WESTERN WYOMING COMMUNITY COLLEGE
BOARD OF TRUSTEES

REGULAR MEETING MINUTES

August 13, 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
Jackie Freeze, VP for Student Success Services
Sandy Caldwell, Assoc. VP for Student Learning
Laurie Watkins, Assoc. VP for Student Success Services

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, August 13, 2009, in Room 207 of the Green River Center, President John Freeman presiding.

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

II. REPORTS
A. Admissions/Gear Up - Joe Mueller/Laura Grossnickle
Mr. Joe Mueller, Director of Admissions, gave the annual report to the Board for his department. Mr. Mueller said that the primary function of the Admissions department is to ensure that prospective students receive accurate information, professional treatment and to provide quality recruitment programs with knowledgeable staff. Mr. Mueller went on to say that customer service is their priority. Mr. Mueller reported that the goals for the Admissions department are to complete their marketing plan and to be successful in creating awareness of the college and an effective recruitment plan. Mr. Mueller said that the Admission department hosted nine events on campus during the past year, and assisted with an additional 15 events. Mr. Mueller also said that the Admission department is not only involved on campus, but also strives to visit each high school in WWCC’s main
Mr. Mueller thanked the Board for their approval of the purchase of the Active Admissions software. Mr. Mueller said that the software allows the Admissions department to personalize mailings and other communications with prospective students. Mr. Mueller said that the software also features an 'Admissions checklist' that shows the student where they are in the process and what still needs to be completed. Mr. Mueller went on to say that the software allows prospective students to schedule campus visits or register for special events such as Senior Day. Mr. Mueller said that the program features a section for high school counselors that allows them to assist high school students in completing the Admission process.

Trustee Honaker complimented Mr. Mueller and asked if Gear Up participates in recruitment activities in areas other than Sweetwater County. Mr. Mueller said that the Admissions department plans to have Gear Up assist in more events. President Freeman said that the Community College Taskforce has complimented WWCC on the level of diversity in the student body. The Board thanked Mr. Mueller for his report.

Ms. Laura Grossnickle, Gear Up Assistant, gave the annual report for the program. Ms. Grossnickle said that Gear Up works with 7th through 12th grade students from low income households. Ms. Grossnickle said that Gear Up provides tutoring services and serves 460 students in WWCC’s service area with over 2,000 students served statewide. Ms. Grossnickle also said that Gear Up has joined forces with the Daniel’s Fund, which has funded 22 scholarships. Ms. Grossnickle said that WWCC has four Daniel’s Fund scholars for the Fall, 2009 semester and has had 13 total Daniel’s Fund scholars since the program began. Mr. Grossnickle went on to say that Gear Up assists other departments on campus and recently created a Gear Up Alumni Association to help students connect. Ms. Grossnickle said that Gear Up plans to expand their program to include all of WWCC’s service area rather than just Sweetwater County. Trustee Stith asked how long the program had been in existence and if they tracked the progress of the students who participated. Ms. Grossnickle said that Gear Up has been at WWCC since 2005 and that students who participate in the local program are tracked although she was unsure if any main system exists to track students statewide. The Board thanked Ms. Grossnickle for her report.

B. Green River Center – Elaine Tutterrow

Dr. Elaine Tutterrow, Interim Director of Institutional Support – GRC, gave the annual report for the Green River Center to the Board. Dr. Tutterrow began her report by complimenting the GRC
staff, saying that they have made her job enjoyable. Dr. Tutterrow said that she is excited about the new landscaping, which will soon include a sculpture as part of the “Art on the Green” program. Dr. Tutterrow also said that she is excited about the potential plans for the GRC and is looking forward to growth and changes for the GRC. Dr. Tutterrow reported that Community Education courses have changed in line with the WWCC Strategic Plan and that the programs will be expanded. Dr. Tutterrow said that the GRC offered 12 more Community Education courses and served 20 more people in the last year than during the year prior. Dr. Tutterrow also said that the new ‘Explorer’ publication had been printed and would be delivered to area residents soon. Dr. Tutterrow reported that the concept of profit sharing with Community Education instructors is being considered. Dr. Tutterrow also said that the Dual/Concurrent English courses are at capacity. Dr. Tutterrow said that she feels Wyoming is lagging behind in this area and needs to offer more courses with more diversity. The Board thanked Dr. Tutterrow for her report.

C. Workforce and Community Education – Carole Shafer
Ms. Carole Shafer, Director of PTCE, gave the annual report for the department to the Board. Ms. Shafer reported that the numbers for PTCE are strong and that those programs continue to see growth. Ms. Shafer said that some numbers have shifted due to the economy indicating a change in focus for area employers. Ms. Shafer also said that PTCE provided 22 more contract training courses last year than in the year prior and that the number of people served increased by 900 people, although FTE’s remained flat. Ms. Shafer said PTCE had replaced one part-time faculty member who had left and the MSHA Coordinator position had been filled. Ms. Shafer went on to say that some new courses would be added to the department to assist displaced workers such as resume skills and interview skills. Ms. Shafer reported that the Climb Wyoming program has agreed to include Mine Maintenance as an approved program for their participants.

