WESTERN WYOMING COMMUNITY COLLEGE
BOARD OF TRUSTEES

REGULAR MEETING MINUTES
October 12, 2009

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

Also Present:
Karla Leach, College President
Marty Kelsey, VP for Administrative Services
Ken Fitschen, VP for Student Learning
Laurie Watkins, Assoc. VP for Student Success Services
Anna McClure
Jessica Calo
Kay Leum
Christine Lustik
Tammy Young
Joel Gallub
Kandy Frink

Trustees Absent:
Lynne Chadey

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., Monday, October 12, 2009, in Board Room 3060, President John Freeman presiding.

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

II. REPORTS
A. Association of Student Government
Ms. Jessica Calo, ASG President, gave a brief report on the activities of the group. Ms. Calo said that the recent blood drive was a success. Ms. Calo also said that the ASG was very active in the celebration of WWCC’s 50th anniversary and that everyone involved enjoyed the celebration. Ms. Calo went on to say that the ASG is currently conducting a fundraiser for United Way, with proceeds from a 50/50 raffle, a swim party and a bake sale being donated to the charity. Ms. Calo said that the ASG has scheduled various guest entertainers for the remainder of the Fall semester. The Board thanked Ms. Calo and the ASG members for their participation in the 50th anniversary celebration.

B. WWCC Senate
Ms. Tammy Young, WWCC Senate Secretary, gave a brief report to the Board. Ms. Young said that the Senate recently held a forum on early retirement and has begun planning the Winter Party. Ms. Young said that the winter party will likely be scheduled for the last weekend in January at the Santa Fe restaurant. Ms. Young also said that the Senate is working on WACCT nominations for the
Professional, Faculty and non-faculty categories. Treasurer Roth thanked Ms. Young and the Senate for their participation in the development of the Strategic Plan. The Board thanked Ms. Young and the Senate for their involvement in the 50th anniversary celebration.

C. Paraprofessional Association
Ms. Anna McClure, Paraprofessional Association President, gave a brief report to the Board. Ms. McClure said that the group has designated a committee to work on student retention. Ms. McClure also said that the retention committee recently held a scavenger hunt designed to help students learn about different departments on campus and what those departments can do for them. Ms. McClure said that the committee plans to hold a scavenger hunt each month during the academic year. Ms. McClure said that the retention committee is also planning to develop a “Para Pantry” which would provide food to students who remain in the residence halls during periods when the cafeteria would be closed such as holidays. Ms. McClure said that the paraprofessionals are also hosting a door decorating contest for Halloween, a food drive for the Rock Springs Food bank, and a pie sale. President Freeman asked for clarification on the retention committee. Ms. McClure said that the retention committee was developed as a way for the paraprofessionals to contribute to the retention effort. The Board thanked Ms. McClure and the paraprofessionals for their retention efforts and for their involvement in the 50th anniversary celebration.

D. Kay Leum – Registration and Records
Ms. Kay Leum, Registrar, gave the annual report for the department of Registration and Records. Ms. Leum began by saying that her staff deserved recognition for their smooth handling of the increased enrollment this semester. Ms. Leum referred the Board to the summary report included in their packets, asking if there were any questions on the report. Hearing none, Ms. Leum said that enrollment numbers are up, with in-state student enrollments seeing a significant increase of 5%. Ms. Leum said that the enrollments for out-of-state students have dropped slightly with less employers conducting workforce training. Ms. Leum said that the Evanston Outreach program now has 132 full-time students. President Freeman asked if the retention numbers had improved. Ms. Leum said that while the final numbers won’t be in until after mid-term, she believes that the numbers of full-time student withdrawals has decreased. The Board thanked Ms. Leum for her report.

E. Christine Lustik – Distance Education
Ms. Christine Lustik, Director of Distance Education, gave the annual report to the Board for the department. Ms. Lustik thanked the Board for the addition of two part-time positions, one in Farson and one in Wamsutter. Ms. Lustik said that both individuals are extremely involved in their communities and are working to identify the needs in the community that WWCC can address. Ms. Lustik said that WWCC continues to develop quality
online courses with Spanish I and II now being taught online. Ms. Lustik said that German I will be taught online in Spring 2010.

