WESTERN WYOMING COMMUNITY COLLEGE
BOARD OF TRUSTEES

REGULAR MEETING MINUTES
July 15, 2009

Trustees Present:
Dick Boettcher, Vice President
James Roth, Treasurer
Lynne Chadey
Shannon Honaker
Clark Stith

Also Present:
Karla Leach, College President
Marty Kelsey, VP for Administrative Services
Jackie Freeze, VP for Student Success Services
Laurie Watkins, Assoc. VP for Student Success Services

Trusted Absent:
John Freeman, President
George Eckman, Secretary

Becky Asplund
Chris Kennedy
Kandy Frink

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., Wednesday, July 15, 2009, in Board Room 3060, Vice President Dick Boettcher presiding.

B. Approval of Agenda
1. Treasurer Roth made a motion to approve both the consent and regular agendas. The motion was approved by vote.

II. REPORTS
A. Laurie Watkins/Becky Asplund - Alumni & Retention
Laurie Watkins, Associate Vice President for Student Success Services, and Becky Asplund, Coordinator of Academic Advising, gave the annual report on the Alumni and Retention office. Vice President Watkins stated that the Alumni & Retention office is now in its second year and helps students meet their goals while attending WWCC. Vice President Watkins said that not all students are traditional, degree seeking students and that the Alumni & Retention office focuses on each individual student and their individual goals and needs. Vice President Watkins said that one of the goals of the office is to improve communication with potential students and parents. Vice President Watkins went on to say that the first annual ‘family weekend’ will take place this fall in conjunction with WWCC’s 50th Anniversary celebrations. Vice President Watkins reported that WWCC’s retention rate of 76% is higher than the national average of 51%, and is higher than any other Wyoming colleges, which range from 52% to WWCC’s 76%. Vice President Watkins also said that WWCC’s Graduation rates are also higher than the national average of 27% or the state average of 31.5% at 48%.
Trustee Honaker asked if retention rates equate to graduation rates. Vice President Watkins explained that graduation rates concentrate on a 3 year time period whereas retention rates are determined from fall semester to the following fall semester. Trustee Honaker then asked if commonalities exist among students who elect not to return. Vice President Watkins said that of those students who did not transfer to another institution, most students will cite personal reasons when leaving WWCC, although the Alumni & Retention office is attempting to track those students. Dr. Leach added that WWCC participates in the SENSE survey (Survey of Entering Student Engagement), which attempts to identify the factors that influence retention. Dr. Leach explained that the survey indicates students who do not feel connected to their chosen college during the first 3 weeks are the most likely to drop out. Dr. Leach said that early intervention is crucial to helping these students adjust. The Board thanked Vice President Watkins for her report.

B. Chris Kennedy - Humanities

Mr. Chris Kennedy, Humanities Division Chair, gave the annual report for the division. Mr. Kennedy stated that the division is working on an articulation agreement with Mayville University to provide a Bachelor's degree in Early Childhood Education to local students. Mr. Kennedy also said that new courses have been added, and some old courses resurrected. Mr. Kennedy went on to say that personnel within the division serve the community various ways such as attending conferences and seminars, as well as being full time instructors and serving on numerous community and college committees. Mr. Kennedy concluded his report by stating that Ms. Ann Rudoff had been elected as the new division chair for Humanities.

Trustee Honaker asked for clarification on the poetry slam. Mr. Kennedy explained that instructor Chris Propst had taken 12 students to compete in a national poetry slam. Mr. Kennedy said that the team took 7th place. Dr. Leach added that WWCC’s team competed against some very big schools. Trustee Stith asked if an additional foreign language course would be added. Mr. Kennedy said that over the years, many guest instructors have taught foreign language courses other than Spanish. Mr. Kennedy said that both French and German are offered in selected outreach centers. Trustee Honaker asked if the other foreign language courses were discontinued due to poor enrollment. Mr. Kennedy said that the other language courses were offered on a sporadic basis rather than a regularly offered course, with many of the guest instructors only teaching one course during their time here. Trustee Honaker asked if any other partnerships to offer bachelor’s degrees were being pursued. Mr. Kennedy said that he did not believe that the idea had been fully investigated and would bring it up at the next division meeting. The Board thanked Mr. Kennedy for his report.
III. MINUTES
A. Approval
   1. Trustee Honaker made a motion to accept the minutes of the June 18, 2009 meeting as presented. The motion was 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 $1,790,849.56 and the Electronic Transfers as designated in the amount of $182,744.09 for a grand total ratification of $1,973,593.65. Motion approved by vote.