Treasurer Roth asked if WWCC’s CDL course had been effected by the rules recently passed by the state. Ms. Shafer said that she was unaware of any changes in CDL rules and would research the matter. Trustee Honaker asked if the course required a minimum number of students. Ms. Shafer said that the course does have a minimum enrollment requirement and that only one course had been offered in the past year due to this stipulation made by the Wyoming Contractor’s Association, who provides the actual training. The Board thanked Ms. Shafer for her report.

III. MINUTES
A. Approval
1. Treasurer Roth made a motion to accept the minutes of the July 15, 2009 meeting as presented. Motion approved by vote.

Secretary Eckman asked for clarification on the ‘Anticipated Purchase Report’ that was included in the packet for the July
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meeting. Vice President Kelsey explained that the listing was provided to the Board as set forth in the recently revised purchasing policy. Secretary Eckman expressed concern on the lack of detailed descriptions on each planned purchase. A short discussion ensued regarding the policy language.

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 $2,713,634.11 and the Electronic Transfers as designated in the amount of $233,958.55 for a grand total ratification of $2,947,592.66. Motion approved by vote.

<table>
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<th>Clearing Accounts</th>
<th>Warrant Nos.</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Vouchers</td>
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<tr>
<td>Payroll</td>
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<td>Advices</td>
<td>017398 through 017524</td>
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<td>Total – All Clearing Account Warrants</td>
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Electronic Funds Transfers

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<table>
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<tr>
<th>Credit Card Payments to US Bank Corporate Payment System</th>
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| Bank to Bank Transfers                      |      |                           | 0.00         |

| Investment Transfers                       |      |                           | 0.00         |

Total Electronic Funds Transfers             |      |                           | $233,958.55  |

GRAND TOTAL FOR BOARD RATIFICATION          |      |                           | $2,947,592.66|

(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
I. Authorization to Solicit Competitive Bids for Welding Shop Ventilation Project, Phase I
The Welding Shop in the Technology & Industry Wing of the College is in need of a new ventilation system. The current (original) system no longer adequately removes the particulate matter in the air. It is an out-dated system that does not incorporate the newest technology. College
staff have employed the services of a mechanical engineering firm, Engineering Design Associates, to design a system that meets the needs of the College. Staff members have also been consulting with an equipment provider experienced with these types of ventilation systems. A design has been developed by EDA and the next step is to gain authorization to solicit bids. It is estimated at this time that the cost of this Phase I project, inclusive of engineering fees, is $220,000. This Phase I system will correct between 80% and 90% of the ventilation problem. Once this phase is completed, some additional work will need to be done associated with replacing some filtration units in the current precipitators and upgrading other components. It is anticipated that bids will be reviewed and acted upon by the Board at the September meeting and that work will be completed in late fall. Because of the open-entry/open-exit instructional format in the Welding program, the program can be closed for a period of time while this equipment is installed. Funds are budgeted and available in the FY 2010 budget to cover the cost of this work.

Recommendation
To authorize the Administration to solicit competitive bids for Phase I of the Welding Shop Ventilation Project.

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

C. New Business
1. FY10 Federal Grants and State Funding for Learning Center
   The Wyoming Community College Commission has notified the WWCC Learning Center that it will provide $70,446 through federal Adult Education and Family Literacy funds. The WCCC also awarded $19,098 to the Learning Center for the federal Adult Education/EL Civics program. Additionally, the WWCC Learning Center has been awarded $81,325 in state funds. This is money that has now been built into the Wyoming state budget and will be recurring funds although the amount each year may vary. The funding period for these grants is from July 1, 2009 to June 30, 2010. Federal Adult Basic Education Grants provide yearly support for the ABE Program at WWCC. The funding is based on performance measures and the grant pays for full-time and part-time instructor salaries, professional development and educational supplies in Rock Springs, Green River, Pinedale, Afton, and Kemmerer. This El Civics grant funds instructor salaries, materials and professional development for the English language literacy program. Increase in EL Civics money is welcome, but it cannot be used to cover shortages in ABE/GED. It can only be used for ESL. The state money will pay part-time instructor salaries, salary for a full-time ESL aide for the program and will also provide money for professional development, books,
materials and other operating expenses. Federal and State funding for 2 of the 3 programs was reduced significantly. Reduction were more than the 10% cuts required by the Governor.

