trends and what factors contributed to a significant drop in enrollment from Fall, 2006 to Fall, 2007.

The Board thanked Dr. Leach for her report.

D. Trustee Questions/Topics

Vice President Boettcher said that he had attended the recent WCCC Strategic Plan Advisory Council meeting. Vice President Boettcher said that in his opinion the meeting was frustrating as the facilitator seemed to have a personal agenda and was aggressive about pushing that agenda. Vice President Boettcher said that the meeting did serve to identify what the community colleges do best, and highlighted the need for a more collaborative relationship with better communication between the community colleges. Treasurer Roth asked when the strategic planning consultants would be visiting WWCC.
A short discussion ensued regarding an opportunity for the Board to discuss ideas about the strategic planning before the meeting with the consultants. It was decided to hold a special workshop on Sunday, March 22 at 4:00 p.m. to discuss those ideas.

Treasurer Roth congratulated President Freeman on his recent election as President of the WACCT.

Several Board members expressed concern about the date for the April Board Budget workshop and monthly Board Meeting. The date for the workshop and meeting are both during the scheduled Spring break for K-12 schools and a quorum will not be available for either date. Ms. Frink was directed to find an alternate date for both the budget workshop and the monthly meeting.

President Freeman encouraged all Board members to attend the ACCT Governance Leadership Institute in Washington, D.C. on June 12-14.

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

F. Executive Session - Legal/Personnel
Secretary Eckman made a motion to recess the regular meeting to enter into Executive Session for Personnel Issues. The motion was approved by vote and the regular meeting was recessed at 9:50 p.m.

VII. FUTURE BUSINESS
A. A Special Board Workshop has been scheduled for Monday, March 23, 2009 at 5:30 p.m., in Board Conference Room 3071, Rock Springs Campus.
B. A Board Budget Workshop is scheduled for Tuesday, April 7, 2009 at 6:00 p.m., in Board Conference Room 3071, Rock Springs Campus.
C. The next regular Board of Trustees workshop will be held on Thursday, April 9, 2009, at 6:00 p.m., in Board Conference Room 3071, Rock Springs Campus.
D. The next regular Board of Trustees meeting will be held on Thursday, April 9, 2009, at 7:15 p.m., in Board Room 3060, Rock Springs Campus.
E. The Wyoming Community College Commission will hold a meeting on April 22, 2009 in Gillette, Wyoming.
F. The ACCT’s Governance Leadership Institute will be held on June 12-14, 2009 in Washington, D.C.
G. WWCC’s 50th Anniversary Celebration is scheduled for the week of September 28-October 4, 2009, with the Anniversary Gala scheduled for October 3, 2009 at the Holiday Inn.

VIII. ADJOURNMENT
President Freeman reconvened the regular meeting at 11:56 p.m. Having no further business to act on, President Freeman adjourned the regular meeting at 11:58 p.m.
NOTE: Additional information (tapes and/or addenda) from this meeting is available in the Board Office.

Above recorded by:

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Kandy Frink

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WWCC Board President

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WWCC Board Secretary