WESTERN WYOMING COMMUNITY COLLEGE
BOARD OF TRUSTEES

REGULAR MEETING MINUTES
November 12, 2009

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

Also Present:
Karla Leach, College President
Marty Kelsey, VP for Administrative Services
Jackie Freeze, VP for Student Success
Sandy Caldwell, Assoc. VP for Student Learning
Laurie Watkins, Assoc. VP for Student Success Services
Jon Schrade
Kelly Beatty
Anna McClure
Kandy Frink

Trustees Absent:
None

REGULAR BOARD OF TRUSTEES MEETING

I. AGENDA
   A. Call to Order
      The regular meeting of the Western Wyoming Community College District Board of Trustees was called to order at 7:25 p.m., Thursday, November 12, 2009, in Board Room 3060, President John Freeman presiding.

   B. Approval of Agenda
      1. Treasurer Roth made a motion to move Consent Agenda Item #5 to New Business Item #3. Motion approved by vote.
         Secretary Eckman made a motion to approve both the Consent and Regular Agendas as revised. Motion approved by vote.

II. REPORTS
   A. Association of Student Government
      Kelly Beatty, ASG Vice President, gave a brief report on the activities of the group. Mr. Beatty said that the ASG raised over $300 to be given to United Way, and has held several events on campus this semester including a Folk Band, a Mentalist, a Halloween Party and a ‘Hay Day’. Mr. Beatty said that the group plans to host a pie fight before the end of the semester and also plans to host a Thanksgiving dinner for the students who cannot go home for the holiday. The Board thanked Mr. Beatty for his report.

   B. WWCC Senate
      Mr. Rob Carey, Assistant Professor of Biology, gave a brief report on behalf of the WWCC Senate. Mr. Carey said that the Senate has been working on the WWCC Winter Party, which is to be held on January 29, 2010 at the Santa Fe Trail Restaurant. Mr. Carey said that the group also recently completed nominations for
both the Faculty and Professional categories of the annual WACCT awards. Mr. Carey said that Craig Thompson had been nominated for the Faculty award, while Kay Leum had been nominated for the Professional award. Mr. Carey also said that the Senate is helping to identify communication concerns on campus as part of the Internal Communications committee. The Board thanked Mr. Carey for his report.

C. Paraprofessional Association
Ms. Anna McClure, Paraprofessional Association President, gave a brief report to the Board. Ms. McClure said that the scavenger hunts have been discontinued due to lack of participation. Ms. McClure said that the retention committee plans to hold a daycare next semester to assist students with older children on a date when the local school districts are closed, with an actual date to be determined. Ms. McClure said that a food drive for students who will be staying in the residence halls over the Christmas break is being conducted, called the Para Pantry. Each student notifying the housing office that they will be staying through the Christmas break will receive a box of food that will not require full kitchen facilities to prepare. Ms. McClure said that other activities include the annual Para Pantry Raid, in which food donations are given to the local food bank and the Pie Sales, with funds raised being donated to the Tree of Sharing. Ms. McClure also said that the group had adopted a tree on Dewar Drive for the holiday season, which has already been decorated.

Trustee Honaker commended Ms. McClure on the daycare saying that it is a great idea and a very nice thing to do. The Board thanked Ms. McClure.

D. Jon Schrade – Housing/Student Activities
Mr. Jon Schrade, Director of Housing and Student Activities, gave the annual report for the department to the Board. Mr. Schrade reported that the residence halls are full, with the last two years having the largest population of students living in on-campus housing in the history of WWCC. Mr. Schrade said that while 80 students had been on the waiting list for the residence halls, he believes that only 20-30 of those students chose to attend other colleges. Mr. Schrade also said that the Residence Hall Association was revitalized and has been very active this year. Mr. Schrade credited Mr. Kelly Beatty, ASG Vice President, with the resurgence of the RHA. Mr. Schrade went on to say that the new system of charging a flat rate fee for residence hall students in exchange for unlimited use of the laundry facilities has been well received. Mr. Schrade reported that the past summer was profitable for housing and that Administration would continue to try to fill the residence halls during the summer with industry training students and other groups. Mr. Schrade said that the Residence Assistants have been doing a wonderful job this semester and presented the idea of combining social and educational events to boost participation. Mr. Schrade said that the alcohol education program was combined with a social event this semester. Mr. Schrade went on to say that the Program
Review for Housing was completed earlier this semester, with the top goals being; pursuing additional residence hall options, finding a new office space for Housing, and installing air conditioning in the residence halls to allow for more use during the summer months.