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<th>FY2010</th>
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<td>Adult Education and Family</td>
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<td>Literacy</td>
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<tr>
<td>Adult Education/ EL Civics</td>
<td>$13,599</td>
<td>$19,098</td>
<td>+ $ 5,499</td>
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<tr>
<td>State Support for ABE/GED</td>
<td>$106,537</td>
<td>$81,325</td>
<td>- $25,212</td>
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Recommendation

To accept the Learning Center Federal ABE Grant funds for $70,446, the EL Civics grant of $19,098 and the state funds of $81,325 and to grant the authority to spend the monies for the purposes specified in the grant proposals and increase the College’s federal and state funds by that amount.

Vice President Fitschen gave an explanation of the Adult Education Grants, saying that the grants had been cut by approximately 15% more than expected. Vice President Fitschen said that the 10% cut announced by the Governor had been planned for and that no explanation had been given by the Wyoming Community College Commission as to why the cut had been more than double of what was expected. Trustee Honaker asked what effect the cut would have on the Adult Education programs. Vice President Fitschen explained that the Adult Education program had been eliminated in Wamsutter in anticipation of the announced cut. Vice President Boettcher asked if other services would be impacted. Vice President Fitschen said that since additional cuts had not been anticipated, further adjustments had not been made but budgets were being examined. Dr. Leach commented that even if WWCC can find other funds to support the programs this year, it would not be able to supplement the programs next year. Dr. Leach said that it is imperative to remedy the situation at the state level. Treasurer Roth asked if the WCCC had made the additional cuts. Dr. Leach said that the additional reduction did not originate in the Governor’s office. President Freeman said that the WACCT had inquired about the source of the additional cut and had not received an answer. Treasurer Roth expressed concern that the reduction of Adult Education program budgets would seriously impact the weakest workers in the state and that full funding for those programs should be pursued aggressively. Trustee Honaker agreed, saying that the Board has a duty to speak out against this cut. A short discussion ensued regarding short term funding for the
program and the effect of tabling acceptance of the grants until the issue is settled.

Vice President Boettcher made a motion to table acceptance of the Adult Education Grants for FY2010. Motion approved by vote.

2. EMPLOYMENT CONTRACT, ADMISSIONS COUNSELOR
The Human Resources Office conducted a national search commencing in May 2009 to fill the position of Admissions Counselor. The Human Resources Office received 50 completed applications for this position. The Professional Standards Board conducted two telephone interview and three formal interviews for this position. The Professional Standards Board unanimously recommends that Ms. Heather Sanders be extended an employment contract for this position. Ms. Sanders holds a Bachelor of Arts degree in Elementary Education from Montana State University, Bozeman, Montana. She is currently employed as a Head Classroom Teacher with Sweetwater County Child Development Center in Rock Springs, Wyoming. Prior experience includes Third Grade Teacher with Clark County School District in Las Vegas Nevada and Orientation Coordinator and Leader at Montana State University. Ms. Sanders contract details would be as follows: Annual Salary, $54,166.00 for an 11 month contract; Fund, Unrestricted One Mill; Rank, N/A; Column Placement, Column I.

Recommendation

Vice President Freeze gave an explanation of the employment contract. Trustee Chadey made a motion to offer an employment contract to Ms. Heather Sanders as described above. Motion approved by vote.

3. Approval of MOU, ‘Dad’s Can Make a Difference’ Grant
The Western Wyoming College Foundation has been awarded an ETSS Grant through the Department of Workforce Services called Dads Make a Difference. This grant program will target men of low income who have children and need training to help position them for improved employment possibilities. Additionally, this Dads Make A Difference program will focus on the whole person beyond the training aspect including education and counseling for life skills management. These wraparound services will include personal and group counseling, child development, family law, financial management, and community services resources. The funding period for the Grant is for one beginning July 28, 2009 through September 30, 2010. The
grant has been approved by the DWS and WWC Foundation Board in the amount of $179,242. The services of a case manager have been secured through WWCC with oversight and supervision assigned to the Developmental Studies department. WWCC plans to offer three (3) training opportunities in two (2) programs, welding and commercial driver training, that have cross-industry employment opportunities. The College plans to offer two (2) 16 week training sessions both in the Fall 2009 and Spring 2010 semesters for the welding training and one (1) 6 week program in the Summer 2010 semester for the commercial driver training. The design and capacity call for six (6) men to be trained in Fall 2009, eight (8) men in Spring 2010, and five (5) men in Summer 2010. It is necessary for the Board to approve this agreement in order for the ETSS Dads Make a Different Grant to be administered through WWCC according to Grant specifications. Additionally, the BOT will need to increase the federal fund budget by the above amount to allow for the funds to be administered through the College.

Recommendation
To accept the MOU between Western Wyoming College Foundation and Western Wyoming Community College to administer the ETSS Dads Make a Difference Grant and, to increase the WWCC federal fund budget in the amount of $179,242 to administer the grant funds.

