WESTERN WYOMING COMMUNITY COLLEGE
BOARD OF TRUSTEES

REGULAR MEETING MINUTES
June 18, 2009

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

Also Present:
Karla Leach, College President
Marty Kelsey, VP for Administrative Services
Ken Fitschen, VP for Student Learning
Jackie Freeze, VP for Student Success Services
George Eckman, Secretary
Laurie Watkins, Assoc. VP for Student Success Services

Trustees Absent:
Shannon Honaker

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 7:25 p.m., Thursday, June 18, 2009, in Board Room 3060, President John Freeman presiding.

B. Approval of Agenda
1. Secretary Eckman made a motion to add one item, Approval of an employment contract for the Coordinator of Marketing and Public Information, to the New Business section of the agenda and to approve the agenda as amended. Motion approved by vote.

II. REPORTS
A. WWCC Senate
None.

B. Paraprofessional Association
None.

III. MINUTES
A. Approval
1. Trustee Chadey made a motion to accept the minutes of the May 14, 2009 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 $2,746,911.71 and the Electronic
Transfers as designated in the amount of $498,564.93 for a grand total ratification of $3,245,476.64. Motion approved by vote.

<table>
<thead>
<tr>
<th>Clearing Accounts</th>
<th>Warrant Nos.</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vouchers</td>
<td>219388 through 220107</td>
<td>$1,552,841.91</td>
</tr>
<tr>
<td>Payroll</td>
<td>143170 through 143595</td>
<td>$302,838.19</td>
</tr>
<tr>
<td>Advices</td>
<td>017027 through 017299</td>
<td>$891,231.61</td>
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<tr>
<td><strong>Total – All Clearing Account Warrants</strong></td>
<td></td>
<td><strong>$2,746,911.71</strong></td>
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</table>

Electronic Funds Transfers

Payroll Tax Payments to I.R.S.

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>US Bank</td>
<td>EFTPS-CHICAGO USATAXPYMT</td>
<td>$495,807.13</td>
</tr>
</tbody>
</table>

Bank to Bank Transfers

| Commerce Bank – CD Matured | Const. Resolution | $1,912,757.80 |
| 1st Bank N. Side Branch – Purchase CD | Const. Resolution | ($1,910,000.00) |

Investment Transfers

|                      | 0.00 |

Total Electronic Funds Transfers $498,564.93

GRAND TOTAL FOR BOARD RATIFICATION $3,245,476.64

(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. Acceptance of Increased Allocation to WWCC Gear-UP 2008-2009 Grant

The Gear-Up Grant is a six year state-wide grant that is re-approved annually based upon successful progress of the program and use of the grant dollars. We have been granted an increase of $24,000.00 to serve an additional 60 students for Year 4 of the grant. This is the fourth year in the six-year cycle of this program. This program serves students from 7th grade through high school graduation. The maximum allowable cost will be $445,458.64 (an increase of $24,000.00) to serve 460 students (an increase of 60 students) to be expended for the remainder of the performance period beginning September 1, 2008, and ending August 31, 2009. WWCC will be required to document cost sharing in the amount of $173,728.87 (an increase of $9,360.00).
Recommendation
That the Board accept the additional funds of $24,000.00 for the WWCC Gear-Up Program and the additional 60 students and grant authority to spend the monies for purposes as specified in the grant and increase the federal account accordingly.

2. Authorization for sole source payment to SMARTHINKING for online tutoring program
WWCC has been utilizing SMARTHINKING tutoring software for six years and students and faculty have come to rely upon it to supplement instruction and support students in writing and math. There is also some minimal use in other areas such as accounting and chemistry. Students are able to submit papers and have them reviewed and recommendation made for improvement of structure, grammar, etc. This has helped to improve assessment scores in writing which is one of our vital few goals for improved learning. We had strong utilization of the program this year and expect that it will continue to at this level. It is funded through the distance education fee, technology fee and a fee assessed in English classes.

Recommendation
That the administration be authorized to enter into the sole source agreement and pay the fee of $67,994.40 for SMARTHINKING for FY10.