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<tr>
<th>Clearing Accounts</th>
<th>Warrant Nos.</th>
<th>Amount</th>
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<tr>
<td>Vouchers</td>
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<th>Electronic Funds Transfers</th>
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Bank to Bank Transfers 0.00
Investment Transfers 0.00

Total Electronic Funds Transfers $182,744.09
GRAND TOTAL FOR BOARD RATIFICATION $1,973,593.65

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

BREAK FOR PUBLIC HEARING
Vice President Boettcher recessed the regular Board meeting at 7:57 p.m. to enter into the Public Hearing for the One Mill Levy.

PUBLIC HEARING/ONE MILL LEVY

I. CALL TO ORDER
The Public Hearing for the One Mill Levy was called to order at 7:57 p.m., Wednesday, July 15, 2009, in Board Room 3060, Rock Springs Campus, Vice President Boettcher presiding.

II. PRESENTATION
Dr. Leach briefly discussed the history of assessing the One Mill Levy. Dr. Leach also talked about the various areas in which the money from the One Mill Levy has been and is being used. Dr. Leach told the Board that the mill levy revenue is currently used for the normal operations of the College. Dr. Leach said that it was the
Administration’s recommendation that the Board approve the One Mill Levy for the 2010-11 and 2011-12 fiscal years.

III. PUBLIC COMMENTS/QUESTIONS
Vice President Boettcher called for comments or questions from the public. None were forthcoming.

IV. BOARD COMMENTS/QUESTIONS
Vice President Boettcher called for comments or questions from the Board. None were forthcoming.

V. ADJOURNMENT
Vice President Boettcher adjourned the Public Hearing for the Transfer of Funds at 7:59 p.m.

RESUMED REGULAR MEETING
Vice President Boettcher reconvened the regular meeting of the Board of Trustees at 7:59 p.m.

BREAK FOR PUBLIC HEARING
Vice President Boettcher recessed the regular Board meeting at 8:00 p.m. to enter into the Public Hearing for the FY 2010 Budget.

PUBLIC HEARING/FY 2010 BUDGET

I. CALL TO ORDER
The Public Hearing for the FY 2010 Budget Adoption was called to order at 8:00 p.m., Wednesday, July 15, 2009, in Board Room 3060, on the Rock Springs Campus, Vice President Boettcher presiding.

II. PRESENTATION OF BUDGET
Vice President Kelsey briefly reviewed various areas of the budget and the legislative actions which affect the budget. Vice President Kelsey said that the budget is typical for the second year of a biennium. Vice President Kelsey also said that WWCC will see increased revenue next year due to the method used to determine assessed valuations, although that revenue will drop sharply in the following year. Vice President said that overall the budget is good.

III. PUBLIC COMMENTS/QUESTIONS
Vice President Boettcher called for comments or questions from the public. None were forthcoming.

IV. BOARD COMMENTS/QUESTIONS
Vice President Boettcher called for comments or questions from the Board. Trustee Stith asked for clarification on the BOCES revenues. Vice President Kelsey explained that BOCES revenue is generated through the half mill levy, the ABE programs and other sources and is used to fund a scholarship program and dual enrollment program. Vice President Kelsey said that because the funds collected to date have not been fully expended, no money will be collected this year. Trustee Stith asked for clarification on the $8 million dollar carryover in the Plant Fund. Vice President Kelsey explained that money from several different funds has been placed in the Plant Fund.
temporarily. A lengthy discussion on the carryover limits imposed by the state, and the exceptions to those limitations, ensued.