Ms. Lustik also said that the Evanston Outreach program now serves 132 full-time students and 248 part-time students. Ms. Lustik commended Director Al Calmes for the increase in enrollment. Ms. Lustik said that outreach enrollment numbers are up overall. Ms. Lustik said that 523 full-time students are enrolled in online courses exclusively with that number increasing each semester.

Ms. Lustik recognized Christine Radakovich, Teri Lynch and Al Calmes for their dedication and hard work in the Distance Education department. Ms. Lustik said that WWCC has been meeting distance education needs in the state for 30 years. Dr. Leach commented that due to the efforts of Teri Lynch, she has been able to attend required state level meetings without leaving campus. Trustee Eckman asked to have training sessions concerning BOCES organizations and how WWCC is handling their needs and/or any issues that WWCC may be dealing with concerning BOCES organizations. Trustee Stith thanked Ms. Lustik for her continued efforts in offering more foreign language courses. Trustee Honaker asked if the increased enrollment in Evanston was due to a specific practice or policy that could be utilized in other areas like Kemmerer. Ms. Lustik responded that Evanston is unique in the numbers of qualified instructors available for specialized programs like Nursing. Ms. Lustik said that Evanston blends face-to-face courses with online courses and creates cohort groups of their students. Ms. Lustik said that while some growth is possible in Kemmerer, it would not be the level of growth seen in Evanston. Ms. Lustik went on to say that the program in Kemmerer could have been marketed better and that even without aggressive marketing, the non-credit and safety courses are full. President Freeman said that the Pinedale BOCES is interested in participating in the Dual/Concurrent enrollment program and would need some assistance in developing the program there. The Board thanked Ms. Lustik for her report.

F. Ken Fitschen – UW Transfer Report

Mr. Ken Fitschen, Vice President for Student Learning, gave the annual UW Transfer report. Mr. Fitschen said that the erroneous perception that community college courses will not transfer to UW still persists. Mr. Fitschen said that in 1999, UW chose 100 students at random and analyzed their transfer credits and courses that did not transfer. In September of 2008, the community college presidents asked UW to refresh that study. Mr. Fitschen said that UW chose 200 students at random and that the results were very similar to those obtained in 1999. Mr. Fitschen said that in most instances, coursework below 1000 level did not transfer and Technology and Industry coursework did not transfer. Mr. Fitschen said that out of 128 course areas, only six areas had transfer problems with less than 4% of courses being denied transfer credit. Mr. Fitschen said that of the 4%
of courses that were denied for transfer credit, only a very
small percentage should have been accepted. President Freeman
asked for clarification on the T&I coursework. Mr. Fitschen said
that if a student were to transfer into the appropriate area of
study (or ‘college’) at UW, then those courses would be more
likely to transfer. Mr. Fitschen also said that some specific
major programs at UW are less likely to accept transfer credit
such as UW’s Criminal Justice program, for example. Mr. Fitschen
said that ’Intro to Criminal Justice’ does not transfer but
‘Criminology’ would. Trustee Honaker asked which programs at UW
created challenges similar to the Criminal Justice program. Mr.
Fitschen responded no other programs stand out as being quite as
challenging, but that the community colleges have repeatedly
asked for more cooperation from UW’s Criminal Justice program.
Mr. Fitschen said that meetings are held periodically to foster
cooperation in meeting goals. Mr. Fitschen said that the other
significant challenge is that UW’s College of Education will not
provide any options for students to complete their Bachelor’s
degree online. Trustee Honaker asked if online courses were
generally accepted for transfer credit. Mr. Fitschen said that
there is nothing on a student transcript to indicate what format
the course was taught in.

Mr. Fitschen continued his report by stating that WWCC graduates
consistently perform better during their time at UW than other
community college graduates and they perform significantly better
than students who began their higher education at UW. Mr.
Fitschen said that most students see a decline in their GPA
during their first semester at UW, but WWCC graduates see less of
a decline than other students.

Mr. Fitschen said that UW’s Strategic Plan calls for more
acknowledgement of the community colleges and improvement in
relations between the community colleges and UW. Mr. Fitschen
said that WWCC had been asked if we wanted a building on the UW
campus and that Dr. Boggs responded that WWCC transfer students
did not need a building, they needed access to online programs to
complete their Bachelor’s degrees.