3. Increasing the FY 2008-09 Unrestricted Designated Fund Budget
It is often necessary to amend various budgets before the end of a fiscal year. Below are listed some amendments to the FY 2008-09 budget made necessary by increased revenues and by carryover. Due to some carryover in one account that was not budgeted this year and increased revenue due to increased enrollment, it is necessary to increase the FY 2008-09 Unrestricted Designated Fund budget. The following 13 Fund budget cost center is increased due to carryover:

<table>
<thead>
<tr>
<th>Cost Center</th>
<th>Area</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>730850</td>
<td>Facility Use</td>
<td>$55,538</td>
</tr>
</tbody>
</table>

The following 13 Fund budget cost center is increased due to additional revenue:

<table>
<thead>
<tr>
<th>Cost Center</th>
<th>Area</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>520303</td>
<td>Game Room</td>
<td>$3,055</td>
</tr>
</tbody>
</table>

Recommendation
To increase the FY 2008-09 Unrestricted Designated Fund budget by $58,593, from $955,171 to $1,013,764.
4. Acceptance of Re-Employment Contracts for FY 2009-10

During the regular meeting of the Board of Trustees held on April 20, 2009, per the recommendations of the College President, authorization was given to the Administration to extend re-employment contracts to those employees recommended for re-employment for FY 2009-10. All contracts have been returned on the part of all employees intending to return to WWCC employment, except for Charles Love who is out of the country on Academic Leave. His employment contract will be given to the Board for signature upon his return to Rock Springs.

Recommendation
To accept and execute the 2009-10 re-employment contracts received by the Administration.

5. Additional Salary Due to Degree Attainment, Liane Lamb

Board Procedure provides that employees are entitled to a salary increase if they obtain an additional academic degree, subject to certain conditions. Liane Lamb, Instructor of ABE & ESOL, has obtained a Masters Degree in Adult and Post Secondary Education from the University of Wyoming. The Educational Achievement Committee has determined that the degree is position-related. Ms. Lamb is entitled to a salary increase of $1,774 in FY 2009-10 due to attaining the degree. Ms. Lamb is a 10 month contract employee.

Recommendation
To amend Liane Lamb’s FY 2009-10 employment contract from $53,007 to $54,781.

6. Additional Salary Due to Degree Attainment, Kathy Luzmoor

Board Procedure provides that employees are entitled to a salary increase if they attain an additional academic degree, subject to certain conditions. Kathy Luzmoor, Instructor of Nursing, has obtained a Masters Degree in Nursing from the University of Wyoming. The Educational Achievement Committee has determined that the degree is position-related. Ms. Luzmoor is entitled to a salary increase of $1,597 in FY 2009-10 due to attaining the degree.

Recommendation
To amend Kathy Luzmoor’s FY 2009-10 employment contract from $52,293 to $53,890.

7. Bid Quotations, Phase I Exterior Camera Project

At the April meeting of the Board of Trustees, the Board authorized the Administration to seek competitive bids for the installation of parking lot cameras in the west parking lot, two student parking lots adjacent to the residence halls, and the east parking lot near the circle drive. The Board was informed that the estimated cost was $180,000.
Bids were opened on June 2, 2009. Only one bid was received as follows: Simplex Grinnell, Salt Lake City, Utah, in the amount of $182,000. The College’s Physical Resources staff assigned to develop this project are very comfortable with the bid and recommend approval. Funds are budgeted and available in the FY 2009-10 budget to cover the expenses of this project.

Recommendation
To accept the bid submitted by Simplex Grinnell Company, Salt Lake City, Utah, in the amount of $182,000, per bid specifications, for the provision and installation of cameras and associated apparatus for Phase I of the Exterior Camera Project.