Secretary Eckman complimented Mr. Schrade on the booklet, saying that it gives the Board members some insight into student life and the problems they encounter. Dr. Leach said that she distributed copies of the Housing booklet at the recent ACCT meeting in San Francisco and that it received numerous compliments. Trustee Chadey said that she had been given an impromptu housing tour from two very enthusiastic students. Trustee Chadey said that the tour was very enjoyable, and the students’ enthusiasm was contagious. Treasurer Roth thanked Mr. Schrade for his work in the Housing office and his contributions to the students and to WWCC. The Board thanked Mr. Schrade for his years of service to WWCC.

III. MINUTES
A. Approval
   1. Treasurer Roth made a motion to approve the minutes of the October 12, 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 $2,732,148.40 and the Electronic Transfers as designated in the amount of $4,725,921.61 for a grand total ratification of $7,458,070.01. Motion approved by vote.

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

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<tr>
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<td>A/C# 1474970000116</td>
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<th>Credit Card Payments to US Bank Corporate Payment System</th>
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<td>US Bank</td>
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<tr>
<td>A/C# 1474970000116</td>
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Bank to Bank Transfers

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<th>From</th>
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<tbody>
<tr>
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<tr>
<td>From US Bank</td>
<td>1st Bank Northside Br. - CD</td>
<td>$2,060,000.00</td>
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Investment Transfers

0.00

Total Electronic Funds Transfers $4,725,921.61

GRAND TOTAL FOR BOARD RATIFICATION $7,458,070.01

(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. Grant from Sweetwater BOCES for ABE-GED Program, Fall 2009

The Sweetwater County BOCES approved a grant to support the WWCC ABE-GED program for Fall 2009 for $54,550.50. This is half of the annual funding requested by WWCC. The grant form states that SBOCES will send a second grant acceptance form will be written for Spring 2010. The funding period for this grant is from July 1, 2009 to December 30, 2009. The Sweetwater BOCES has supported the ABE-GED program since its formation. It funds approximately one-third of the costs for this program. The other two-thirds come from the college 10 fund and from state and federal funds through the Commission. It should be noted that this year, the SBOCES is also providing grants to support other programs, such as Peer Tutoring program, Options III program, CLIMB Wyoming women taking the CDL course, and support for the student legislative intern. Each of these grants, however, is under $50,000 so do not need to come to the Board for approval.

Recommendation
To accept the SBOCES ABE-GED grant funds for $54,550.50.

2. FY 2010 First Quarter Financial Report

Included in the addendum is the First Quarter Financial Report for all funds of the College. This report is given to the Board from time to time to help keep the Board apprised of the financial condition of the College. This narrative focuses on the Unrestricted Operating (Current) Fund of the College. In the Unrestricted Operating Fund, the College has expended 22.5% of the budget through September 30, 2009. This compares to 18.5% expended through the first quarter of FY 2008, 20.2% expended through the first quarter of FY 2006, and 20.6% expended through the first quarter of FY 2004, all second years of a
The first quarter, revenues exceeded expenditures by $209,530. Cash flow has been positive for this fund. This year, local revenues are higher than usual due to a big (one year) spike in local valuation. Thus, local revenues will come in later in the fiscal year (November and May). In many of our funds, however, expenditures have exceeded revenues through the end of the first quarter. This is typical for various reasons. The Administration has no concerns about this temporary cash flow situation. The Administration has no overall concerns regarding the financial condition of the College through the end of the first quarter.

Recommendation
None. For Information Only.

