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

Also Present:  Karla Leach, College President*
Marty Kelsey, VP for Administrative Services
Ken Fitschen, VP for Student Learning Services
Jackie Freeze, VP for Student Success Services
Laurie Watkins, Assoc. VP for Student Success Services
Jeremy Weber  Anna McClure
Rick Kempa  Troy Archuleta
Bruce Anderson  Derek Rayback
Kandy Frink

*entered meeting late due to Legislative Reception

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 7:20 p.m., Tuesday, January 12, 2010, in Board Room 3060, President James Roth presiding.

B. Approval of Agenda
1. President Roth called for a motion to accept the regular agenda. Vice President Honaker made a motion to remove New Business Item #2, Approval of Academic Leave, from the agenda and to accept the regular agenda as amended. Motion was approved by vote.

2. Trustee Eckman made a motion to move Consent Agenda item #5 to New Business. Motion approved by vote. Trustee Boettcher made a motion to move Consent Agenda Item #2 to New Business and to accept the Consent Agenda as revised. Motion approved by vote.

I-A. Board Assignments
President Roth announced that all Board assignments would remain in place for 2010.

II. REPORTS
A. Association of Student Government
None.
B. WWCC Senate
Mr. Bruce Anderson, WWCC Senate Chair, gave a brief report on the activities of the group. Mr. Anderson said that the Senate had been working on a request from Dr. Leach to compile information about work orders placed for issues in teaching spaces on campus. Mr. Anderson also said that this semester the Senate will be reviewing the process to apply for Horizontal Advancement. Mr. Anderson said that the Winter Party is scheduled for January 29 at the Santa Fe Southwest Grill and invited all Board members to attend. The Board thanked Mr. Anderson for his report.

C. Paraprofessional Association
Ms. Anna McClure, Paraprofessional Association President, gave a brief report on behalf of the group. Ms. McClure stated that the Paraprofessional Association held a “Para Pantry” to provide food for students who remained in housing during the holiday break. Ms. McClure said that 30-35 students were provided with food that had been donated. Ms. McClure said that the Paraprofessional Association also decorated a tree on Dewar Drive. Ms. McClure reported that an in-service session was held for the Paraprofessional Association members with 90 people attending those sessions. Ms. McClure went on to say that she appreciates supervisors on campus encouraging the paraprofessional staff in their area to attend those kinds of events, and commended Ms. Amy Williamson, Children’s Center Director, for encouraging her staff to attend the monthly meetings. Ms. McClure concluded her report by saying that Dr. Leach would be holding a forum for the Paraprofessional Association on January 22. The Board thanked Ms. McClure for her report.

D. Troy Archuleta – UW
Mr. Troy Archuleta, UW Academic Coordinator, gave the annual report for the UW Outreach Office. Mr. Archuleta reported that some changes had been made in the UW Outreach office due to budget cuts. Mr. Archuleta said that the center for Conferences and Continuing Education had been totally cut from the budget. Mr. Archuleta said that the local UW office provides service to Lincoln, Carbon, Uinta, Sublette and Sweetwater counties. Mr. Archuleta also said that UW lost their leased space in Rawlins, but that CCHEC provided a room in their facility to allow UW to hold classes. Mr. Archuleta went on to say that the online Elementary Education degree program will continue to be offered. Mr. Archuleta thanked the Board of Trustees and Dr. Leach for their support. Mr. Archuleta commended Ms. Jan Torres, saying that her advisees are always very well prepared in terms of transferring to UW. The Board thanked Mr. Archuleta for his report.

E. Dr. Jackie Freeze – Athletics
Dr. Jackie Freeze, Athletic Director, gave the annual Athletics report to the Board of Trustees. Dr. Freeze said that it had been a busy year, and was a tremendous year for student support. Dr. Freeze thanked Dr. Lu Sweet, Assistant Athletic Director, for her efforts in creating more student support. Dr. Freeze
reported that the Women’s Basketball team was number one in the NJCAA for Academics, with an average GPA of 3.73. Dr. Freeze said that the Men’s Basketball team was ranked number 5 for Academics with a 3.28 average GPA. Dr. Freeze said that most WWCC athletic teams met or exceeded the target GPA of 3.0. Dr. Freeze also said that 2 coaching positions had been changed to full-time positions; Trace Bevell and Rick Reynolds hold those position. Dr. Freeze said that a new athletic student success initiative began during the fall semester, which focuses on a new approach to notify instructors of team absences and monitoring student academic progress during the first six weeks of the semester. Dr. Freeze reported that a new Athletic Student Council was also created with representation from all each team. Dr. Freeze said the council will work to facilitate communications between the teams. Dr. Freeze also said that the intramural sports saw an increase in participation in the last year. Vice President Honaker asked if the Women’s and Men’s Basketball teams had been recognized for their academic achievements. Dr. Freeze said that both the Rocket Miner and the Casper Star-Tribune ran articles about the teams’ success. The Board thanked Dr. Freeze for her report.