Trustee Stith asked for clarification on how many WWCC graduates
transfer to UW. Mr. Fitschen said that approximately 40-50% of
WWCC degree graduates transfer to UW. Secretary Eckman commented
that UW President Tom Buchanan has been vocal in his praise of
WWCC transfer students. The Board thanked Mr. Fitschen for his
report.

III. MINUTES
A. Approval
1. Vice President Boettcher made a motion to accept the minutes
of the September 10, 2009 meeting and the September 23, 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 $4,099,169.70 and the Electronic Transfers as designated in the amount of $381,004.41 for a grand total ratification of $4,480,174.11. Motion approved by vote.

<table>
<thead>
<tr>
<th>Warrant Nos.</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vouchers</td>
<td>$3,209,545.42</td>
</tr>
<tr>
<td>Payroll</td>
<td>$330,195.91</td>
</tr>
<tr>
<td>Advices</td>
<td>$559,428.37</td>
</tr>
<tr>
<td><strong>Total – All Clearing Account Warrants</strong></td>
<td><strong>$4,099,169.70</strong></td>
</tr>
</tbody>
</table>

**Electronic Funds Transfers**

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>US Bank EFTPS-CHICAGO USATAXPYMT</td>
<td>A/C# 147497000116</td>
<td>$304,860.43</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>US Bank EFT US Bank CC Payments</td>
<td>A/C# 147497000116</td>
<td>$76,143.98</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bank to Bank Transfers</strong></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Investment Transfers</strong></td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

| **Total Electronic Funds Transfers** | **$381,004.41** |

**GRAND TOTAL FOR BOARD RATIFICATION**

| **$4,480,174.11** |

(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. WWCC Perkins Grant Approval

Western has been a participant in the Perkins Grant program since 1991. The focus of Perkins funding is to assist occupational students in achieving their educational goals. The project pays for direct service for students including educational costs such as supplies and stipends. In addition, the project will pay partial salaries and benefits (45%) for the Job Placement Officer and Student Success/Occupational Counselor. Total grant funds in the amount of $189,309 were awarded to Western Wyoming Community College for FY10. The grant goes into effect Oct. 1, 2009. This is an increase of over $40,000 from FY09. The monies will be expended by September 30, 2010.
Recommendation
That the Board accepts funds for the Carl D. Perkins FY2010 grant in the amount of $189,309, and grant authority to spend the monies for the purposes as specified in the grant and increase the federal fund by $189,309.

2. Update on Mustang Statue
In July 2008, the Board approved the commissioning of Mr. Rudy Gunter to sculpt and work with the foundry to bronze a statue with two life size mustangs to be in place for the 50th celebration week at the end of September, 2009. Work began on the project soon after the board approval. The Statue was completed at the end of September and was put into place in time for its dedication on Oct 2, 2009. The Board authorized a maximum of $132,000 for the cost of the statue and a maximum of $42,000 for the purchase of 25 maquettes to sell. The full amount of $132,000 was paid to Rudy Gunter for creation and development of the Statue. The 50th Committee determined that it would be easier to manage if we took direct orders and payment for maquettes and therefore, the advance purchase was not done. Orders are currently being accepted. In addition, the Administration made the decision to have the Foundry deliver and set up the Statue for $650, purchased a parachute cover for $150, and reimbursed Rudy Gunter $5187.04 for the rental and heat for the garage where the statue was crafted and stored. These were unanticipated expenses when we started the project. To assure that our records are straightforward, we would like to have the Board ratify the additional payment to Rudy Gunter even though it is within the normal administratively approved amount.

Recommendation
To ratify the Administration’s approval of $5187.04 to reimburse Rudy Gunter for garage rental and heat.

3. Wyoming Higher Education Statewide GEAR-UP Grant Approval
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 continued approval from the State Gear-Up Grant Manager and the Federal Program Officer. This is the fifth year in the six-year cycle of this program. This program serves students from 7th grade through high school graduation. We had a strong year with over 400 students in our program. We have a strong core of employees throughout our service area and are pleased with the support and interest we have received from the school districts. We are looking forward to another year of activity and involvement for students and their parents. For FY10 our number to be served was raised to 460, making us the largest program in the State. The allocated budget for WWCC for this year is $484,315.38.
Recommendation
That the Board accept funds for the WWCC Gear-Up Program of $484,315.38 and grant authority to spend the monies for purposes as specified in the grant and increase the federal fund by $484,315.38.