3. Authorization to Solicit Proposals for Property, Automobile, and Liability Insurance Coverage

From time to time, the College seeks proposals for property, automobile, and liability insurance coverage. Typically, the College employs a professional insurance consultant to provide advice and assistance in the preparation of the RFP and to review the proposals. The Administration plans to use the Pfeiffer Consulting Group, LLP, as the consultant. They have been our consultant in the past and do good work. It is anticipated that the Board will consider the proposals in the spring (probably in May).

Recommendation
To authorize the Administration to solicit proposals for property, automobile, and liability insurance coverage.

4. Authorization to Seek Competitive Bids for Phase IV of the Window Replacement Project

Three years ago, the College embarked on a multi-year project to replace the old (1969 vintage) windows on the Rock Springs campus. The purpose is to increase comfort for room occupants and to reduce natural gas heating costs. The past three projects (Phases I, II, and III) have been very successful. The Administration has identified additional areas for Phase IV work. The areas include faculty offices along “faculty row”, the Financial Aid offices, Room 1006 opposite Mitchell’s Cafeteria, and some windows in Rushmore Gymnasium. The estimated cost of this work is $170,000. Money is budgeted and available in the Major Maintenance Account of the College. It is anticipated that the Board will review and act on bids at its March meeting. Work is scheduled to begin in late May, 2010.
Recommendation
To authorize the Administration to seek competitive bids for Phase IV of the window replacement project as described above.

5. Increase In Early Retiree Health Insurance Contribution – (Moved to New Business Item #3)

6. Authorization to Solicit Competitive Bids for Green River Center Remodel and Renovation
The Administration has determined that it is time to remodel and renovate the entry area and administrative offices on the second floor of the Green River Center. The GRC lacks a clear welcoming registration area for the mixed uses of the GRC. As a part of the remodel and renovation, some adjacent areas will be re-wallpapered and/or re-carpeted as needed for updates and to create a cohesive appearance. Additionally, this will allow the Workforce Development offices to be moved upstairs to a more accessible area. With Board knowledge, the Administration has worked with Plan One Architects to develop a schematic and tentative bid estimate for the renovation. The estimated construction cost of the project is $131,200. The FY 2010 budget includes approved carryover funds in the amount of $100,000 for the project. One Mill funds are available as well for paying for this project. It is anticipated that bid results and a recommendation will be presented to the Board at the January meeting.

Recommendation
To authorize the Administration to solicit competitive bids for the Green River Center second floor remodel and renovation.

7. Voluntary Early Retirement Application, Jon Schrade, Director of Housing and Student Activities
The College has a voluntary early retirement plan available to qualified faculty and staff. Jon Schrade, Director of Housing and Student Activities, has applied for voluntary early retirement, effective July 1, 2010. Mr. Schrade has been employed at WWCC since September, 1976 and has spent his entire career at WWCC in the housing and student activities areas. Mr. Schrade meets all requirements for voluntary early retirement and the Administration recommends that the Board approve his application.

Recommendation
To approve the voluntary early retirement application submitted by Jon Schrade, effective July 1, 2010.

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

1. Additional Degree Earned, Increased Compensation

Board Procedure 4220 B provides that when a professional employee earns an additional academic degree and the Educational Achievement Committee determines that the degree is position-related, the employee is entitled to additional compensation. Paul Ross, Building Operating Systems Specialist, has earned a Masters Degree in Management from Colorado Technical University. The Educational Achievement Committee approved this degree as being “position-related” in October. According to Board Procedure, Mr. Ross is entitled to an adjustment on his 2009-10 employment contract of $1,395. The effective date of the salary adjustment is November 1, 2009.

Recommendation
To increase Paul Ross’ 2009-10 employment contract by $1,395, from $77,117 to $78,512.

Vice President Kelsey gave a brief explanation of the increased salary request. Trustee Chadey made a motion to increase Paul Ross’ 2009-10 employment contract by $1,395 as described above. Motion approved by vote.