F. Rick Kempa – Academic Leave Report

Rick Kempa, Associate Professor of English and Honor’s Program Director, gave the Board a report on his recent Academic Leave activities. Mr. Kempa thanked the Board for approving his academic leave. Mr. Kempa said that the program is a good one and he is grateful that WWCC continues to support instructors in this area. Mr. Kempa said that his leave contained 2 goals; to plan and implement changes in the Honor’s Program, and; to make significant progress in his own work as an essayist and poet. Mr. Kempa said that one purpose of the Honor’s Program is to bring added value to the staff, students and community. Mr. Kempa has fostered this purpose by trying to create more opportunities for other instructors to teach Honor’s courses and to help other organizations in charitable endeavors and service learning. Mr. Kempa said that he completed the program review for the Honor’s program during his leave. Mr. Kempa went on to say that he also attended relevant conferences where he met other Honor’s program directors and learned about different courses being offered. Mr. Kempa said the final product for the Honor’s program portion of his leave for a new three year plan for the Program. Mr. Kempa said that the second goal in his leave, to further his work as an essayist and poet, was also successful. Mr. Kempa said that he was able to complete a manuscript of poems, and that some poems have been published. Mr. Kempa reported that he benefitted greatly from a fellowship on environmental ethics and received resident artist status at the Grand Canyon. The Board thanked Mr. Kempa for his report.
II. MINUTES
   A. Approval
      1. Trustee Freeman made a motion to accept the minutes of the December 10, 2010 meeting as presented. Motion approved by vote.

IV. FINANCIAL REPORTS/TRANSACTIONS
   A. Clearing Accounts and Electronic Funds Transfers
      Vice President Marty Kelsey explained that due to a lack of complete information for the December Board meeting, both the December and January financial reports would need to be approved. Treasurer Chadey moved to ratify the December Clearing Accounts as designated in the amount of $2,430,213.67 and the December Electronic Transfers as designated in the amount of $2,423,183.15 for a grand total ratification of $4,853,396.82. Motion approved by vote.

      | Clearing Accounts | Warrant Nos. | Amount     |
      |-------------------|--------------|------------|
      | Vouchers          | 224645 through 225183 | $1,209,875.76 |
      | Payroll           | 145580 through 146222 | $414,622.09  |
      | Advices           | 018026 through 018352  | $805,715.82  |
      | Total – All Clearing Account Warrants |            | $2,430,213.67 |

      | Electronic Funds Transfers                       |
      | Payroll Tax Payments to I.R.S.                   |
      | From US Bank A/C# 147497000116 To EFTPS-CHICAGO USATAXPYMT | Amount $385,179.92 |

      | Credit Card Payments to US Bank Corporate Payment System |
      | From US Bank A/C# 147497000116 To EFT US Bank CC Payments | Amount $116,530.06 |

      | Bank to Bank Transfers |
      | 1st Bank, N. Side Branch US Bank – Cashed out CD | Amount $1,921,473.17 |

      | Investment Transfers | Amount 0.00 |

      | Total Electronic Funds Transfers | Amount $2,423,183.15 |

      | GRAND TOTAL FOR BOARD RATIFICATION | Amount $4,853,396.82 |

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

      Treasurer Chadey moved to ratify the January Clearing Accounts as designated in the amount of $2,015,055.98 and the January Electronic Transfers as designated in the amount of $315,856.94 for a grand total ratification of $2,330,912.92. Motion approved by vote.
Clearing Accounts

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<th>Warrant Nos.</th>
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<td>Vouchers 225184 through 225653</td>
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<tr>
<td>Payroll 146225 through 146766</td>
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<td>Advices 018353 through 018523</td>
<td>$561,584.70</td>
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<tr>
<td>Total - All Clearing Account Warrants</td>
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Electronic Funds Transfers