4. Adoption of Identity Theft Prevention Program
The Federal Trade Commission has approved a rule, commonly known as the “Red Flags Rule”, which requires certain organizations to adopt an Identity Theft Prevention Program. This rule implements Section 114 of the Fair and Accurate Credit Transactions Act of 2003. Community colleges are among the organizations which must adopt an Identity Theft Prevention Program. It is required that the governing board adopt the Program. The FTC will begin enforcing the rule on November 1, 2009. The Administration has developed the enclosed Identity Theft Prevention Program. The Program Administrator will be the Director of Finance. The Program Administrator, soon after Board approval, will commence training programs with select College administrators, supervisors, and others as part of the effort to implement the program. The College attorney, Ford Bussart, has approved the proposed program and it is ready for adoption by the Board.

Recommendation
To approve the Identity Theft Prevention Program for Western Wyoming Community College as presented.

5. Acceptance, Application for Deposit of Public Funds
In March, 2009 the Board of Trustees approved an Application from Commerce Bank to be a depository of public funds. Recently, the ownership of Commerce Bank changed. Commerce Bank is now a branch of NebraskaLand National Bank. Because of the change of ownership a new, updated Application for Deposit of Public Funds is required.

Recommendation
To accept Commerce Bank, a branch of NebraskaLand National Bank, as an official depository of public funds for Fiscal Year 2009-10.

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

C. New Business
1. Bid Quotations, Motor Pool Vehicles
At the September meeting of the Board of Trustees, the Board authorized the Administration to solicit competitive bids for one replacement nine-passenger sport utility vehicle, one new nine-passenger sport utility vehicle and one replacement minivan to be used in the College’s motor pool. Bids were opened on October 8th. Bid results are as follows:
<table>
<thead>
<tr>
<th>Bidder</th>
<th>9-Passenger SUV</th>
<th>Minivan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whisler Chevrolet</td>
<td>$35,164.00</td>
<td>No Bid</td>
</tr>
<tr>
<td>Rock Springs, WY</td>
<td>(Suburban)</td>
<td></td>
</tr>
<tr>
<td>Fremont Chevrolet</td>
<td>$36,394.25</td>
<td>No Bid</td>
</tr>
<tr>
<td>Lander, WY</td>
<td>(Suburban &amp; Yukon)</td>
<td></td>
</tr>
<tr>
<td>Great Western</td>
<td>$39,205.00</td>
<td>$22,598.00</td>
</tr>
<tr>
<td>Rock Springs, WY</td>
<td>(Yukon)</td>
<td>(Nissan Quest)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Did Not Meet Specs)</td>
</tr>
<tr>
<td></td>
<td>$2,650 Trade-in</td>
<td></td>
</tr>
<tr>
<td>Converse Motors</td>
<td>No Bid</td>
<td>$24,460.00</td>
</tr>
<tr>
<td>Douglas, WY</td>
<td></td>
<td>(Nissan Quest)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Did Not Meet Specs)</td>
</tr>
<tr>
<td>Fremont Motors</td>
<td>No Bid</td>
<td>$29,516.00</td>
</tr>
<tr>
<td>Rock Springs, WY</td>
<td></td>
<td>(GMC Acadia)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$2,650 Trade-in</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Private Bids for 2003 Ford Windstar LX</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graham Taylor</td>
<td>$3,615</td>
<td></td>
</tr>
<tr>
<td>Hal Nash</td>
<td>$2,500</td>
<td></td>
</tr>
<tr>
<td>Brian Farless</td>
<td>$1,500</td>
<td></td>
</tr>
</tbody>
</table>

The College’s Automotive Technology Department asked to have the 2002 Ford Excursion which was originally destined to be traded in or sold; thus, it was given to this academic department to be used for instructional purposes.