2. Horizontal Advancement Awards FY 2010

Board Policy 4220B, last revised in June 2004, provides for horizontal and rank advancement in recognition of exceptional performance in professional accomplishments and contributions in three areas:
- Primary Job Performance
- Contributions to WWCC above Primary Job Requirement
- Contribution apart from WWCC in service to the profession and/or to the community

For professional staff, advancement is defined as salary increase only; for full-time instructional staff, advancement may be defined as both a salary increase and rank promotion. These advancements are not a reward for longevity. This year the Professional Standards Board for Rank and Horizontal Advancement reviewed seven (7) applications and is recommending that five (5) applicants be advanced. The committee recommends that the following individuals be advanced in the following order:

<table>
<thead>
<tr>
<th>Name</th>
<th>Program Area</th>
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<tbody>
<tr>
<td>Stacie Lynch-Newberg</td>
<td>Development Studies</td>
</tr>
<tr>
<td>Dustin Conover</td>
<td>Gear-Up</td>
</tr>
<tr>
<td>Chris Propst</td>
<td>English and ESL</td>
</tr>
<tr>
<td>Liane Lamb</td>
<td>ABE and ESOL</td>
</tr>
<tr>
<td>Jenny Daniel</td>
<td>Nursing</td>
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All five of these applicants are being recommended by the committee for advancement because policy requires that all
applicants awarded a mean score of 90 or more points by the Professional Standards Board be recommended for advancement. Three (3) advancements have been funded in the FY 2009 budget. The College president has reviewed the Committee’s recommendation and is recommending that the top three (3) applicants be advanced. Per policy, the remaining applicants will be eligible for the addition of five points to their mean score, provided that: the applicant re-apply for horizontal advancement and meet the requirements set forth for the advantage points and; that funding has been approved for rank and horizontal advancements. Also, the remaining applicants will receive a rank promotion with no salary increase per policy.

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<thead>
<tr>
<th>Name</th>
<th>Program Area</th>
<th>From Column</th>
<th>To Column</th>
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<tbody>
<tr>
<td>Stacie Lynch-</td>
<td>Development Studies</td>
<td>II</td>
<td>III</td>
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<tr>
<td>Newberg</td>
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<tr>
<td>Dustin Conover</td>
<td>Gear-Up</td>
<td>I</td>
<td>II</td>
</tr>
<tr>
<td>Chris Propst</td>
<td>English and ESL</td>
<td>II</td>
<td>III</td>
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Recommendation
To approve the above described horizontal advancements FY 2010, effective retroactive to the first day of their respective 2009-2010 contracts.

Dr. Leach gave an explanation of the recommendation horizontal advancements. Treasurer Roth made a motion to approve horizontal advancements for all five applicants recommended by the Professional Standards Board.

A lengthy discussion ensued regarding the horizontal application process and timing, and also the budgeting process. Concerns were voiced on balancing salary increases for all employees versus providing merit based increases for a few employees. Trustee Stith asked how much each award costs the college on a yearly basis. Vice President Kelsey stated that each award costs approximately $3,900 per year plus benefits.

The motion was approved by vote.

3. Increase in Health Insurance Contribution for Early Retirees, [(Moved from Consent Agenda Item #5)]
   The College’s Voluntary Early Retirement policy provides that the College will pay for single health insurance premiums for early retirees to the same extent as paid to full-time employees. Effective January 1, 2010, the health insurance premiums for all state employees and retirees are going up. At the current time, the State of Wyoming pays 85% of the premium and the employee is required to pay 15%. However, for early retirees, unlike employees, the state does not reimburse the colleges; the colleges have to pay for this coverage if they choose to have an early
retirement program with this benefit. Effective January 1, 2010, the monthly premium for single health insurance coverage for early retirees will be $735.98. (The premium payment is effective with the December 2009 payroll.) The current premium is $671.90. The premium increased by about 9.5%. The policy provides that the College will pay 85% of current premium, or $625.58.

Recommendation  
To increase the monthly contribution for single health insurance premiums for early retirees to $625.58, effective with the December 31, 2009 payroll.

Vice President Kelsey gave an explanation of the health insurance premiums for early retirees. Secretary Eckman made a motion to approve the increase in monthly contributions for single health insurance premiums for early retirees as described above. Motion approved by vote.