**Payroll Tax Payments to I.R.S.**

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<tr>
<td>US Bank EFTPS-CHICAGO USATAXPYMT</td>
<td>A/C# 147497000116</td>
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**Credit Card Payments to US Bank Corporate Payment System**

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<th>From</th>
<th>To</th>
<th>Amount</th>
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<tbody>
<tr>
<td>US Bank EFT US Bank CC Payments</td>
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Bank to Bank Transfers

**Investment Transfers**

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Total Electronic Funds Transfers $315,856.94

GRAND TOTAL FOR BOARD RATIFICATION $2,330,912.92

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

V. RECOMMENDED ACTION

A. Old Business

1. Approval of Academic Year Calendar for 2010-11

   College Policy 6210A requires that the Board review and approve the Academic Calendar. NOTE the changes to the deadline for Adding Classes. The administration recommends that the change in the time allowed to add classes is reduced from 7 days to 3 days. This change would occur in the Spring 2011 semester allowing the college time to communicate this change more effectively to students during the Fall semester. 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 ends on December 10 with 71 teaching days, 10 working days, and 5 holidays. “Add Deadline” continues to be 7 days for Fall. 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. “Add Deadline” changes to 3 days for Spring. 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 Calendar. Vice President Fitschen said that the change in the Add period would begin in Spring 2011 with Fall 2010 used as a learning period for the adjustment. Secretary Stith asked if the Board were being asked to approve the calendar or the Add policy. Vice President Fitschen explained that this vote would be on the calendar itself. President Roth said that by voting for approval of the calendar, a Board member would also in effect be voting for the change in policy language. Vice President Fitschen said that yes, in essence the Board would also be agreeing to the policy revisions. Vice President Fitschen went on to say that several publications require the academic calendar before printing can begin on those publications.

A short discussion ensued regarding the Add policy revisions and the exceptions needed for the policy. Treasurer Chadey made a motion to approve the Academic Calendars for 2010-11 as presented. Due to the controversy surrounding the issue, President Roth called for a second on the motion. Vice President Honaker seconded the motion which was approved by vote with Trustee Freeman voting against.

2. Revision of Board Policy and Procedure 1330F, “Smoking on College Property”; Re-named: “Tobacco Use”; Second Reading
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 use of tobacco use in general (to include smokeless tobacco). At the December meeting of the Board of Trustees, a suggestion was made to “tweak” the policy and procedure a bit to provide some clarity regarding the application of the policy and procedure in off-campus locations. The Administration made a change which hopefully addresses the concern. This change is as
follows: The “policy” statement submitted at the December meeting read: “The College will regulate tobacco use on property owned or controlled by the College and in all locations where instruction or student activities occur.” (This same statement is repeated in the second paragraph of the procedure.) The new, revised language reads: “The College will regulate tobacco use on property owned or controlled by the College; and, tobacco use by students at locations where instruction or student activities occur off campus.” 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.

• Makes specific reference to the General Administrative Regulation approved by the College President to implement the Board Policy and Procedure.

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

Recommendation
To approve the proposed revisions to Board Policy and Procedure 1330 F, Tobacco Use, as presented.

Vice President Kelsey gave an explanation of the policy revisions. Trustee Freeman made a motion to approve the revisions as presented. Motion approved by vote.

B. Consent Agenda
Included in the addendum is the second quarter financial report for all funds of the College. This report is given to the Board of Trustees to provide a periodic update of the financial status of the College. In the Unrestricted (Current) Operating Fund, the College has expended 45.5% of the budget through December 31, 2009. This percentage compares to 41.3% spent through the second quarter of FY 2008, and 44.8% spent through the second quarter of FY 2006, both second quarters of the second year of a biennium. Regarding revenues in the Unrestricted (Current) Operating Fund, the College has received 62.3% of the total budgeted revenues through the second quarter. This percentage compares to 60.9% received through the second quarter of FY 2008 and 66.7% received through the second quarter of FY 2006, both second quarters of the second year of a biennium. Cash flow has been positive in the Unrestricted (Current) Operating Fund. Through the second quarter, revenues have exceeded expenditures by $3,958,020. In some of the funds there is a negative cash flow;
however, this is not unusual for this time of the fiscal year. The Administration has no overall concerns regarding the financial condition of the College through the end of the second quarter.

Recommendation
None. For Information Only.

2. Acceptance of Early Retirement Application, Moved to New Business Item #6

3. FY 2011 Budget Calendar
Each year in January, the Board of Trustees approves a Budget Calendar, per Board policy. Included in the addendum is the proposed Budget Calendar. It has been approved by the Executive Council. The Board will note a special workshop devoted to the Board scheduled for Tuesday, April 6th, 2010.