VI. ADJOURNMENT
Vice President Boettcher adjourned the Public Hearing for the FY 2009 Budget Adoption at 8:30 p.m.

RESUMED REGULAR MEETING
President Freeman reconvened the regular meeting of the Board of Trustees at 8:30 p.m.

V. RECOMMENDED ACTION
A. Old Business
   None

B. Consent Agenda
   1. Authorization for sole source payment to TimeCruiser for Campus Cruiser Portal
      WWCC has been utilizing Campus Cruiser produced by TimeCruiser Computing Inc. for the last 9 years. We were one of the company’s earliest clients. The product continues to provide enhancements and service to our students and is now relied upon as a critical “front door” to WWCC’s online resources. Single sign-on provides students with the ability to log on and use all services without further logins and passwords. The survey component allows for surveys to be conducted among students and faculty. During the last year, we fully implement the Cruiser Alert and Survey components, and are testing Cruiser Course and Evaluation. The services continue to expand and often address our most pressing needs. This contract is renegotiated every three years and FY10 will be the first year of the three year cycle so it is based on new contract discussions.

      Recommendation
      That the administration be authorized to enter into the sole source agreement and pay the fee of $51,845 for FY10.

      Trustee Stith made a motion to accept the Administration’s recommendations on the consent agenda. The motion was approved by vote.

C. New Business
   1. One Mill Levy
      In the 1990 Budget Session, the Wyoming State Legislature authorized community college Boards of Trustees to levy a tax of up to one mill on the assessed valuation of the district for the “regular support and operation of the College.” This tax can be levied at the discretion of the Board following a public hearing which must be held every other year. In June, 1990, the Board first authorized the levy for the 1990-91 and the 1991-92 fiscal years. Most recently, in July 2007, the Board authorized the levy for
the 2008-09 and the 2009-10 fiscal years. Originally, the one mill tax was levied to allow the College to hire consultants to investigate problems with the physical plant, including architectural work and construction management. In FY 1990-91 and FY 1991-92, the great majority of the one mill fund was used for consultant fees, litigation and mediation. In more recent years, the majority of the one mill budget has been used for the following programs, although other programs exist as well:

- Plant Improvements
- Athletics
- Insurance and Lease Payments
- P.T.C.E. Support
- Financial Aid
- Selected Student Services
- Swimming Pool Operation

On June 10, 2009, the College advertised notice of a public hearing for the purpose of obtaining comments concerning the Board’s intent to levy the one mill tax. The public hearing was held at 7:30 p.m. this evening. All seven Wyoming community colleges levy this one mill tax each year. A sizeable percentage of the WWCC FY 2009-10 one mill revenues are designated for “recurring” expenditures. The One Mill Fund is a very important component of the overall funding strategy to meet the needs of the College.

Recommendation
That the Western Wyoming Community College Board of Trustees approve up to a one mill levy for the 2010-11 and 2011-12 fiscal years with the income to be expended for the regular support and operation of the College.

Dr. Leach gave a brief explanation of the mill levy, stating that a full presentation had been made during the public hearing portion of the meeting. Treasurer Roth made a motion to approve the one mill levy as described above. The motion was approved by vote.

2. Adoption of Fiscal Year 2010 Budget
The Board of Trustees is required to adopt a Fiscal Year 2010 Annual Budget. A Public Hearing was held earlier this evening to gather public comments regarding this budget. The budget is ready for Board consideration/ adoption. The Vice President for Administrative Services will make a brief presentation at the meeting.

Recommendation
To adopt the Fiscal Year 2010 Annual Budget as presented, AND to approve the Resolution to Provide Income, AND to approve the Expenditure Authority Resolution.
Vice President Kelsey gave a brief explanation of the budget, stating that the full presentation had been given during the public hearing. Trustee Stith made a motion to adopt the FY2010 Annual budget as presented, and to approve the Resolution to provide income and to approve the Expenditure Authority resolution. The motion was approved by vote.

