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, December 10, 2009, in Board Room 3060, President John
      Freeman presiding.

   B. Approval of Agenda
      1. A motion was made to accept the consent and regular agendas
         as presented. Motion approved by vote.

I-A. REORGANIZATION/ELECTION
   A. Election of Board Officers
      Vice President Boettcher made a motion to nominate James Roth as
      Board President, Shannon Honaker as Vice President, Clark Stith
      as Secretary and Lynne Chadey as Treasurer. Hearing no further
      nominations, President Freeman asked for a vote on the motion.
      The motion was approved by vote.

   B. Setting Board Calendar for 2010
      Dr. Leach recommended that the regular Board meetings be held on
      the second Thursday of each month, with an exception for the
      state mandated budget meeting to be held on the third Wednesday
      of July. A motion was made to approve the recommendation and the
      motion was approved by vote.

   C. Selection of Official Newspaper
      Dr. Leach recommended that the Rock Springs Rocket Miner be
      selected as the official newspaper as it has the highest
circulation in the area and is the closest to a daily newspaper as is available. A motion was made to approve the recommendation and the motion was approved by vote.

D. Board Assignments
A motion was made to table the Board assignments until the January Board meeting. The motion was approved by vote.

II. REPORTS
A. Association of Student Government
Jessica Calo, ASG President, gave a brief report on the recent activities of the group. Ms. Calo said that the pie fight was a big success, but also a big mess. Ms. Calo also said that the Students without Borders Club hosted a Thanksgiving dinner for students who remained on campus, which was well attended. Ms. Calo went on to say that $615 was raised for donation to the Tree of Sharing which allowed the ASG to ‘adopt’ 6 children. Ms. Calo concluded her report by stating that while the WWCC bus that had been decorated for the annual Rock Springs Chamber of Commerce Holiday Parade did not win, the event was well attended. The Board thanked Ms. Calo for her report.

B. WWCC Senate
Ms. Kathy Luzmoor, Instructor of Nursing, gave a brief report on behalf of the WWCC Senate. Ms. Luzmoor stated that the Winter Party will be held on January 29 at the Santa Fe Southwest Grill and invited all Board members to attend. Ms. Luzmoor also thanked the Board for recognizing the guiding principle “Employees are our most important resource” with the off schedule salary payment. Ms. Luzmoor concluded her report by stating that the WWCC Senate hopes to increase its involvement with Policies & Procedures and with Communications. The Board thanked Ms. Luzmoor for her report.

C. Paraprofessional Association
Ms. Anna McClure, Paraprofessional Association President, gave a brief report on the recent activities of the group. Ms. McClure thanked the Board for approving the off schedule salary payment. Ms. McClure reported that the group raised $500 during its annual pie sale which was donated to the Tree of Sharing. Ms. McClure also said that $200 was raised to assist with the “Para Pantry” program to provide food for students who stay in housing during the holiday break. The Board thanked Ms. McClure for her report and commended all the groups on raising and donating funds to the Tree of Sharing.

D. Allyson Pastor – Marketing/PR
Ms. Allyson Pastor, Coordinator of Marketing & Public Information, gave the annual report for the marketing department to the Board. Ms. Pastor said that during her time at WWCC so far, she has increased the marketing effort for athletics, including having WWCC Athletes autograph items obtained by Wingers, and forming the ‘Courtside Corral’ in which seats to athletic events are raffled off. Ms. Pastor said that the
Athletic marketing events have been formed in cooperation with Kyle Rossetti, Anna McClure and Dr. Lu Sweet. Ms. Pastor also said that she has been working on her first Western Brochure which should be completed soon. Ms. Pastor said that the 50th Anniversary theme was used at WWCC’s booth at the annual County Fair. Ms. Pastor concluded by saying that she feels that she has formed good working relationships with staff, students and the media in the six months since she was hired.

III. MINUTES
A. Approval
1. A motion was made to accept the minutes of the special meeting held on November 3 as presented, and also to accept the minutes from the regular meeting held on November 12 as presented. The motion was approved by vote.

IV. FINANCIAL REPORTS/TRANSACTIONS
A. Clearing Accounts and Electronic Funds Transfers
Treasurer (Chadey) moved to table ratification of all Clearing Accounts and Electronic Funds Transfers until the January meeting. The motion was approved by vote.