Recommendation
To approve the FY 2011 Budget Calendar as presented.

4. Donation of 92 Desk/Chairs to Sweetwater County School District No. One
Over the past few years, the College has been systematically replacing the combo desk/chairs in the classrooms with tables and chairs. Typically these old desk/chair units are donated to one of the two local school districts. Sweetwater County School District No. One has expressed a desire to have 92 of these combo desk/chair units to use within the district. The College attorney has indicated that the College may legally donate items of this nature to the school districts.

Recommendation
To donate 92 surplus desk/chair units to Sweetwater County School District No. One.

5. Amendment to Communications Site Lease Agreement, Moved to New Business #5

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

C. New Business
1. Employment Contract, Associate VP for Administrative Services
The Human Resources Office conducted a national search commencing in September 2009 to fill the newly created position of Associate Vice President for Administrative Services. The Human Resources Office received 25 completed applications for this position. The Professional Standards Board conducted 4 telephone interviews and 2 formal interviews for this position. The Professional Standards
Board unanimously recommends that Ms. Carla Budd be extended an employment contract for this position. Ms. Budd holds a Bachelor’s Degree in Business Administration from Mesa State College in Grand Junction, Colorado and a Master’s of Business Administration Degree from Western State College in Gunnison, Colorado. Ms. Budd was previously employed as the Director of Human Resources for Eagle County Government, Colorado for six years. Ms. Budd was also the Director of Human Resources for Colorado Mountain College, Glenwood Springs, Colorado for approximately nine years. She also served as the Interim Dean of Finance at Colorado Mountain College. Ms. Budd has approximately 17 years of human resources experience. Ms. Budd’s contract details would be as follows: Annual Salary, $80,000.00 for a 12 month contract; Fund, Unrestricted Operating Fund; Rank, N/A; and Column Placement, N/A.

Recommendation

To offer an employment contract to Ms. Carla Budd of Rock Springs, Wyoming for the position of Associate Vice President for Administrative Services for the period January 19, 2010 through June 30, 2010.

Vice President Kelsey gave an explanation of the employment contract. Trustee Boettcher made a motion to extend the employment contract as described above. Motion approved by vote.

President Roth stated that Dr. Leach had offered to have Board representation during the hiring process for Vice President and Associate Vice President level positions in the future.

2. Approval of Academic Leave, FY2011 (Moved to February meeting)

3. Bid Quotations, Renovations to Green River Center
At the November meeting of the Board of Trustees, the Board authorized the Administration to solicit competitive bids for some renovations to the Green River Center. Bids were received on January 5th, 2010 from ten (10) general contractors. A full listing of the bids received is included in the addendum. The Administration recommends that the low bid from A. Pleasant Construction Company, Green River, Wyoming, be accepted for the base bid and Alternate # 2. The “actual” low bid was submitted by the K.R. Goble Construction Company, Mapleton, Utah; but when the 5% Wyoming preference law is applied, A. Pleasant becomes the low bidder. Alternate # 1 is for a sink in the area. The Administration decided the sink is not necessary. Alternate # 2 is for a small stand-alone supplementary air conditioning system to cool a small room used to house
information technology equipment. Some additional heat-producing servers will be placed into this room and it will be important to ensure this room does not get too warm. The Administration recommends that Alternate # 2 be accepted. It will be necessary that the Wyoming Community College Commission approve this project as the cost of the renovation exceeds $100,000. Plan One Architect’s original cost estimate was between $85,000 and $100,000. There will be no problem with the Commission approving this project at its February meeting as it adds no new square footage to the College’s inventory. Their approval is basically a formality. Funds are budgeted and available to pay for this work. Work is scheduled to begin during the last week of February.

Recommendation
To accept the bid from A. Pleasant Construction Company, Green River, Wyoming in the total amount of $117,200 for the Base Bid and Alternate No. Two, per bid specifications, contingent on approval of the project by the Wyoming Community College Commission.

Vice President Kelsey gave an explanation of the bid quotations. Trustee Freeman made a motion to accept the bid submitted by A. Pleasant Construction Company as described above. Motion approved by vote.