Associate Vice President Caldwell gave an explanation of the grant and the MOU. Trustee Honaker asked for clarification on how many people would be participating in the program. Associate Vice President Caldwell said that 6 men will participate this semester, 8 more in the Spring semester and 5 men for the Summer 2010 semester. Trustee Chadey asked where the applicants were from and how the grant was advertised. Associate Vice President Caldwell said that all the applicants were from Sweetwater County and that the opportunity was advertised in numerous local and county-wide publications and places. Trustee Honaker made a motion to accept the MOU with WWCF to administer the Dad’s grant 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 the draft of the Strategic Plan will be presented to the Community College Taskforce soon. Dr. Leach said that she believes the plan is good and that it does not seek
to micromanage the colleges. Dr. Leach said that she had forwarded the draft plan to each of the Trustees and asked them to let her know if they had any questions on the document. Dr. Leach said that WWCC’s strategic plan is very similar to the statewide plan but was drafted before the statewide plan.

Vice President Freeze reported that the Athletic season has begun and that practice for certain sports has already started.

Vice President Freeze said that WWCC was selected as a “Military Friendly” school, which puts WWCC in the top 15% of schools in the country.

Vice President Freeze stated that previous Theatre students would be performing at the 50th Anniversary celebration.

Vice President Freeze reported that WWCC will have an increase in enrollment, possibly in the range of a 25% increase in full-time enrollment and a 26% increase in FTE’s. Vice President Freeze said that we have 259 more students registered now than at the same time last year. Vice President Boettcher asked if the housing situation had seen any improvement. Vice President Freeze said that the housing situation has not improved and WWCC still has a wait list for the residence halls. Vice President Freeze said that although more rental units are available in the area, they are still too expensive for students to rent.

Associate Vice President Watkins said that the City of Rock Springs, the City of Green River, and the County had agreed to provide funding for Star Transit and that WWCC will serve as a transit stop and transfer station for the public transportation service. Associate Vice President Watkins said that all the Star Transit buses would meet at WWCC to transfer passengers to other buses for the different routes. Trustee Eckman asked if the passengers would have a bus shelter. Associate Vice President Watkins said that Star Transit will erect a bus shelter and that in the meantime, passengers could wait inside the college near the bus stop.

Associate Vice President Watkins said that the number of students who participated in an Orientation program is up 27% from last year. Associate Vice President Watkins said that 16 programs had been offered this summer and that 2 more programs were scheduled, one for International students and one final program to be held on August 24th.

Vice President Fitschen reported that newly hired faculty members had already begun their in-service training to get them ready for their first semester. Vice President Fitschen said that the new faculty will also have mini training sessions throughout the semester. Vice President Fitschen reported that the Electricity and Electronics programs have seen a dramatic increase this year with 207 students enrolled. Trustee Chadey asked if area industries were sending their employees to complete the program.
Vice President Fitschen said that some of the students are from industry, but most are traditional age students. Vice President Fitschen said that students trying to register for classes during the last orientation program will find numerous closed classes and may not get the schedule that they would like.

Vice President Fitschen invited the Board to attend the General In-Service Session and the All Employee Picnic. Dr. Leach added that it is important for the employees to see the Board members at events like this.

Vice President Kelsey reported that the WCCC Funding Formula draft had been released but it won’t be approved until it is included in the rules.

Vice President Kelsey reported that the ’big bus’ had arrived, just in time for athletics.

Vice President Kelsey gave the Board an update on the status of various construction projects. Vice President Kelsey said that all projects have been completed with the exception of a few projects. Vice President Kelsey said that the landscaping project by the Atrium had a few items left to complete, and the project by Wind River Hall would be complete once the sod was laid in a few days. Vice President Kelsey said that the Hillside landscaping project should be finished for the winter in the next 10 to 12 days, although some perennials would be planted in the spring. Vice President Kelsey said that the Theatre lighting project would complete within the next two weeks and that the circle drive improvements are almost complete with sod and seal coating the concrete being the last items needed on that project. Vice President Kelsey said that the 3rd Floor carpet replacement was almost complete with the exception of the Business Office and the Board Room, which would be carpeted over the Christmas break. Vice President Kelsey said that the surveillance camera project and the T&I overhead door projects would both be complete before the end of August.

D. Trustee Questions/Topics
   1. Trustee Goals and Direction (Retreat)
   2. Educational Programming Update

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, September 10, 2009, at 6:00 p.m., in Board Conference Room # 3060, Rock Springs Campus.
B. The next regular Board of Trustees meeting will be held on Thursday, September 10, 2009, at 7:15 p.m., in Board Room # 3071, Rock Springs Campus.

C. A Board Retreat has been scheduled for Wednesday, September 16, 2009 at 5:30 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, President Freeman adjourned the regular meeting at 9:30 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