8. Bid Quotations, Overhead Door Replacement in the Technology and Industry Wing
At the February meeting of the Board of Trustees, the Board authorized the Administration to seek competitive bids for the replacement of several overhead doors and some man doors in the Technology and Industry Wing on the Rock Springs campus. Subsequently, the Administration decided to postpone the replacement of the man doors until next year. The Board was informed that the estimated cost of this project was $75,000. Bids were opened on June 2, 2009. Bids were received as follows: Alpar Doors, Inc., Riverton, WY, in the amount of $89,938; Southwest Doors, Inc., Green River, WY, in the amount of $60,000; and Performance Overhead Door Inc., Green River, WY, in the amount of $44,837. The Physical Resources staff assigned to develop this project are comfortable with the bid submitted by Performance Overhead Door Inc. and recommend that it be accepted. Eight overhead doors will be replaced on the east side of the Technology and Industry Wing. Major Maintenance funds are budgeted and available to pay for this project.

Recommendation
To accept the low bid submitted by Performance Overhead Door Inc., Green River, Wyoming, per bid specifications, in the amount of $44,837 for the replacement of eight overhead doors in the Technology and Industry Wing on the Rock Springs campus.

9. Bid Quotations, 3rd Floor Carpet Replacement
At the May meeting of the Board of Trustees, the Board authorized the Administration to solicit competitive bids for the replacement of carpeting on the 3rd floor of the Rock Springs campus. The Board was informed that the estimated cost was $65,000. Bids were opened on June 3rd. Bids were received as follows: J.C. Jacobs One, Rock Springs, WY, in the amount of $98,364.00; Wall 2 Wall, Inc., Ogden, Utah, in the amount of $70,926.21; and Surfaces, Inc., Rock Springs, WY, in the amount of
$67,247.00. The Administration recommends that the low bid be accepted.

Recommendation
To accept the low bid submitted by Surfaces, Inc., Rock Springs, Wyoming, in the amount of $67,247, per bid specifications, for the re-carpeting of the 3rd Floor on the Rock Springs campus.

10. Revision to Board Procedure 5430C (Non-Academic Grievance) (Second Reading)
This procedure was last revised in 1988. Some minor language updates were necessary. A little more detail was added to make the procedure as clear as possible for the student who might be using it and for the Student Affairs Appeals Board. This policy was originally used primarily for housing violations but has since been utilized for a variety of campus disciplinary issues. Clarification was also needed in the process of housing evictions so that it is congruent with other College policies. The Administration is recommending revisions to this procedure to reflect the minor changes in language and procedure and to clarify the process for on-campus housing evictions. The College’s Policies and Procedures committee approved the revisions with a few minor wording changes. Again, the administration is recommending the wording as indicated in the revised procedure included in the addendum.

Recommendation
To amend Board Procedure 5430C, Non-Academic Grievance, as depicted on the revised Board Procedure.

Vice President Boettcher made a motion to accept the Administration’s recommendations on the consent agenda. Motion approved by vote.

C. New Business
1. Employment Contract, Coordinator of Marketing & Public Information (Added at Meeting)
The Human Resources Office conducted a national search commencing in March 2009 for the position of Coordinator of Marketing and Public Information. The Human Resources Office received 50 completed applications for this position. The Professional Standards Board conducted eight telephone interviews and four on campus interviews for this position. The Professional Standards Board recommends that Ms. Allyson Pastor be extended and employment contract for this position. Ms. Pastor holds a Bachelor of Science degree in Business Administration from Colorado State University. Ms. Pastor is currently employed at Rock Springs National Bank as the Marketing and Public Relations Coordinator. She has held this position since October, 2007. Ms. Pastor’s contract details would be as follows: Annual Salary: $56,476.00 for a 12 month contract; Fund:
Unrestricted Operating Fund; Rank: N/A; and Column Placement: Column I.

Recommendation
To offer an employment contract to Ms. Allyson Pastor of Rock Springs, Wyoming, for the position of Coordinator of Marketing and Public Information for the period July 13, 2009 through June 30, 2010.

Vice President Freeze gave an explanation of the employment contract. Secretary Eckman made a motion to offer an employment contract to Ms. Allyson Pastor as described above. Motion approved by vote.