VI. INFORMATION/PROPOSALS
A. Visiting Delegations
None

B. Questions/Media/Public
None

C. President/Staff
1. State of the College
Dr. Leach gave her semi-annual State of the College report to the Board. Dr. Leach said that in recognition of WWCC’s 50th anniversary, her report was based on ‘then’ and ‘now’. Dr. Leach highlighted enrollment numbers, enrollment statistics, FTE’s by program, and statistics on student perseverance and graduation rates. Dr. Leach also reported on various activities for the 50th anniversary celebration including the dedication of the Mustang statue and the Family Brunch. In the area of student retention, Dr. Leach reported that new retention efforts include a review of required course pre-requisites, implementation of the College Studies institute, Alumni & Retention’s phone campaign, and grade checks for student athletes. Dr. Leach also said that efforts from the Registration and Records office including revising advisor listings and extended advising hours have contributed to the retention effort. Dr. Leach concluded her report by providing budget information and a breakdown of classifications of employees. The Board thanked Dr. Leach for her report.

2. General Staff Reporting
Associate Vice President Caldwell reported that the GRC remodel is moving forward and appreciated the Board’s approval to solicit bids for the remodel. Associate Vice President Caldwell said that the PTCE Director position
will be combined with the GRC Director position and feels that the combination will allow the GRC to better meet the needs of the community. Treasurer Roth said that he believes the community will respond favorably to the changes. President Freeman asked about the status of the business incubator for the GRC. Associate Vice President Caldwell said that WWCC is applying for a planning grant to move forward with a needs assessment for the incubator and that she would keep the Board apprised of its status.

Vice President Kelsey gave the Board a brief financial update. Vice President Kelsey began by saying that the assessed value, both in Sweetwater County and statewide jumped during the last year, but will drop next year. Vice President Kelsey said that statewide, some counties aren’t as affected by minerals valuations as Sweetwater County is. Vice President Kelsey went on to say that WWCC will not bear its full share of the statewide budget cuts as the losses are distributed via the formula just as revenue is distributed. Vice President Kelsey also said that the Governor has elected to spread the 10% mandatory budget cuts over a two-year period. Vice President Kelsey said that the state budget office included the biennielization of the salary increases granted which was a concern to the colleges. Vice President Kelsey also said that the current formula run shows WWCC gaining approximately $300,000 although that gain reflects a loss for another community college. Vice President Kelsey said that overall, WWCC is in good condition although there is still reason to be concerned with the current economic conditions.

D. Trustee Questions/Topics
President Freeman said that the WACCT has identified a candidate for the position of Executive Director and they are hopeful that the candidate will accept the position, although no contract has been signed yet.

President Freeman said that the WACCT will meet on December 7 in Casper in conjunction with the WCCC meeting. President Freeman said that the WCCC will be considering adoption of the final draft of the Strategic Plan. President Freeman said that it is imperative for the community colleges to have a unified voice. President Freeman also said that Ms. Frink had been instructed to arrange meetings with each legislator in WWCC’s service area to discuss issues of importance to the college.

President Freeman said that Northwest College had developed a resolution asking the legislature to consider an additional sales tax to be used strictly for community college funding. President Freeman said that NWC developed the resolution in response to the lack of action on the part of the Community College Task Force to address funding. President Freeman said that NWC has asked that each community college support their position. A short
discussion ensued. Treasurer Roth made a motion to table any action on NWC’s request. The motion was approved by vote.

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 yes. Secretary Eckman made a motion to suspend the regular meeting and enter into Executive Session. Motion approved by vote. The regular meeting was suspended at 9:20 p.m.

VII. FUTURE BUSINESS
A. December 10, 2009: Regular Board of Trustees workshop, 6:00 p.m., in Board Conference Room 3071, Rock Springs Campus.
B. December 10, 2009: Regular Board of Trustees meeting, 7:15 p.m., in Board Room 3060, Rock Springs Campus.

VIII. ADJOURNMENT
President Freeman reconvened the regular meeting at 10:20 p.m. Having no further business to act on, President Freeman adjourned the regular meeting at 10:21 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