3. Employment Contract, Assistant Professor of Electricity and Instrumentation Technology
The Human Resources office conducted a national search commencing in January 2009 to fill the position of Instructor/Assistant Professor of Electricity and Instrumentation Technology. The Human Resources office received five completed applications for this position. The Professional Standards Board conducted three formal interviews for this position. The Professional Standards Board recommends that Mr. Gerry Aust be extended an employment contract for this position. Mr. Aust holds a Bachelor of Science degree in Engineering from the South Dakota School of Mines and Technology and a Master of Science degree in Engineering from the University of Wyoming. Mr. Aust was employed as an engineer for Pacificorp at Jim Bridget Power Plant for 21 years. Mr. Aust’s contract details would be as follows: Annual Salary, $49,045.00 for a nine month contract; Fund, Unrestricted Operating Fund; Rank, Instructor; Column Placement, Column I.

Recommendation
To offer an employment contract to Mr. Gerry Aust of Rock Springs, Wyoming for the position of Instructor of Electricity and Instrumentation Technology for the period August 13, 2009 through May 21, 2010.

Vice President Freeze gave an explanation of the employment contract in the absence of Vice President Fitschen. Treasurer Roth made a motion to extend the employment contract as described above. Motion approved by vote.

4. Employment Contract, Nursing Instructor
The Human Resources office conducted a national search commencing in May 2009 for the position of Instructor/Assistant Professor of Nursing. The Human Resources office received one completed application for this position. The Professional Standards Board conducted one formal interview for this position. The Professional Standards Board unanimously recommends that Heidi Brown be extended an employment contract for this position. Ms. Brown holds and Associate of Science degree in Nursing from WWCC and a Bachelor of Science degree in Nursing from the University of Wyoming. Ms. Brown has been employed as a Nurse at Memorial Hospital of Sweetwater County for the last eight years. Ms. Brown’s contract details would be as
follows: Annual Salary, $47,369.00 for a nine month contract; Fund, Unrestricted Operating Fund; Rank, Instructor; Column Placement, Column I.

Recommendation
To offer an employment contract to Ms. Heidi Brown, Green River, Wyoming for the position of Instructor of Nursing for the period August 13, 2009 through May 21, 2010.

Vice President Freeze gave an explanation of the employment contract in the absence of Vice President Fitschen. Vice President Freeze stated that this position would be funded through the WYIN (Wyoming Investment in Nursing) program. Trustee Chadey made a motion to extend an employment contract to Ms. Heidi Brown as described above. Motion approved by vote.

5. Employment Contract, Director of Children’s Center
The Human Resources office conducted a national search beginning in March 2009 to fill the position of Director of the Children’s Center. The Human Resources office received 10 completed applications for this position. The Professional Standards Board conducted one telephone interview and two formal interviews for this position. The Professional Standards Board unanimously recommends that Ms. Amy Williamson be extended an employment contract for this position. Ms. Williamson holds a Bachelor of Science degree in Early Childhood Education from Mt. Olive College in Mt. Olive, North Carolina. Ms. Williamson is currently working on her Master of Education in Curriculum and Instruction from the University of Massachusetts at Lowell. Ms. Williamson was employed as a Developmental Therapist at A Brighter Beginnings Toddler Family Program in Newport, North Carolina. Prior to that, she was employed at the Head Start Program in New Bern, North Carolina as a Teacher and Interim Director for approximately three years. Ms. Williamson’s contract details would be as follows: Annual Salary, $54,166.00 for an eleven month contract; Fund, Unrestricted Operating Fund; Rank, N/A; Column Placement, Column I.

Recommendation
To offer an employment contract to Ms. Amy Williamson of Rock Springs, Wyoming, for the position of Director of the Children’s Center for the period July 20, 2009 through June 30, 2010.