**Recommendation**

To accept the low bid from Whisler Chevrolet, Rock Springs, Wyoming for two 2010 Chevrolet Suburbans, per bid specifications, for $35,164 each; to accept the low bid from Fremont Motors, Rock Springs, Wyoming for a 2010 Dodge Caravan SE, per bid specifications, for $20,392; and to sell a 2003 model Ford Windstar LX to Graham Taylor, Rock Springs, Wyoming for $3,615.

Vice President Kelsey gave an explanation of the bid quotations. Vice President Boettcher made a motion to accept the bids as recommended. Motion approved by vote.
2. Off Schedule Salary Payment to WWCC Employees  
The Board is aware that Fiscal Year 2010-11 will be a challenging year financially for Wyoming’s community colleges. The assessed valuation is projected to be much lower than it has been the past several years. Local tax revenues comprise a significant part of WWCC’s revenue and the projected large decrease will have a significant impact on our budget. In light of this knowledge, in March of this year, the Administration informed the College’s two Salaries and Benefits Committees that it would recommend to the Board that another off-schedule salary payment be made in December 2009 to full time and benefited part time employees. (The Board will recall that in December, 2008, these employees received an off-schedule salary payment as well.) The primary reason the Administration informed the Salaries and Benefits Committee of the recommended action is because it is very doubtful that any salary increases will be possible for the FY 2010-11 year. The Administration set aside “one time” monies in the FY 2009-10 budget for the purpose of granting this salary payment. The Administration believes that “Employees Are Our Most Important Resource” (one of the College’s Guiding Principles) and believes that this payment is the right action to take at this time. This year, the Board granted a general salary increase of 2.46% to the College’s employees. The estimated cost of granting this off-schedule payment is $467,000. Because this year, FY 2009-10, is the second year of the biennium, the College has sufficient carry-over and other resources to fund this payment. The College will receive this year recapture/redistribution monies in excess of $1,000,000 and will be able to substantially add to the end-of-biennium cash carryover as we enter FY 2010-11. The Administration recommends an off-schedule salary payment as follows: A 3.50% payment on the base 2009-10 yearly salary, or $1,170, whichever is greater for full time employees, and grant $1,170 to benefited part-time employees. The salary payment is to be payable on December 9, 2009 to all employees who commenced work for WWCC on or before September 1, 2009.

Recommendation
That the Board of Trustees grant an off-schedule salary payment to full time employees in the amount of 3.5% of their base 2009-10 salary, or $1,170, whichever is greater, and grant $1,170 to benefited part time employees. The salary payment is to be payable on December 9, 2009 to all employees who commenced work for WWCC on or before September 1, 2009.

Dr. Leach gave an explanation of the off-schedule salary payment. Treasurer Roth asked if the off-schedule salary payment was being given in lieu of a salary increase next year. President Freeman said that the Administration will
always strive to grant the largest salary increases feasible each year and that although next year would be challenging for WWCC financially, Administration would continue to seek ways to grant a salary increase. Dr. Leach added that Administration will look for funding to allow a salary increase next year although realistically that may not be feasible. Secretary Eckman made a motion to approve the off-schedule salary increase, saying that it is appropriate to show gratitude to WWCC employees. Vice President Boettcher agreed, saying that the salary increase for FY09-10 was smaller than what the Board would have liked to see. The motion was approved by vote.

3. Approval of Wyoming Community Colleges’ Strategic Plan
   During the regular meeting of the Board of Trustees held on March 12, 2009, authorization was given to the College president to act on behalf of the Western Wyoming Community College Board of Trustees in the development and approval of the statewide strategic plan developed by MPR Consultants in cooperation with the Community College Planning Taskforce, the Wyoming Community College Commission, and the colleges. The final draft of the statewide strategic plan is scheduled to be presented to the Community College Planning Taskforce, Joint Education Committee, representatives from the Joint Appropriations Committee, and a representative from the Governor’s Office on November 4 and 5. At that time, the seven colleges will be asked for their approval or disapproval of the plan. The presidents of all seven colleges have met and agree that the plan should be approved as presented in the November 2009 draft (Draft 3).

Recommendation
To support the approval of the Wyoming Community College Commission’s Strategic Plan as presented in the November 2009, Draft 3, document.