VI. INFORMATION/PROPOSALS
A. Visiting Delegations
None

B. Questions/Media/Public
None

C. President/Staff
Dr. Leach reported that 53 WWCC employees would participate in the Relay for Life cancer walk as part of the effort to create more community visibility for the college. Dr. Leach also reported that the UW Board of Trustees had cancelled their plans to hold their July board meeting at WWCC.

Vice President Freeze reported that the report on benchmarking had been submitted and the results would be shared with the Board once they are received. Vice President Freeze also asked the Board members to plan to be involved in the 50th Anniversary celebration. Vice President Freeze went on to ask that any Board member who knows someone who has a connection to WWCC provide that information to her. A short discussion ensued regarding who would be invited to attend the Anniversary celebration activities.

Vice President Kelsey gave a brief report on the status of the various construction projects. Vice President Kelsey said that the mansard roof replacement project had begun and that the new shakes could be seen on the west side of the gymnasium roof. Vice President Kelsey reported that the next phase of the window replacement project has begun. Vice President Kelsey also reported that the landscaping projects in Green River, behind the Atrium and adjacent to Windriver Hall had all begun although the inclement weather has slowed progress on those projects. Vice President Kelsey went on to say that the Theatre Lighting and Sound project was underway, and that the outdoor light pole replacement project would begin soon. Vice President Kelsey said that the exterior painting project has been delayed by the weather, although the asphalt patching and sealing project is almost complete on the Rock Springs campus. Vice President Kelsey said that the asphalt patching and sealing would begin on
the Green River campus soon. Vice President Kelsey reported that the shower renovation project in Rocky Mountain Hall I has been progressing nicely. Vice President Kelsey said that the 3rd Floor carpeting replacement project would begin as soon as the successful bidder could get the carpet. Vice President Kelsey also said that the Phase I Camera project would begin once the light poles have been installed. Vice President Kelsey went on to say that the overhead door replacement project in the Technology and Industry wing would begin soon. Vice President Kelsey concluded his report by stating that the area where the mustang statue will be placed is being readied for that statue. Secretary Eckman asked if any water damage had been sustained during the mansard roof replacement. Vice President Kelsey said that the tar paper under the old roofing was still in very good condition and had not been removed. Vice President Kelsey said that no water damage had occurred due to the protection from the tar paper. Trustee Chadey suggested that a campus tour be combined with a viewing of each project.

Associate Vice President Caldwell reported that 2 of the 3 action projects submitted as part of WWCC’s AQIP status had been completed and that another action project will begin soon.

Vice President Fitschen said that the Wyoming Community College Commission is allowing each college to give feedback on the priority of the action items proposed by MPR. Vice President Fitschen said that the feedback will be forwarded to members of the Joint Education Committee and the Community College Taskforce.

D. Trustee Questions/Topics
Treasurer Roth expressed concern that policy revisions on their final reading were not being presented to the Board in their final form.

President Freeman thanked the Board members who attended the ACCT conference in Washington, D.C. saying that it was a very worthwhile event. President Freeman reminded the Board members that the next Wyoming Community College Commission meeting would be held on June 24-25 and that the next Community College Taskforce meeting would be held on July 24, 2009. President Freeman also stated that the next ACCT conference would be held on October 7-10, 2009 in San Francisco and encouraged all Board members to attend.

Trustee Stith asked for clarification on the Digital Design certificate that is being presented for WCCC approval at the next meeting. Vice President Fitschen explained that the certificate would incorporate the use of different kinds of software related to design without requiring that students have artistic talent. Trustee Stith then asked for clarification on the process to approve a new program.
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E. Topics for Future Workshop Agendas
   1. Trustees Goals and Direction
   2. Educational Programming Update

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

VII. FUTURE BUSINESS
B. The next regular Board of Trustees workshop will be held on Wednesday, July 15, 2009, at 6:00 p.m., in Board Conference Room 3071, Rock Springs Campus.
C. The next regular Board of Trustees meeting will be held on Wednesday, July 15, 2009, at 7:15 p.m., in Board Room 3060, Rock Springs Campus.
D. 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
Having no further business to act on, President Freeman adjourned the regular meeting at 8:10 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