B. Audit Report
Each year, the College is required by law to have a CPA firm perform an audit of the College’s financial transactions and related matters. The Board of Trustees has a contract with the firm Hansen, Barnett and Maxwell to perform audit services for the fiscal year ending 2008-09. The audit has been completed. The Board has participated in a workshop prior to the meeting to consider the auditor’s findings. The Board needs to take action to accept the Audit Report.

Recommendation
To accept the FY 2008-09 Audit Report as presented and to direct the Administration to implement the suggestions of the auditors found in the management letter.

Vice President Kelsey gave a brief explanation of the audit report, stating that the main discussion had occurred during the workshop earlier in the evening. A motion was made to accept the audit report. The motion was approved by vote.

V. RECOMMENDED ACTION
A. Old Business
None

B. Consent Agenda
1. Authorization to Solicit Proposals for Banking Services
The College’s five year contract with US Bank for centralized banking services expires in June, 2010. The Administration desires to see proposals from interested Rock Springs banks for centralized banking services. US Bank has done a good job for the College during the term of
the contract; however, the economy has changed significantly from five years ago and has had a major impact on fees and interest earnings. The Administration desires to obtain the “best deal” possible under these difficult economic circumstances. A few of the Rock Springs banks have expressed an interest in submitting a banking proposal for the College to consider. It is anticipated that proposals will be received by the Administration in early May and that the Board will be given a recommendation at the May, 2010 meeting.

Recommendation
To authorize the Administration to solicit proposals for banking services as described herein.

2. Authorization to Solicit Competitive Bids for Phase II Mansard Roof Replacement Project
During the FY 2009-10 year, the College completed Phase I of the Mansard Roof Replacement Project. The mansard roof on Rushmore Gymnasium was replaced during the summer of 2009. The Administration desires to proceed with Phase II of this project to include replacing of the mansard roofs in Unit Q (Annex Building) and Unit M (Mitchell’s Cafeteria Building). The estimated construction cost for this work is $100,000. It is anticipated that work will commence in May 2009 after graduation. Major Maintenance funds are budgeted and available to pay for this work.

Recommendation
To authorize the Administration to seek competitive bids for Phase II of the Mansard Roof Replacement Project.

3. Voluntary Early Retirement Request, Tom Coverdale
Tom Coverdale, Assistant Professor of Business, has filed an application for Voluntary Early Retirement to be effective at the end of the 2009-10 academic year. Mr. Coverdale has served WWCC as an Assistant Professor of Business since August, 1999. Mr. Coverdale meets all of the requirements for voluntary early retirement and the Administration recommends that his application be approved.

Recommendation
To approve the application for Voluntary Early Retirement submitted by Tom Coverdale to be effective at the end of the 2009-10 academic year.

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

1. Approval of Academic Year Calendar for 2010-11

   College Policy 6210A requires that the Board review and approve the Academic Calendar. We build our calendars based on the following premises:

   - Start the Fall semester as late as reasonable and yet allow enough time for class meetings and exam days to end the semester before Christmas.
   - Start Fall classes on a Wednesday to get the students engaged in learning as quickly as possible. Students move into the residence halls on Sunday, typically with help from family members. The last registration is held on the Monday before classes start on Wednesday.
   - Start evening and distance courses on the same date.

**Comparison of Calendars:** The proposed calendar is very similar to the previous academic calendars. Fall 2009 classes began on August 26 and ended on December 11 with 71 teaching days, 10 working days, and 5 holidays. Fall 2010 classes begin on August 25 and end on December 10 with 71 teaching days, 10 working days, and 5 holidays. Spring 2010 classes began on January 20 with graduation on May 21 with 73 teaching days, 12 working days, and 9 holidays. Spring 2011 classes begin on January 19 with graduation on May 20 with 73 teaching days, 12 working days, and 9 holidays. Summer 2010, we will be including the dates for our summer semester in future Academic Calendar. This will be the first time we’ve included those dates.

**Recommendation**

Approve the Academic Calendars for 2010-11

Vice President Fitschen gave an explanation of the Academic Calendars, stating that the add period for full semester courses had been shortened. Vice President Fitschen said that research shows that students who start courses late are less likely to succeed which affects retention. A short discussion ensued regarding the add/drop period for courses. A motion was made to table the 2010-11 Academic Calendars to allow for discussion on the policies and procedures associated with adding and dropping courses. Motion approved by vote.