4. Proposed New Certificate in Journalism
New degrees or certificates are first proposed and reviewed through the College’s Curriculum Committee. The Committee reviews and approves or disapproves proposals; often after formative discussions about the proposal and ways to strengthen or clarify it. The Curriculum Committee has 9 voting members: 7 faculty, 1 division chair, and the chair, the VP for Student Learning, who only votes in the event of a tie. A number of non-voting members also regularly attend and provide input: the Registrar, the Director of Distance Education, the Associate VP for Student Learning, and periodically the VP for Student Success Services. In the past, the second step for approval of a new degree or certificate was the Academic Affairs Council, composed of the 7 VPs of instruction. Again, feedback from this group is positive and formative. The third and final step was the Wyoming Community College Commission. With the advent of a new Strategic Plan, the College administration will be adding a new step to this process: the review of the Board of Trustees. Included in the addendum is the draft of the Commission’s Form for approval of the proposed 15-Credit Certificate in Journalism. The entire form is included so that the Board can have a better understanding of the type of information requested for new degrees or certificates. This form is presently being reviewed and revised because of the requirements in the new Strategic Plan, but this is the form’s present status. Briefly, the new 15-Credit
Certificate in Journalism will offer a new opportunity primarily for employees working in Wyoming’s small town newspapers to receive some training and professional development. These reporters may not have formal training in journalism. Ms. Linda Linn did the research on this opportunity, surveyed 43 Wyoming papers, and got 7 responses—all supportive. In addition, the Wyoming Press Association gave its support. Because this program is offered totally online, it can meet the needs of employees in any town in Wyoming. In addition, this certificate will offer another opportunity for college students interested in Journalism to take a step towards an associates or bachelors degree. Like technical programs, certificates allow a student to plunge into their major coursework, often before they have taken general education courses. This allows them to determine if this is a career appropriate for them.

Recommendation
That the Board of Trustees approve the new 15-Credit Certificate in Journalism.

Vice President Fitschen gave an explanation of the proposed certificate program. Trustee Eckman asked for clarification of the number of responses received. Vice President Fitschen said that while it seems like a small number of responses, it is actually a decent percentage of the total surveys sent out. Treasurer Chadey asked if Administration hoped to draw current reporters for the courses. Vice President Fitschen said that yes, the courses would be designed to accommodate current reporters who had never obtained an education in journalism. Trustee Boettcher made a motion to approve the new certificate program. Motion approved by vote.

5. Amendment to Communications Site Lease Agreement
In April, 2000, the WWCC Board of Trustees entered into a 20-year site lease agreement with UBET Wireless (now called Strata Networks). Strata Networks leases a small amount of space in a College storage room and on the College’s tower for their cell phone operation. Currently, they pay the College $1,600 annually for rent and $1,620 annually for electricity use. Strata Networks desires a small amount of additional space to use a 30” cabinet. The space will be used by Strata Networks to install some fiber management and other related equipment to enhance their cell phone operation to primarily provide service to the Rawlins and Wamsutter area. Strata Networks will also install two strands of fiber in the College’s existing 2” conduit from the telecommunications room to the cell site room. As consideration for this amendment to the lease, Strata Networks will increase the yearly rent payment from $1,600 annually to $2,500 annually and will increase the electricity payment from $1,620 annually to $2,400 annually.
annually. Moreover, Strata Networks will donate one of the two fiber strands to the College for College use. The base Agreement provides for periodic review and rent increases depending on various factors including the number of cell subscribers and for increases in electricity reimbursement amounts based on cost. The provisions of the base Agreement remain unchanged. Strata Networks is requesting as a part of the amendment that the amended Site Lease Agreement be increased another 10 years, until May 1, 2030. This proposed amendment has been approved by the College’s legal counsel.

Recommendation
To approve the proposed amendment to the Communications Site Lease Agreement between the College and Strata Networks as described.

Vice President Kelsey gave an explanation of the amendment to the lease agreement. Trustee Eckman asked if the cell service was provided for the general public or just college personnel. Vice President Kelsey explained that the cell service is provided to the general public with the provider renting out a small space on college property and using our communications tower. Trustee Eckman asked if any other cell phone providers have inquired about renting space on the tower. Vice President Kelsey said that no other companies have expressed an interest in using WWCC’s communications tower. President Roth asked what WWCC would use the fiber for. Vice President Kelsey said that while he didn’t know what it would be used for, Mike Hart seemed very excited about the prospect of receiving the fiber. Trustee Freeman made a motion to approve the proposed amendment to the Communications Site Lease agreement as described above. Motion approved by vote.