Dr. Leach gave an explanation of the Strategic Plan. Vice President Boettcher made a motion to support the approval of the plan as described above. Treasurer Roth commented that the plan was well formed. The motion was approved by vote.

4. Approval of WWCC’s Strategic Plan
   Starting in the Fall of 2008 and continuing to this date, the Western Wyoming Community College faculty, staff, board, community, and supporters have worked to develop the College’s first comprehensive strategic plan. The plan evolved in early Spring and has been available for refinement and public comment through September 16, 2009. The final draft of the Western Wyoming Community College strategic plan is now ready for the Board of Trustees to consider and to approve with recognition that this document
will be reviewed on an annual basis and updated to accurately reflect the direction of the College. The next steps include:
- Assigning strategic initiatives to existing work groups
- Work groups developing challenge statements and action plans to address strategic initiative goals
- Priorities, timelines, end products, and assessment plans are to be established by work groups
- Review of strategic plan accomplishments and challenges to be discussed annually at November Board of Trustees meetings.

The WWCC Strategic Plan will guide the activities of the College and provide focus for activities and projects in alignment with the Guiding Principles and AQIP projects. The College will undertake the vision creation process during the 2009-2010 academic year. The College’s Strategic Plan is in alignment with the Wyoming Community College Strategic Plan.

Recommendation
To endorse the Western Wyoming Community College Strategic Plan as presented on October 12, 2009.

Dr. Leach gave an explanation of the Strategic Plan. Treasurer Roth made a motion to endorse the WWCC Strategic Plan as presented. Motion approved by vote.

VI. INFORMATION/PROPOSALS
A. Visiting Delegations
   None

B. Questions/Media/Public
   None

C. President/Staff
   Dr. Leach thanked the Board members for their presence during the 50th celebration activities.

Vice President Fitschen said that a Wireless Mobile Lift system had been purchased for the Diesel Technology program at a cost of $44,000. Vice President Fitschen said that a traditional lift system had not been installed in the Diesel laboratory because of space issues. Vice President Fitschen said that this system is the same one that Macy’s Truck Repair and Smiths use. Vice President Fitschen also said that it provides advanced safety features.

Vice President Kelsey said that Paul Ross, Building Operating Systems Specialist, recently received his Masters degree.

Vice President Kelsey reported that the parking lot camera project is essentially complete, although a few software problems
are still being worked out. Vice President Kelsey said that the system is very nice and provides clear images even at night. Trustee Honaker asked if a policy would be developed concerning storage of the images. Vice President Kelsey said that a policy is already being developed to answer various concerns including storage of the images. Vice President Kelsey said that the policy is almost ready to go to the Policies & Procedures committee and then it will be brought to the Board for approval. Vice President Boettcher asked how the images are stored. Vice President Kelsey said that the system is digital, with the images being stored directly on WWCC’s server. Treasurer Roth asked if the cameras can be moved. Dr. Leach said that the cameras have the ability to zoom in but not to be physically moved. Vice President Kelsey said that all of the surveillance cameras are in parking lot areas and that any sensitive areas within the range of the camera will be blurred, such as windows in residence hall rooms.

D. Trustee Questions/Topics
President Freeman thanked the Board members for attending the recent ACCT conference.

President Freeman thanked the Board members for their participation in the 50th anniversary celebration.

President Freeman said that the next several months will be challenging in terms of funding.

President Freeman said that he was pleased to see that the statewide strategic plan was well prepared.

E. Topics for Future Workshop Agendas
1. Facility Tours
2. BOCES Reports
3. Sweetwater BOCES Funding of WWCC Programs
4. Landscaping Tour

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

VII. FUTURE BUSINESS
A. October 28, 2009: WCCC/WWCC Board Reception, RS Historical Museum, 6:00 p.m.
B. October 29, 2009: Wyoming Community College Commission Meeting, Room 1309, WWCC Rock Springs Campus.
C. November 12, 2009: Regular Board of Trustees workshop, 6:00 p.m., Board Conference Room 3071, Rock Springs Campus.
D. November 12, 2009: Regular Board of Trustees meeting, 7:15 p.m., Board Room 3060, Rock Springs Campus.

VIII. ADJOURNMENT
Having no further business to act on, President Freeman adjourned the regular meeting at 8:40 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