Vice President Freeze gave an explanation of the employment contract. Trustee Honaker made a motion to offer an employment contract to Ms. Amy Williamson as described above. The motion was approved by vote.
VI. INFORMATION/PROPOSALS

A. Visiting Delegations
   None

B. Questions/Media/Public
   None

C. President/Staff
   Vice President Kelsey gave the Board an update on the various construction projects. Vice President Kelsey stated that the roofing projects, the Theatre sound project, the Parking lot lighting project, the waterline re-routing project, the asphalt patching and crack sealing projects, and the Rocky Mtn Hall I shower renovations have all been completed. Vice President Kelsey stated that the current phase of the window replacement project, the landscaping projects, the exterior painting projects, and the T&I overhead door projects are expected to be completed shortly. Vice President Kelsey said that Theatre lighting project, the circle drive renovations, and the first phase of the security camera project should be completed before the end of August. Vice President Kelsey said that the 3rd floor carpet replacement project will begin in August, but will not be complete until the end of the year. Vice President Kelsey said that the total value of the projects is approximately $1.5 million dollars.

Vice President Kelsey stated that he had included a purchasing report in the Board packet in accordance with the new purchasing policy adopted by the Board. Vice President Kelsey said that the report lists all anticipated purchases of more than $15,000. Vice President Kelsey said that a summary report will be provided in June 2010 of which purchases had been made.

Vice President Freeze reported that the Mustang sculpture was being poured at the Foundry and would be delivered in mid September. Vice President Freeze said that the sculpture will be covered until the dedication.

Vice President Freeze said that the Student Success Services department had held their annual retreat at Red Canyon Lodge where they participated in strengths based leadership training. Vice President Freeze said that the training was beneficial because it concentrates on positive things rather than the conventional focus on strengthening weaknesses. Trustee Chadey commented that she had participated in strengths based training and found it a refreshing perspective.

Vice President Freeze said that a special meeting might be necessary to approve an employment contract for the Admissions Counselor. Vice President Freeze said that the final interview would be conducted on July 16.

Dr. Leach reported that the Executive Council had also participated in the strengths based leadership training.
Dr. Leach reported that the Executive Council is working on ideas and concepts for the Green River Center. Dr. Leach said that one opportunity was to become part of ‘Art on the Green’, which is a program sponsored by the Wyoming Arts Council which places sculptures in different locations around Green River. Dr. Leach said that WWCC’s Green River Center had been approved as a location for a sculpture.

Dr. Leach said that she had been appointed a member of a Task Force on Distance Education. Dr. Leach said that WWCC is a leader in the tier of programs offered by distance education.

Dr. Leach said that the P-16 Council would be participating in the Summit on High School graduation rates and that WWCC will be hosting a summit on Dual and Concurrent Enrollment.

Dr. Leach reported that the Community College Task Force will meet on July 23-24 in Casper. Dr. Leach gave each Board member a copy of the statewide strategic plan draft and asked for feedback.

Dr. Leach said that Board members would be receiving the mailing list for the 50th Anniversary Founder’s Lunch. Dr. Leach asked each Board member to give suggestions on additional people that should be invited to the luncheon.

D. Trustee Questions/Topics
None.

E. Topics for Future Workshop Agendas
1. Trustees Goals and Direction
2. Educational Programming Update

F. Executive Session – Legal/Personnel
Vice President Boettcher asked if an Executive Session would be necessary. Dr. Leach said no.

VII. FUTURE BUSINESS
A. The Community College Task Force has scheduled a meeting on July 23-24, 2009, in Casper.
B. The next regular Board of Trustees workshop will be held on Thursday, August 13, 2009, at 6:00 p.m., in Room 211, GREEN RIVER CENTER.
C. The next regular Board of Trustees meeting will be held on Thursday, August 13, 2009, at 7:15 p.m., Room 207, GREEN RIVER CENTER.
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, Vice President Boettcher adjourned the regular meeting at 9:00 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