For the past 25 years, the College has had a policy and procedure governing smoking on College property. Recently, the Executive Council decided to present to the Policies and Procedures Committee a proposal to expand this policy and procedure to address the topic of tobacco use in general (to include smokeless tobacco). The new, proposed policy and procedure:
• Provides for regulation of all tobacco use not only on College property and where instruction occurs, but also where student activities occur.

• Provides that the use of “smokeless tobacco” is prohibited on all indoor property owned or controlled by the College and, at the discretion of College officials, in outdoor locations where College instruction or student activities take place.

• Makes specific reference to the General Administrative Regulation approved by the College President to implement the Board Policy and Procedure. (Attached for Board reference is the existing GAR implementing the existing “Smoking on College Property” Board Procedure)

The Policies and Procedures Committee has unanimously approved this proposed revision.

Recommendation
None. First Reading Only.

Vice President Kelsey gave an explanation of the policy and procedure revision. A short discussion ensued regarding the prohibition on tobacco use at student events held off campus. The Board requested that the wording be revised to clarify the intent.

3. Revision to Board Procedure 5230B, Registration for Classes; First Reading

As a result of our student engagement initiative, we have been looking at procedures/practices that may not be in the best interest of student retention. One of these procedures relates to how long students have to register for classes after classes have started. It is our experience that students who start late are less likely to engage in the class or the college experience and less likely to achieve a good grade in their courses. The Administration is recommending revisions to this procedure to reflect a change in the late registration procedure from 7 class days to 3 and prorated for block courses. This will generally mean that a student has missed no more than one class session when starting late. We are also supplementing our late start 12-week block to help those students who do make a late decision to attend WWCC so that they do not have to wait a full semester to begin classes.

Recommendation
None. First reading only.

Vice President Freeze explained that the revisions to the policy and procedure are expected to increase retention because student engagement occurs in the first few course
meetings. Vice President Freeze said that exceptions will be allowed under certain circumstances. A short discussion ensued regarding possible exceptions. The Board directed Administration to include the exceptions in the policy.

4. **Revision to Board Procedure 5230C, Adding & Dropping Classes; First Reading**
   As a result of our student engagement initiative, we have been looking at procedures/practices that may not be in the best interest of student retention. One of these procedures relates to how long students have to add classes after classes have started. It is our experience that students who start late are less likely to engage in the class or the college experience and less likely to achieve a good grade in their courses. The Administration is recommending revisions to this procedure to reflect a change in the add period from 7 class days to 3 and prorated for block courses. This will generally mean that a student has missed no more than one class session when starting late. We are not recommending a change in the last day to drop classes. We are also supplementing our late start 12-week block to help those students who do make a late decision to attend WWCC so that they do not have to wait a full semester to begin classes.

**Recommendation**  
None. First reading only.

Vice President Freeze explained that the revision to this policy and procedure is in conjunction with the revision to Policy and Procedure 5230B.

VI. INFORMATION/PROPOSALS
   A. **Visiting Delegations**  
      None

   B. **Questions/Media/Public**  
      None

   C. **President/Staff**  
      Vice President Freeze reported that Wind River Hall received a design award at a recent conference.

      Dr. Leach reported that two Task Forces are concentrating on education. Dual/Concurrent enrollment and Distance Education are the areas of their focus. Dr. Leach said that Vice President Fitschen is working with the Dual/Concurrent enrollment Task Force and that it is hoped that communications will improve in this area. Dr. Leach also said that the Distance Education Task Force hopes to resolve funding issues in that area.

   D. **Trustee Questions/Topics**  
      President Freeman stated that the WACCT had completed contract negotiations for its Executive Director. President Freeman said
that he had met with the Executive Director and had discussed the importance of continued funding for the WYIN program. President Freeman also said that the Governor has indicated that he will not be in agreement with any fee or tuition increases in the next fiscal year.

**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 Roth asked if an Executive Session would be necessary. Dr. Leach said yes. The regular meeting was suspended at 9:00 p.m.

**VII. FUTURE BUSINESS**

A. January 14, 2010: Regular Board of Trustees workshop; 6:00 p.m., in Board Conference Room 3071, Rock Springs Campus.

B. January 14, 2010: 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 10:00 p.m. Trustee Stith made a motion to direct Administration to begin negotiations to purchase the Wingate Hotel for use as student housing. The motion was approved by vote. Having no further business to act on, President Freeman adjourned the regular meeting at 10:05 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