6. Request for Voluntary Early Retirement, Deirdre MacDonald
Deirdre MacDonald, Associate Professor of Dance, has applied for Voluntary Early Retirement. She meets all requirements set forth in the policy and procedure. Ms. MacDonald has been employed as a full time dance instructor at the College since August, 1995. Ms. MacDonald is requesting that the effective date of the early retirement be June 1, 2010.

Recommendation
To approve the voluntary early retirement request submitted by Deirdre MacDonald.

Vice President Kelsey explained that while policy states that the applications will be considered in February, the reality has been to forward those applications to the Board whenever they are received. Vice President Kelsey said that the February timeline was established because the deadline was in mid-January. Vice President Kelsey said
that allowing the Board to act on each application as it is received allows the Administration to prepare for replacement of that person. Vice President Kelsey encouraged the Board to allow Administration to continue to submit the applications as they are received. Vice President Fitschen also commented that after an application for early retirement is accepted by the Board, the applicant then has 45 days in which to change their mind about retiring. Vice President Kelsey said that delaying acceptance of those applications until February could create hardships on Administration to find a suitable replacement.

Trustee Boettcher made a motion to suspend policy and accept the application for early retirement from Deirdre MacDonald. Motion was approved by vote.

President Roth said that the policy also refers to a report generated each fall and presented to the Board of Trustees. Vice President Kelsey said that the report is generated each fall and used by Administration to notify each person eligible for early retirement. Vice President Kelsey said that he would provide the report to President Roth.

VI. INFORMATION/PROPOSALS
A. Visiting Delegations
   None

B. Questions/Media/Public
   None

C. President/Staff
   Dr. Leach reported that she had attended a reception hosted by the Petroleum Association which allowed her to reconnect with significant donors to WWCC’s Oil and Gas Production Facility.

   Dr. Leach reported that the all employee session of in-service was held earlier in the day with Astronaut Mike Mullane featured as the guest speaker. Dr. Leach said that Mr. Mullane gave a wonderful presentation and cautioned against individuals allowing themselves to become ‘passengers’ in their life and their work.

   Vice President Fitschen reported that the ventilation system in the Welding labs had been completed and would be running at 40% capacity to begin with. Vice President Fitschen said that the contractor worked around student schedules to ensure that no students were disturbed and no classes were cancelled during the renovations.

   Vice President Freeze said that WWCC has seen a 20% increase in enrollment based on enrollment numbers on this exact date in Spring of 2009. Vice President Freeze cautioned that the number will change. Secretary Stith asked if other colleges had been experiencing the same levels of enrollment increases. Vice
President Freeze said that all the colleges have seen an increase ranging from 9-20%.

Associate Vice President Watkins said that a New Student Orientation program would occur on January 19 with 80 new full-time students registered for the orientation program.

Dr. Leach reminded the Board of the events happening this week.

D. Trustee Questions/Topics
Trustee Freeman reported that the WACCT had hired a new Executive Director. Trustee Freeman said that the WACCT has identified several short term and long term goals for the Executive Director. Trustee Freeman reminded the Board about the Legislative Reception being held in Cheyenne on February 16. Trustee Freeman said that he plans on remaining in Cheyenne for a few days to try to meet with legislators. Trustee Freeman also said that the WACCT Executive Director will be traveling to each community college to introduce himself to the Board of Trustees. Trustee Freeman stated that he believes the community colleges will need strong advocacy to continue to provide for students in the future.

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. Dr. Leach asked that she and Marty Kelsey be invited to attend. The regular meeting was suspended at 9:22 p.m.

VII. FUTURE BUSINESS
A. February 11, 2010: Regular Board of Trustees workshop; 6:00 p.m., in Board Conference Room 3071, Rock Springs Campus.
B. February 11, 2010: Regular Board of Trustees meeting; 7:15 p.m., in Board Room 3060, Rock Springs Campus.
C. February 16, 2010: 2010 Wyoming Community College Conference and Legislative Reception, Historic Plains Hotel, Cheyenne, Wyoming
D. February 17, 2010: WCCC Meeting, Cheyenne, Wyoming

VIII. ADJOURNMENT
President Roth reconvened the regular meeting at 10:24 p.m. Trustee Freeman made a motion to enter into a contract to purchase the Wingate Inn. Motion approved by vote with Vice President Honaker voting against. Having no further business to act on, President Roth adjourned the regular meeting at 10:26 p.m.

NOTE: Additional information (tapes and/or addenda) from this meeting is available in the Board Office.